

This guide is purely informational, as we are unable to provide legal advice. Please seek qualified legal counsel if needed.



For many, changing their name is vital to gender affirmation, but we know it can be daunting. Let this help!

Before You Begin

You must have lived in your county for 12 months prior to filing. If you have not resided in the county for 12 months, you will need to file with the county/state you previously resided in or wait until you've lived in your current county for 12 months. Minors under 18 require parent/guardian consent & must file on behalf of the minor with their consent. 18-21 can file on their own & are not in need of a criminal background check. 12+ will need to have a criminal background check when they file. You also may qualify for a court fee-waiver Form linked via QR Code on the back.

The Name Change Guide was created as part of the 2023 Policy Squad Initiatives. The "Squad" is a team of volunteer activists.



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chosen family
of michigan

Name Change Guide



www.chosenfamilyofmichigan.org

STEP ONE

Name changes are handled through Probate Court. Locate yours using the QR Code on the back.

Complete Petition to Change Name (Form PC-51)
Form linked via QR Code on the back.

Complete Addendum to Protected Personal Identifying Information (Form MC-97A)
Form linked via QR Code on the back.

Complete Publication of Notice of Hearing (Form PC 50.) Leave the date & time of the hearing blank. Form linked via QR Code on the back.

Note: Some counties won't have you file this form & instead will make it your responsibility to contact your local paper to have your court date published in the paper prior to your hearing.

Pay a filing fee with the court (can cost between \$180 - \$200 depending on the county).

STEP TWO

If you are under the age of 22, skip to Step Three. If you are 22 or older, after filing with the Probate Court, you must complete a background check with the state. Fingerprinting can be done at your county's sheriff's office. Prints must be done on a hard card (typical cost is \$15 depending on county). You then will need to mail your fingerprints, a copy of Form PC 51 & a check for \$43.25 to the Michigan State Police - Criminal Record Division so they can complete a background check on you.

Michigan State Police - Criminal Record Division
PO Box 30634
Lansing, MI 48909



STEP THREE

For those 21 & under, the court will schedule a hearing when you file. For those 22 & over, the court will notify you of your scheduled hearing after the Michigan State Police has notified them of your completed background check.

Once the hearing has been scheduled, you must publicize your Notice of Hearing in your local paper 14 days prior to your hearing. This often costs \$60-\$100 but depends on the publisher.

- For those who completed a Publication of Notice of Hearing (Form PC 50), you can expect to receive a bill from your local paper along with a snippet of what will be run in the paper.
- For those who did not file PC 50, you will need to contact your local paper & provide them a Notice of Hearing on your own. They will then require payment for publication.

STEP FOUR

When you appear for your scheduled court hearing, it will last typically between 5-10 minutes. The Judge will ask you to state your current legal name, then a couple of questions (typically yes or no answers). Once that is completed, the Judge will make their decision. If approved, they will issue a Name Change Order.

STEP FIVE

If you were born in Michigan & wish to obtain a new birth certificate from the Michigan Vital Records Department showing the new name, you must file an Application to Correct or Change a Michigan Birth Record (Form DCH-0847). The fee to obtain an amended birth certificate is \$50, payable to the State of Michigan. You are required to send a certified copy of your Court Order along with the completed Form DCH-0847 & fee.

Other agencies & organizations to contact after a Name Change Order:

- Social Security Administration
- Michigan Secretary of State (license/ID)
- Passport Office
- U.S. Post Office
- Internal Revenue Service
- Local clerk (voter registration)
- Employer(s)
- Banks, financial institutions & retirement plans
- Credit Card companies (or issuers)
- Doctors' & dentists' offices
- Insurance companies
- Michigan State Tax Authority
- Municipal (local) Tax Authority (if applicable)
- Clubs & Memberships
- Academic institution