



## Change of Name, Recognition of Gender, and Issuance of New Certificates (Child)

<b>What is this for?</b>	This packet contains the forms you need to file for a civil name change, recognition of gender change, and an order for new certificates to be issued. This packet applies only to Petitioners under the age of 18.
<b>Step 1: Fill out the forms</b>	<p><a href="#">Civil Case Cover Sheet</a> (CM-010) <a href="#">Petition for Recognition of Minor’s Change of Gender and Sex Identifier and for Issuance of New Birth Certificate and Change of Name</a> (NC-500) <a href="#">Order Recognizing Minor’s Change of Gender and Sex Identifier and for Issuance of New Birth Certificate</a> (NC-530)</p> <p>If requesting name change: <a href="#">Attachment to Petition</a> (NC-110)</p> <p>If requesting name change and/or the Petition is not signed by both parents: <a href="#">Order to Show Cause – Recognition of Minor’s Change of Gender and Issuance of New Birth Certificate</a> (NC-520)</p> <p><b>Note:</b> Both parents must agree and sign the Petition for Change of Name. If only one parent signs the form, please see <b>Steps 4 and 5</b> for important information about serving the forms to the other parent.</p>
<b>Step 2: Make copies</b>	<p>Take each form and make 2 copies. Paperclip (do not staple) the <u>original</u>. The copies may be stapled. Put the copies right behind each original.</p> <p>Note: If you file electronically, copies are not required (see Step 3).</p>
<b>Step 3: File the forms</b>  <b>eFiling</b>	<p>Get a number ticket for “Civil” at the kiosk on the 1st floor of the courthouse. File the forms with the clerk when your number is called. The clerk will file-stamp the forms and give you back the copies. You will keep a filed copy for your records and have the second set of copies served on the other parent if necessary (see Step 4).</p> <p>Alternatively, the Court has the option to file electronically through its eFiling Service. For filing and more information, please visit <a href="http://placer.courts.ca.gov">placer.courts.ca.gov</a> and select “<a href="#">eFiling</a>” under the Online Services tab. This webpage contains instructions and FAQs to assist with the process. There is a service fee for eFiling paid to the third-party vendor which cannot be waived by the Court. Note: each form must be a separate PDF unless it contains attachments.</p>



<b>Filing fee</b>	<p>There is a \$435.00 fee to file the case with the court. The court accepts cash, check, Visa, MasterCard, AMEX and Discover Card. If you cannot afford to pay the filing fee, you may apply for a fee waiver by filling out and filing these forms:</p> <p><a href="#">Request to Waive Court Fees</a> (FW-001)  <a href="#">Order on Court Fee Waiver</a> (FW-003)</p>
<b>Step 4: Serve the other parent and all interested persons (if required)</b>	<p>If the other parent did not sign the Petition for Change of Name, you must serve the Order to Show Cause for Change of Name to the child’s other parent within <u>four weeks</u> of the issued Order to Show Cause. This form must be served in person. If you filed electronically, copies from eFiling may be printed from your eFiling account.</p> <p>Someone 18 or older must hand-deliver (“personally serve”) the form for you. You cannot serve the form yourself. The person who serves the form to the other parent must <i>completely</i> fill out the <a href="#">Proof of Personal Service – Civil</a> (POS-020).</p>
<b>Step 5: File the Proof of Service (if required)</b>	<p>Make 1 copy of the Proof of Personal Service – Civil (POS-020) and get a number ticket for “Civil” at the kiosk on the 1<sup>st</sup> floor of the courthouse to file the original and copy. Alternatively, this form may also be eFiled. Keep the filed copy for your records.</p>
<b>Next steps:</b>	<p>The Court must wait six weeks before sending the Decree (NC-530) to a judicial officer for review. The judicial officer may sign the Decree and the clerks’ office will mail an uncertified copy of the Decree to the Petitioner. At that point, the Petitioner may purchase a certified copy necessary for government agencies such as the DMV, Social Security Office, State Registrar, etc.</p> <p>If the judicial officer does not sign on the Decree because of a filed objection or another reason, a hearing will be scheduled, and you will be notified of the date so you can appear and further explain your request to the judicial officer before it gets signed.</p>

**Issuance of New Birth Certificate**

If you were born in California, to obtain a new birth certificate reflecting your change of gender or name, file a certified copy of the order within 30 days with the State Registrar and pay the applicable fees. You may write or contact the State Registrar at:

California Department of Public Health  
Vital Records – MS 5103  
P.O. Box 997410  
Sacramento, CA 95899-7410

Phone: (916) 455-2684  
Website: [www.cdph.ca.gov](http://www.cdph.ca.gov)



## Can I Access My Court Case Electronically?

Court users can now receive access to their file/orders electronically by three different methods:

Online Portal: You can come to the courthouse and show ID to gain access;

eFiling: If you check the box on eFiling, you will receive your orders via email; you will also receive portal access if you pay for a filing (so you do not need to come into the courthouse to show ID);

eService: You may consent to receive notice and orders by email. This can be done by submitting Judicial Council Form [EFS-005-CV](#).

## Where can I get the forms?

- Blank forms listed in these instructions can be found **online** at [www.courts.ca.gov/forms](http://www.courts.ca.gov/forms).
- You can get the form packets through the court's **Self-Help Center**, or you can buy them at the **Court Clerk's counter**.

## Where can I get help or more information?

- You can hire a private attorney for a free or low-cost consultation.
- If you do not have an attorney, you can get help from the court's Self-Help Center located at the Gibson Courthouse, 10820 Justice Center Dr., Roseville. Online appointments and limited walk-ins are available Monday to Friday, 8:00 a.m. to 12:00 noon (Wednesday open until 3:00 p.m.). Schedule online appointments at [www.placer.courts.ca.gov](http://www.placer.courts.ca.gov) and search for **online appointments**.
- Visit [www.courts.ca.gov](http://www.courts.ca.gov)
  - Click "Self-Help" on the tabs and select "Name Change" in the dropdown menu.
- Read:
  - [Instructions for Filing Petition for Recognition of Minor's Change of Gender and Sex Identifier](#) (NC-500-INFO)