

Transformative Justice Law Project of Illinois

4001 N. Ravenswood, Office 204-C, Chicago, Illinois 60613, (773) 272.1822

Name Change 101

Changing Your Name in Cook County, IL

What's the criteria for a name change in Cook County?

- You must live in Cook County for at least *6 months* before applying
- If you have a felony conviction, you have to wait 10 years from the date of the *completion* of your sentence to change your name.
- You cannot apply for a name change if you have convicted of any felonies or misdemeanors that require registration with the Sex Offenders Office or if you have any identity theft conviction.

FEE BREAKDOWN:

Filing Fee:	\$319
Publication Fee:	\$110
Certified Copy:	\$9
Birth Cert. Fee:	\$15

TOTAL: \$453

NOTE: If you are granted a fee waiver, all above fees are waived except Birth Certificate Fee.

What is the procedure for a name change in Cook County?

1. You must complete THREE (3) COPIES OF:
 - 1) the Name Change Form with the notarized Affidavit on the 3rd page,
 - 2) the Judgment form, and
 - 3) the Cover Sheet.

The Affidavit must be *signed* by someone who knows you, but not a relative, and *notarized* before submitting all forms. Forms on the web at: cookcountyclerkofcourt.org

2. Once forms are completed, take them (Name Change Petition and Notarized Affidavit, Judgment, and Cover Sheet) to the Daley Center, 50 W. Washington, Room 1202 between 8:30am & 4:30pm. If you need help with this process, go to the Name Change Advisory Help Desk in Room 1303.
3. To file the forms, you must either pay the fee or apply for a fee waiver. The fee waiver form is available online or at the Daley Center in room 1701. To use the waiver, you'll have fill out a fee waiver form and go in front of a judge briefly to answer some questions about your income.
4. One you have filed in room 1202, you will be given a court date, judge, room number, and time to appear in court at least 8 weeks from the date of filing.
5. You *must* publish your name in a newspaper for three (3) consecutive weeks. In Cook County, it is standard practice to publish in the Chicago Daily Law Bulletin, 415 N. State St., Chicago, IL 60610, ph. 312-644-1672. Send them one copy of the petition (not including the affidavit), the court date, time, name of judge, courtroom, case number, and the publication fee (\$110) in cash, check, or credit card payable to *Law Bulletin Publishing Company*. They'll publish your notice and, if filed at the Daley Center, they'll file your Certificate of Publication with the Clerk so it will be waiting for you when you come to your hearing.
6. Go to your court date with your Certificate of Publication, Judgment form, Petition, and Birth Certificate! If you miss the court date, you must begin the whole process again. *INSIDER TIP:* If your judge seems phobic/hostile, say: "your honor, at this time I'd like to ask for a continuance" *before* a decision is made on your case, and then get an attorney to come back with you for your next court date.

Special rules for People Under 18 Years Old:

An order changing a young person's name may not be entered unless the court finds that it is necessary to serve the their best interest. Parents and/or guardians will need to be involved in the process. When both parents are in agreement to the name change, and all forms are completed and filed, *the judge may hear the case the day of filing* (no publication!). The judge will grant, deny or continue the name change. If one parent cannot be located or the one parent is not in agreement with the name change, then the name change must be published for three consecutive weeks and the name change filed in court on the date given.

What is the procedure to change an Illinois birth certificate?

After the court has entered the judgment to change your name, you are able to change your birth certificate if you were born in Illinois by doing the following: 1) Obtain a certified copy of the Court Judgment from the office of the Clerk of the Circuit Court, the cost is \$9, 2) Obtain a copy of your old birth certificate, 3) Mail both the copy of the old birth certificate and the certified copy of the judgment for a change of name along with a \$15 money order to: Illinois Department of Public Health, 605 West Jefferson, Springfield, IL 62702-5097, ph. 217-782-6554. 4) Wait for your new birth certificate in the mail! *NOTE: Unlike changing your name, changing your gender marker on your birth certificate can be a very difficult process. See the laws in the state you were born in: www.lambdalegal.org/our-work/issues/rights-of-transgender-people/sources-of-authority-to-amend.html*