



Amy W. Cox
Clerk of Court

Gail Moffitt
Assistant Clerk of Court

NAME CHANGE PACKET

The employees of Spartanburg County Clerk of Court's Office cannot provide you with any legal advice nor can they assist you in completing the following forms. You are acting as your own attorney by filing Pro Se, and you will need to know the steps involved in having your legal action move through the court system. It is your responsibility to know each of those steps. As the Clerk of Court, our office must remain neutral in all matters before the court.

Therefore, we will not provide any instructions beyond what is provided in this packet. You may want to contact an attorney to help you with this complicated process.

The following numbers may be of assistance to you:

- **Legal Services 888-346-5592**
- **South Carolina Bar Association 803-799-6653**

You will need copies of your records. Please submit:

- **The original and 1 copy of all forms**
- **And a self addressed stamped envelope for mailing forms and Notice of Hearing back to you.**

****DISCLAIMER: This document provides information pertaining to legal issues, it is not legal advice. Moreover, due to the rapidly changing nature of the law, we make no warranty or guarantee****

NAME CHANGE INSTRUCTIONS

To file for a name change in Family Court you will need to follow these steps:

1. Fill out DSS Form 3072 (enclosed)

**Mail to: South Carolina Department of Social Services
Attn: CASHIER
1535 Confederate Avenue
P.O. Box 1520
Columbia, SC 29202-1520**

Send a self addressed stamped envelope along with the \$8.00 fee. The form will be returned to you by mail.

2. Contact SLED at (803) 896-1443 to request a Name Change Packet, which will include the Records Check Form (enclosed) and two Fingerprint Cards.

- **When the packet arrives in the mail, take both Fingerprint Cards to local law enforcement center to be fingerprinted.**
- **Fill out the SLED forms**
- **Mail forms, send one Fingerprint Card, the \$25.00 fee and a self addressed stamped envelope to the address provided on the paperwork.**
- **Forms will be returned to you by mail**

3. Fill out Family Court Coversheet, Information Sheet, Petition for Name Change, Child Support/Alimony Affidavit, and Hearing Request.

4. Bring an original Long Form Birth Certificate to be filed in our office.

5. Bring all documents with the original and 1 copy along with the second Fingerprint Card, \$150.00 filing fee and a self addressed stamped envelope to our office.

6. After filing your documents a hearing date will be mailed to you in the self addressed stamped envelope you provided.

7. Bring to Court:

- **Your copy of all forms**
- **Motion Coversheet (form SCCA233F)**
- **Order & Certificate of Name Change and Amendment of Birth Record form.**