



Checklist of Forms Change of Name for Minor

Massachusetts Trial Court
Probate and Family Court

Checklist		Form/Document Name	Information
*REQUIRED	<input type="checkbox"/>	Petition to Change Name of Minor (CJP 25)	<p>This form must be signed in the presence of a Notary Public.</p> <p>Note: You may be asked to provide a photo identification with your current legal name and a photo identification of the minor.</p> <p>If the minor does not have photo identification, you may use a Motion (CJD 400) to ask the court to waive the notarization requirement.</p> <p>Contact the Notary for more information on what proof they require.</p> <p>To find a Notary Public go to: https://www.mass.gov/service-details/find-a-notary-public</p> <p>For a sample form: Mass.gov/xxxxx</p>
*REQUIRED	<input type="checkbox"/>	A certified copy of minor's birth record (certificate)	<p>You must file a certified copy of the minor's birth record (certificate).</p> <p>How to request a certified copy of a birth record (certificate) from Massachusetts</p> <p>How to request a certified copy of a birth record (certificate) if the minor was born elsewhere</p> <p>Note: If the minor was born out of state and plan to bring evidence of the name change back to that state, you may need to provide additional information to the court. Please</p>

This document gives information not legal advice. Ask a lawyer for legal advice about your situation.



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			contact the state where you were born for more information on updating your name in that state. Note: If a certified copy of the birth certificate is in another language, it must include a written translation signed by the person translating the birth certificate with a statement that they are fluent in the foreign language and English and that the translation is a true and accurate translation.
*REQUIRED If the minor is 12 years old or older.	<input type="checkbox"/>	Court Activity Record Information (CARI) and Warrant Management System (WMS) Release Request form (CJP 34)	This form is required for a minor 12 (twelve) or older who is seeking a name change.
*REQUIRED If you have changed your name before.	<input type="checkbox"/>	Certified copy of any prior name change	Common name change documents include, but are not limited to: <ul style="list-style-type: none">• Certificates of Change of Name• Certified copies of orders, judgements, or court documents• Certificates of Naturalization Note: If child has had a name change due to an adoption and received a new birth certificate. You need to only file the new birth certificate and not any adoption decree.
*REQUIRED	<input type="checkbox"/>	Affidavit Disclosing Care or Custody Proceeding (OCAJ-1-TRC)	This form must be completed. Even if there has been no prior or other court involvement with the minor child.

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MAY NEED	<input type="checkbox"/>	Motion (CJD 400)	<p>Use this form to make additional requests to the court. For example:</p> <ul style="list-style-type: none">• Motion to waive the publication requirement.• Motion to impound part or all of the case.• Motion to waive notarization requirement. <p>Motions are requests made to the court. The court will make a final decision if this will be allowed.</p>
MAY NEED	<input type="checkbox"/>	Military Affidavit (TC0002)	<p>File this form if:</p> <ul style="list-style-type: none">• the address or whereabouts of a legal parent or court-appointed guardian is unknown.• the address or whereabouts of a legal parent or court-appointed guardian is known, but service cannot be accomplished by registered or certified mail despite diligent efforts. <p>NOTE: You may be required by the court to file this form before a decree will enter if you have provided proper notice, but the legal parent or court-appointed guardian has not filed an answer or an assent.</p>
MAY NEED	<input type="checkbox"/>	Motion for Alternate Service and Affidavit of Diligent Search (CJP 31)	<p>File this form if:</p> <ul style="list-style-type: none">• the address or whereabouts of a legal parent or court-appointed guardian is unknown.

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			<ul style="list-style-type: none">the address or whereabouts of a legal parent or court-appointed guardian is known, but service cannot be accomplished by registered or certified mail despite diligent efforts.
MAY NEED	<input type="checkbox"/>	Assent to Petition to Change Name of Minor (CJP 30)	This may be filed if a legal parent or guardian did not assent by signing the Petition.
MAY NEED	<input type="checkbox"/>	Certified Copy of Death Certificate of any deceased legal parent of the minor	If a legal parent or guardian is deceased, a certified copy of the legal parent's death certificate will need to be filed.
MAY NEED	<input type="checkbox"/>	Proof of Appointment of Guardian of the minor if issued by a court.	This is needed if a Guardian has already been allowed to take care of the child by a court order.
MAY NEED	<input type="checkbox"/>	Proof of termination of parental rights.	This is needed if a parent has signed a voluntary surrender and it was allowed by the court or the court has terminated a parent's parental rights after a court hearing.

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