



## Guide to Changing a Child's Name

### 1. Basic Information

- You must file in the District Court where the child (under 19 years) is the subject of a case for:
  - Child Support;
  - Parental Responsibilities;
  - Parenting Time; or
  - Dependency and Neglect.
- **OR**, if no case, file in the County Court where the child resides.
- The Parent/Petitioner must be at least 18 years old.
- If the child is 14 years old (or older):
  - They can't have been adjudicated of a felony. And,
  - You must include a criminal history check (dated within the last 90-days) to the Petition.
- The law that directs this process is C.R.S. §§ 13-15-101 and 102.

#### Also in this Guide:

- |    |                                    |       |
|----|------------------------------------|-------|
| 2. | <a href="#">Step-by-Step Guide</a> | Pg. 2 |
| 3. | <a href="#">Common Terms</a>       | Pg. 4 |
| 4. | <a href="#">Filing Fees</a>        | Pg. 5 |
| 5. | <a href="#">List of Forms</a>      | Pg. 6 |
| 6. | <a href="#">ADA Information</a>    | Pg. 6 |
| 7. | <a href="#">Legal Advisory</a>     | Pg. 5 |

## 2. Step-by-Step Guide

Terms defined in [Section 3](#).

Read through all steps before starting.

If the child is under 14-years old, skip to [Step 3](#).

### Step 1: Fingerprints

- 1) Schedule an appoint at: <https://coloradofingerprinting.com/>

### Step 2: Criminal History Check

- 1) Order a CBI (state) and FBI (nationwide) fingerprint-based background check from the CBI.

Colorado Bureau of Investigation website: <https://cbi.colorado.gov/>

Link: [Fees and Order Forms](#)

- 2) You'll need to start the case (step 3) within 90-days of date in the background report.

### Step 3: File with the Court

- 1) Complete the starting paperwork:

[JDF 421](#) – Petition for Name Change.

**Note:** Attach the background checks from Step 2.

[JDF 423](#) – Consent of Non-Custodial Parent.

**Note:** Skip form if both parents signed the Petition.

**Note:** If that parent doesn't consent, or you don't know where they are, you'll file a Notice in Step 4.

[JDF 426](#) – Order for Publication. (Just do the **case caption**.)

[JDF 427](#) – Public Notice. (Just do the **case caption**.)

[JDF 448](#) – Name Change Decree. (Just do the **case caption**.)

- 2) File with the court in-person or by mail. **Web Tool:** [Court Finder](#)
- 3) Pay/include the filing fee. See the [Fees Section](#) for details.
- 4) The Court will notify you of the hearing date and time.

If both parents signed the Petition, or consent was filed, skip to Step 5.

#### Step 4: Notice to Non-Custodial Parent

If you **know** where the parent is:

- 1) Complete Form:
  - [JDF 422](#) – Notice to Non-Custodial Parent.
- 2) Mail by certified mail with return receipt to that parent.
- 3) File the receipt and a copy of the form at least 14 days before the hearing.

If you **don't know** where the parent is:

- 1) Complete Forms:
  - [JDF 424](#) – Request to Publish Notice to Parent.
    - Note:** Ideally, this form is filed at the same time as the Petition.
  - [JDF 425](#) – Notice to Parent by Publication.
- 2) If approved, the Court will sign the bottom of JDF 424.
- 3) Publish in the newspaper three times within 21-days of the publication order (bottom of JDF 424).

#### Step 5: Hearing

- 1) Attend the Hearing.

- 2) The court will sign the decree or require you to publish notice of the name change in the newspaper (Step 6).

#### Step 6: Publication

- 1) Give the signed Order to Publish (JDF 426) and Public Notice (JDF 427) to a newspaper of record in that county.
- 2) Submit Proof of Publication to the court.

#### Step 7: Decree

If the name change is granted, the court will send you the written decree.

Always keep the original for your records.

Submit a certified copy (obtained from the clerk's office – fee required) or a regular copy of the decree to any business or agency needing to process the name change.

### 3. Common Terms

Case Caption	The boxes at the top of the form. It contains the court's address, parties' names, the filer's contact information, and the case number.
Domestic Cases	Include the following types of family matters: custody, divorce, separation, and annulment.
Efiling	A process of filing and serving court document through Colorado Courts Efiling system. Only available in Domestic Cases.
Intervenors	The people stepping into an existing case with a claim; the grandparents.
Party/Parties	A collective term for all the Petitioners, Respondents, and Intervenors in a case.

Petitioners	The people filing the document that starts a new court case.
Process Server	Someone (not you) who delivers court paperwork. This formal service of process lets a person know they are officially part of the case and the next steps they need to take.
Public Notice	Publishing the notice in a newspaper of record. Must occur three times within 21-days.
Respondents	The people responding to the Petition.
Serve/Service	Regular service means sending a copy of everything you file into a case to the other parties. This is often done through Efiling or by regular mail.

#### 4. Fees

Filing Fees: \*

County Court	\$88
District/Juvenile	\$238
Certified Copies	\$20 each

\* To Request a [Fee Waiver](#):

- [JDF 205](#) – Motion to Waive Fees.
- [JDF 206](#) – Order. (Just do the **case caption**.)

## 5. All Forms

Forms available online at [www.courts.state.co.us/Forms](http://www.courts.state.co.us/Forms)

[JDF 421](#) – Petition for Name Change (minor)

[JDF 422](#) – Notice to Non-Custodial Parent.

[JDF 423](#) – Consent of Non-Custodial Parent.

[JDF 424](#) – Request to Publish Notice and Order.

[JDF 425](#) – Notice of Non-Custodial Parent by Publication.

[JDF 426](#) – Order for Publication for Change of Name.

[JDF 427](#) – Public Notice.

[JDF 448](#) – Final Decree for Change of Name.

## 6. ADA Information

For reasonable accommodations under the Americans with Disabilities act contact the court's ADA coordinator:

[www.courts.state.co.us/Administration/HR/ADA/Coordinator\\_List.cfm](http://www.courts.state.co.us/Administration/HR/ADA/Coordinator_List.cfm)

## 7. Legal Advisory

These are basic instructions for informational purposes only. They do not constitute legal advice. If you choose to represent yourself, you are bound by the same rules and process as a lawyer. If you do not understand this information, please contact a lawyer.