

Summary of Process

Prepare the Court Paperwork

- Family Court Coversheet
- Petition for Name Change
- Child Support/Alimony Affidavit
- Financial Declaration
- Hearing Request

Get Background & Screening Checks*

- Contact SLED at (803) 896-1443 and request Name Change Packet
- Complete SLED Records Check Form and Fingerprint Card then submit to SLED with fee
- Submit DSS Form 3072 Central Registry background check

Other Documents

- Bring copies of your current Birth Certificate, Driver's License, and Social Security Card to Court

Getting the Change

- File Petition and attach background and screening checks
- Schedule Hearing
- Attend Hearing
- If petition is granted, Family Court Judge will issue final order.
- Send Order to the South Carolina Department of Vital Records

Other Legal Representation and Materials:

Lawhelp.org/sc is South Carolina's guide to hundreds of free legal resources such as:

- Information about your rights and legal responsibilities
- Legal forms and court documents

Sclegal.org is a statewide website that contains:

- Information for the public in all civil law areas
- Legal library

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**South Carolina
Legal Services**

Balancing the Scales of Justice

How to Change Your Name

HELLO,
MY NAME
IS _____

Our Mission

South Carolina Legal Services is a statewide law firm that provides civil legal services to protect the rights and represent the interests of low-income South Carolinians.

For Free Services

1 (888) 346-5592

www.lawhelp.org/sc/online-intake

contactus@sclegal.org

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Why would I want to change my name?

- Your name has recently changed due to marriage, divorce, or adoption.
- The name on your ID does not match the name on your birth certificate.
- The name you want to use or have always used is not the name on your birth certificate.

How can I legally change my name?

- If you are getting married, you can write your new name on the marriage license and use the license as proof of your new name.
- If you are in the process of getting divorced, you can request a name change in your divorce papers rather than going through this separate process.
- You can petition the Family Court to change your name.

What if I want to change my child's name?

- Both parents must be notified and named as parties in the action.
- A Guardian ad Litem must be appointed to represent the child's interests, at the parent's expense.
- A child does NOT need a SLED Background Check or a SC Department of Social Services (DSS) Central Registry check

What's needed to file a Petition for a Name Change?

- Current birth certificate, driver's license, and Social Security card
- DSS Form 3072
- SLED Records Check Form
- Fingerprint Card
- Affidavit stating you are not changing your name to avoid paying debts
- Alimony Affidavit
- Documents to demonstrate name you have always used

What if I have a criminal record?

You can still apply to change your name and amend your birth certificate if you have a criminal record. The Court will send a copy of the Name Change Order to SLED.



Do I have to attend a hearing?

Some counties will require a hearing and the petitioner will have to testify to the name change. Other counties do not. A witness is not needed in most cases.

What happens after the Court Order?

If you were born in South Carolina, send the Court Order to the SC Department of Vital Records. The amended birth certificate will be mailed to you.

If you were born in another state, you will have to contact the Department of Vital Records in the state where you were born. Some states accept the South Carolina Name Change Order, while others do not. You may have to file for an amended birth certificate in the state of your birth.

Some places I should notify of my name change

- Social Security Administration and request that they issue you a new card with your legal name
- The Department of Motor Vehicles
- Voter registration