

INSTRUCTIONS FOR AN ADULT NAME CHANGE

A. Obtain Relevant Documents

1. You will need to get an original Right of Review (also known as a background check) from Louisiana State Police. You will need to contact them if you need assistance with this report.
2. Legible copies of relevant documents.
 - a. State Driver's License or Identification Card
 - b. Birth Certificate

B. Complete the Petition for Adult Name Change

1. Once your Right of Review is completed and returned to you, you can complete the entire petition for name change, inserting your own personal information.
2. Get the verification page notarized and sign all documents.

C. Deliver Your Petition

1. First, submit your Petition for Adult Name Change, along with the Right of Review and Copies of the Relevant Documents to the District Attorney's Office to Answer.
2. Next, once it is approved by the District Attorney's Office, you can then submit your Petition to the District Court for approval.
3. Finally, once your Petition for Name Change is approved by the District Court Judge, all signed documents will need to be submitted to the Clerk of Court (337) 437-3550, along with the check or money order for the filing fee. (You will need to contact the Clerk of Court to find out how much it will cost to file it.). Be sure to get enough certified copies to provide to the various entities that you want to inform of your new name, such as Vital Records, Office of Motor Vehicles, etc.

(Your Name Now) : 14TH JUDICIAL DISTRICT COURT
APPLYING FOR A NAME CHANGE : PARISH OF CALCASIEU
DOCKET NO.: _____ : STATE OF LOUISIANA
FILED: _____ : _____
DEPUTY CLERK OF COURT

PETITION FOR NAME CHANGE

The petition of _____, who is of full age of majority and was
(Your Name Now)
born in and/or is a resident of Calcasieu Parish, Louisiana, with respect represents that:

1.

Petitioner desires to change their name from _____ to
(Your Name Now)
_____.
(Your New Name)

2.

Petitioner desires to change their name because:

3.

The petitioner has never been convicted of a crime of violence, as enumerated in La. R.S. 14:2(B), nor has the petitioner been convicted of a felony and is currently incarcerated or on probation or parole.

WHEREFORE, petitioner prays the District Attorney for Calcasieu Parish be served with a copy of this petition together with citation to answer same, and that after due proceedings had, there be a judgment herein changing the name of petitioner from _____
(Your Name Now)
to _____, which shall be their lawful name, after recordation of the judgment.
(Your New Name)

IN PROPER PERSON,

YOUR SIGNATURE

ADDRESS

SOCIAL SECURITY NUMBER

PHONE NUMBER

DATE OF BIRTH

(Your Name Now) : 14TH JUDICIAL DISTRICT COURT

APPLYING FOR A NAME CHANGE : PARISH OF CALCASIEU

DOCKET NO.: _____ : STATE OF LOUISIANA

FILED: _____ : _____
DEPUTY CLERK OF COURT

VERIFICATION

BEFORE ME, the undersigned Notary Public, personally came and appeared:

(Your Name Now)

who after being duly sworn, deposed and said:

THAT they have read the above and foregoing, petition and all of the allegations contained therein are true and correct to the best of their knowledge and belief.

PETITIONER (sign your name now)

SWORN TO AND SUBSCRIBED before me on this ____ day of _____,
20 ____.

NOTARY PUBLIC

(Your Name Now) : 14TH JUDICIAL DISTRICT COURT

APPLYING FOR A NAME CHANGE : PARISH OF CALCASIEU

DOCKET NO.: _____ : STATE OF LOUISIANA

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ANSWER

NOW INTO COURT, come the State of Louisiana, represented by the Assistant District Attorney, Karen C. McLellan, for this Parish, who respectfully represents:

1.

The State has no objection to the name of Petitioner being changed from

_____ to _____.
(Your Name Now) (Your New Name)

WHEREFORE, the Assistant District Attorney, Karen C. McLellan, prays that the cost of this proceeding be assessed to the Petitioner.

KAREN C. McLELLAN
ASSISTANT DISTRICT ATTORNEY

(Your Name Now) : 14TH JUDICIAL DISTRICT COURT
APPLYING FOR A NAME CHANGE : PARISH OF CALCASIEU
DOCKET NO.: _____ : STATE OF LOUISIANA
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DEPUTY CLERK OF COURT

JUDGMENT

When, after considering the evidence, pleadings and argument of counsel, the District Attorney having no objection hereto after being duly served, and the law and evidence being in favor of Petitioner, for the reasons, this day, orally assigned:

IT IS ORDERED, ADJUDGED AND DECREED that the Petitioner's Petition for Name Change is **GRANTED**.

IT IS ORDERED, ADJUDGED AND DECREED that the name of Petitioner, _____, be, and it is hereby, changed to _____,
(Your Name Now) (Your New Name)
which shall hereafter be Petitioner's true and lawful name; and, further, that all custodians be, and they are hereby, immediately ordered to enter this change of name, accordance with law.

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that the Bureau of Vital Statistics for the State of Louisiana issue a new birth certificate, changing the name on the certificate of live birth from _____ to _____.
(Your Name Now) (Your New Name)

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that all cost of this proceeds be paid by Petitioner.

Judgment signed in Chambers on this _____ day of _____,
20____, in the Lake Charles, Louisiana.

DISTRICT JUDGE