

Filing Fee	\$187.00
Certified Letter Fee	\$12.00
Fingerprinting	\$43.25
Fee to Publish in County Paper	\$_____

Name Change 22 Years and over

Forms included in this packet:

1. Petition to Change Name (PC 51)
2. Publication of Notice of Hearing (Change of Name) (PC 563)
3. Order Following Hearing on Petition to Change Name (PC 52)



CHANGE OF NAME INSTRUCTIONS AGE 22 YEARS AND OVER

Self Help Legal Resource Center

811 Port Street, St. Joseph, MI 49085 • 269.983.7111 Ext. 8793
1205 N. Front Street, Niles, MI 49120 • 269.684.5274 Ext. 6202

1. There is a \$187.00 filing fee for this process.
2. There is an additional \$12.00 fee for certified letters and \$43.25 for fingerprinting.
3. You must have been a Berrien County resident for at least one year prior to filing.
4. Forms must be typed or printed legibly in black ink.
5. You will be required to publish in a county paper. There will be a fee.

THINGS YOU SHOULD KNOW BEFORE YOU BEGIN

1. **You do NOT need to file a petition for name change if:**
 - a. You just want to use a different combination of your current name such as, “J. Michael Smith” to “Michael J Smith”, or “John M. Smith”, etc. (unless you are intending to use the change on legal documents).
 - b. To correct a MISTAKE on the original birth certificate (check with the Department of Public Health, Office of the State Registrar for the proper procedure).
2. **Every person 22 years of age or older whose name appears on the “Petition for Name Change” must follow these instructions before the court can act on the petition.**
3. Under Michigan law, every person 22 years of age or older who is requesting a name change must have a complete set of fingerprints taken at a local police agency. Those fingerprints will be used by the Michigan State Police and Federal Bureau of Investigation to check criminal records. The Michigan State Police will send a report to the court regarding any criminal records. If you have a criminal record, it will be presumed that you are seeking a name change with fraudulent intent. You must prove to the Court that the name change is not being sought with fraudulent intent.

INSTRUCTIONS

1. Complete the Petition for Name Change (PC 51), ensure that all blanks are completed and that both sides of the Petition are filled out, signed, and dated.
2. Make a copy of the completed Petition.
3. Take the copy of the completed Petition to your local police agency. They will supply the fingerprint card and will take your fingerprints. There is a fee for this service.
4. After you have had your fingerprints taken, assemble the following items:
 - a. The copy of the Petition for Name Change.
 - b. The completed fingerprint card.
 - c. The appropriate fee (payable to the State of Michigan). **Mail or deliver to:**
Michigan State Police
Criminal Justice Information Center
P O Box 30634
Lansing, MI 48913

5. The Michigan State Police will review their criminal records and will forward the fingerprints to the Federal Bureau of Investigation. Once the Federal Bureau of Investigation has reviewed their records and reported the information to the Michigan State Police, the Michigan State Police will send a report to the court.
6. After the court receives the required report from the Michigan State Police, the court will contact you to schedule a hearing on your Petition for Name Change. **If you have not heard from this court eight weeks from the date you mailed out your information to the State Police, please contact this court at 269-983-7111, extension 8365.**
7. When you are contacted by the court to set a hearing date you should:
 - a. Complete the Order Following Hearing on Petition to Change Name (PC 52), items 1 through 14. Please ensure all information is complete and correct.
 - b. Complete the Publication of Notice of Hearing (PC 563) and ensure you take it to the newspaper that publishes in Berrien County. **You cannot publish in Trade Lines or MailMax, or any trade lines papers.** You will need to ensure that you get the form to the newspaper in time for the information to be **published 14 days or more BEFORE** your court date.
 - c. Bring or mail the completed "Order Following Hearing on Petition to Change Name" to the court along with a completed copy of "Affidavit of Publication and Notice of Hearing".

Following the hearing, if the petition is granted, the Judge will sign the order. A copy of the order will be mailed to you or your attorney. A copy of the Application to Change a Michigan Birth Record (if you have checked the box for item #9 on the back page of the petition) will be mailed to the petitioner or the petitioner's attorney.

If the court enters an order to change name of an individual who has a criminal record, the court will forward a copy of the order to the Michigan State Police and other agencies as required by law (MCL.711.1).

- ♦ At the time of the hearing, the petitioner is required to appear at the court to present testimony.
- ♦ There is a charge for any additional copies.



CRIMINAL HISTORY BACKGROUND CHECK FOR LEGAL NAME CHANGE

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1. Make a formal application with the court for a legal Name Change.
2. Set up an appointment with your local Michigan law enforcement agency to be fingerprinted on a Michigan Applicant fingerprint card (RI-008), or FBI fingerprint card. **We only need one fingerprint card per person.**
3. Complete the information on both sides of the card if two-sided. Fingerprint Reason should be: NAME CHANGE. Include your phone number and email address on the card or a note.

Mail the following (no walk-in traffic is allowed) to the address below:

- The Fingerprint Card – **DO NOT FOLD**
- A copy of the Petition to Change Name with the court file number on it.
- A check or money order payable to the **STATE OF MICHIGAN** FOR **\$43.25 (PER PERSON)**

**MICHIGAN STATE POLICE
CJIC
P.O. Box 30266
Lansing, MI 48909**



AREA NEWS MEDIA – NEWSPAPER

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Berrien County Record	269.695.3878
324 E. Dewey St., Buchanan, MI 49107	
Fax	269.695.3880
Website.....	www.bernews@bernews.net
Harbor Country News	269.469.1410
122 N. Whittaker St., New Buffalo, MI 49117	
Fax	269.469.3029
Email.....	www.harborcountynews@yahoo.com or news@hargborcounty.news.com
Herald Palladium	269.429.2400
3450 Hollywood Rd., St. Joseph, MI 49085	
Toll Free in Michigan only	1.800.356.4252
News Desk Fax.....	269.429.4398
Website.....	www.HeraldPalladium.com
Journal Era	269.473.5421
P.O. Box 98, Berrien Sprints, MI 49103	
Fax	269.471.1362
Email.....	thejournalera@yahoo.com
New Buffalo Times	269.469.1100
140 N. Whittaker, New Buffalo, MI 49117	
Fax	269.469.6397
Email.....	newbuffalotimes@i2k.net
South Bend Tribune	
Niles Bureau, 2232 S. 11 th St.	269.683.2269
Fax.....	269.684.6115
Website	www.southbendtribune.com
South Bend Bureau, 225 W Colfax Ave.....	574.235.6161
Email.....	webmaster@sbtrinfo.com
Tri-City Record	269.463.6397
138 N. Main St., Watervliet, MI 49098	
Fax	269.463.8329
Website.....	www.tricityrecord.com



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

GRETCHEN WHITMER
GOVERNOR

COL. JOSEPH M. GASPER
DIRECTOR

MICHIGAN STATE POLICE
CRIMINAL HISTORY BACKGROUND CHECK FOR LEGAL NAME CHANGE

Effective: January 2019

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CJIC
P.O. Box 30266
Lansing, MI 48909**

Further questions:
Phone 517-241-0606
FAX 517-241-0866
E-Mail: msp-crd-applhelp@michigan.gov