

NAME CHANGE INSTRUCTIONS

THESE INSTRUCTIONS AND FORMS ARE FOR ADULT NAME CHANGE ONLY

To fill for a name change in Family Court you will need to provide the following two documents:

****First****

***DSS Form 3072 (sample enclosed)**

Mailed To: South Carolina Department of Social Services

Attention: Cashier

1535 Confederate Avenue

Post Office Box 1520

Columbia, South Carolina 29202-1520

Make sure you send a self-addressed stamped envelope & cost of Eight dollars, \$8.00 by cashier's check or money order. Forms will be returned in the mail.

****Second****

***Contact SLED at (803)896-1443 and request a Name Change Packet, which will include the Records Check Form (sample copy enclosed) and Fingerprint Card.**

When packet arrives in the mail, take Fingerprint Card to local law enforcement center and get fingerprints done. (Call your local law enforcement for dates and times this may be done and fees may apply)

Fill out the Sled forms and mail them, the fingerprint card and twenty five dollars (\$25.00) cashier's check or money order to the address provided on the paperwork.

Mailed To: SLED Records

Post Office Box 21398

Columbia, South Carolina 29221-1398

Make sure you send a self-addressed stamped envelope) Forms will be returned in the mail.

The above two requests may take four to six weeks.

***Once all of the above requested information has been received by you continue to the next step.**

***Fill out the following forms: Family Court Coversheet, Petition for Name Change, Verification, Name Change Information Sheet and Hearing Request.**

***Make a copy of your Birth Certificate to be filed.**

*** Bring all of the above documents and reports with original and one (1) copy along with one hundred and fifty dollars, cash, cashier's check or money order. Also, provide a self-addressed stamped envelope with these documents and when the hearings scheduled a notice will be mailed. Your hearing notice will be on yellow paper.**

***On the day of the hearing bring the following to court:**

Motion & Order Information Coversheet (form SCCA 233F)

Order and Certificate of Name Change and Amendment of Birth Record form.

***Make sure to arrive early for court. A copy of the Court Dress Code has been included in the package please remember to following the guidelines. Hearing are heard on the second floor please check in at the desk with one of the bailiffs. Your case will be called when the judge is ready. At the end of the hearing you'll pass the forms you have with you to security to be given to the judge for their signature. This will be returned to you and you'll take it to the Clerk of Court to be processed. (Clerk of Court-Family Court located on the first floor)**

Per Administrative Judge all Reports Must be Requested Within Three Months of Filing.