

ADULT CHANGE OF NAME PACKET

These instructions are for changing the name of an adult. To change the name of a child, use the Child's Change of Name Packet ([CIV-692](#)).

<i>Form Number</i>	<i>Form Name</i>
WHERE CAN I FIND INSTRUCTIONS?	
CIV-699	Instructions are available online at: https://public.courts.alaska.gov/web/forms/docs/civ-699.pdf Printed copies are available for customers with limited or no internet access.
WHAT IS INCLUDED IN THIS PACKET?	
CIV-700	Petition for Change of Name
VS-405	Application for Legal Name Change
WHERE CAN I FIND MORE INFORMATION?	
Online	Court forms online: www.courts.alaska.gov/forms/index.htm
Online	Change of Name website: www.courts.alaska.gov/shc/family/shcname.htm

**February 2023
Alaska Court System**

The statutes, court rules, and most of the forms referenced in this packet are available on the court's website: www.courts.alaska.gov.

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA AT _____

In the Matter of the Change of Name for: _____)

_____)

_____)

Petitioner. [Write your current legal name.] _____)

Date of Birth: _____) CASE NO. _____ CI

PETITION FOR CHANGE OF NAME

[Write your current name (and any former name) exactly as it appears on official documents. If there are any mismatches, you may not be able to change ID documents to your new name.]

I, the petitioner, request that the Court enter a judgment changing my name as follows:

1. My current legal name is:

_____ First Name _____ Middle Name _____ Last Name

2. My current legal name is exactly the same as the name on my birth certificate.

My current legal name is different than the name on my birth certificate, which is:

_____ First Name _____ Middle Name _____ Last Name

3. I want to take and be legally known by a new name, which is:

_____ First Name _____ Middle Name _____ Last Name

4. The reasons for this request for a change of name are: *[Attach more pages if needed.]*

5. This name change is not to avoid judgments, debts, or obligations; it is not intended to hinder or obstruct law enforcement; and it would not defraud anyone or interfere with another person's rights. The reasons stated are consistent with the public interest.

6. I have a guardian or conservator appointed for me in case no. _____
I have have not told my guardian/conservator I am filing for a name change.

7. I am currently charged with a crime in case no. _____

8. I am currently incarcerated (for example, in jail, in prison, or at a halfway house).

9. I am currently on supervised felony probation or on parole for a criminal conviction.

10. I am required to register as a sex offender or child kidnapper under AS 12.63.010.

VERIFICATION

I state on oath or affirm that I read this document and believe all statements in it are true.

_____ Date _____ Petitioner's Signature

Full Mailing Address: _____

Daytime Phone: _____ Email:* _____

*I agree to receive documents from the court at the email above instead of by regular mail.

Subscribed and sworn to or affirmed before me at _____, Alaska on _____.

(SEAL)

Court clerk, notary public, or other person
authorized to administer oaths.
My commission expires _____

Application for Legal Name Change

Alaska Bureau of Vital Statistics
 PO Box 110675
 5441 Commercial Boulevard
 Juneau, AK 99811-0675
 907.465.2179

- This form is to be filed by the Applicant or the Applicant's attorney with the Clerk of Court BEFORE the hearing, preferably at the time of filing the action.
- It is to be completed to the best of the Applicant's knowledge. If the information for any item is not obtainable, "UNKNOWN" should be written in that field. Do not abbreviate names.
- Please note a legal name change can only be used to change your name on your own birth certificate.
- There is a \$30 processing fee to amend your Alaska birth record with your new legal name. For a certified copy of your amended Alaska birth record, there is an additional \$30 fee. Please contact the Bureau at 907.465.2179 for further information.

COURT/BVS OFFICE USE ONLY:	Court File No.	State File Number (Bureau use only)
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1. Name on Birth Record			
First:			
Middle:			
Last:			Suffix
2. Date of Birth (mm/dd/yyyy)	3. State or Country of Birth	4. City, Town, Location of Birth	
5. Father's Name (First Middle Last)			
6. Mother's Maiden Name (First Middle Last)			

7a. Applicant's Name (First Middle Last, Suffix)	7b. Address (Street /PO Box, City, State, Zip Code)
7c. Applicant's Telephone Number	7d. Applicant's Email Address
The above information is complete and correct to the best of my knowledge:	
_____ Applicant's Signature	_____ Date Signed (mm/dd/yyyy)

8. Place Change of Name Granted	9. Date Change Granted (mm/dd/yyyy)	10. Number of persons whose names were changed by the same order:
11. Name Changed To		
First:		
Middle:		
Last:	Suffix	

I hereby certify that this change of name was granted in this court on the date stated above

Signature and Seal of the Clerk of the Court:

Date Signed (mm/dd/yyyy):