

CHANGING YOUR NAME IN COLORADO



prepared by
**PETERSON AFB
LEGAL OFFICE**

(719) 556-4871



WHERE TO GO TO DOWNLOAD DOCUMENTS:

To begin the process of changing either your name or a minor child's name, begin by going to the following the web address: https://www.courts.state.co.us/Self_Help/namechange/
This website contains numerous forms and FAQs, which will assist you in this process.

NAME CHANGE FOR A MINOR CHILD:

1. Obtain the required forms from the El Paso County courthouse. The required forms are:
 - Petition-Change of Name of Minor (jdf 421)
 - Notice to Non-Custodial Parent (jdf 422)
 - Consent of Non-Custodial Parent (jdf 423)
 - Public Notice of Petition for Name Change (jdf 427)
 - Final Decree for Name Change (jdf 448)
 - Criminal background check (If child is 14+)
2. Complete the forms and file in the county where the child lives UNLESS the child is the subject of a child support case or a case regarding allocation of parental responsibilities.
3. With the petition, a parent must also file a certified copy of the child's birth certificate. This must be the official birth record, not the complimentary document provided by some hospitals.
4. Both parents must be present at hearing, or proof of notice to non-custodial parent must be provided to the court. If the other parent is deceased, a certified copy of the death certificate must be filed with the petition.

NAME CHANGE FOR AN ADULT (18 OR OLDER):

1. Obtain a finger-print based criminal history report from both the Colorado Bureau of Investigation and the Federal Bureau of Investigation within 90 days of filing a name change petition.
2. Obtain the required forms from the El Paso County courthouse. The required forms are:
 - Petition For Name Change (jdf 433)
 - Order For Publication (jdf 426)
 - Public Notice of Petition (jdf 427)
 - Final Decree (jdf 448)
3. **Petition:** This is the form on which you will provide information regarding your name change to the court.
4. **Order for Publication:** Complete this form but do not sign it. The judge will sign if your petition is approved.

5. **Public Notice:** This is the form you will take to the newspaper to publish your name change. All that is required of you is to fill in the name spaces. The court will complete this form when your petition is granted.
6. **Final Decree:** The judge will sign this form. This form is returned to you only upon proof that you published the change in the newspaper.
7. When all of these forms have been completed, bring them to the Office of the courthouse where you live. The name change can be filed either in county or district court.
8. If you are trying to go back to your maiden name after a divorce, you must indicate that in your Petition and Final Decree during the permanent orders hearing. Otherwise it will have to be done in a separate case.
9. To restore your name after a divorce, file JDF 1824 (Verified Motion and Affidavit for Name Restoration after Dissolution of Marriage) and JDF 1825 (Order for Name Restoration After Dissolution of Marriage). Both can be filed any time after the marriage decree is entered.

The information provided in this document is meant for the sole use of Active Duty service members, retirees, and their families. The information is general in nature and meant only to provide a brief overview of various legal matters. Rights and responsibilities vary widely according to the facts and circumstances in each case. Laws can vary across states, services, and civilian jurisdictions. Do not rely upon the general restatements of background information presented here without discussing your specific situation with a legal professional.