

RULE L312. CHANGE OF NAME OF A NATURAL PERSON.

(1) All proceedings for a change of name of a natural person pursuant to 54 Pa.C.S. §701-705 shall be filed with the Prothonotary. These rules do not apply to other types of name change proceedings such as adoption proceedings or the resumption of a prior surname in a divorce proceeding.

(2) The petition shall include the following:

(a) The petitioner's name and complete residential address. Where the person whose name is sought to be changed is a minor, the petition shall be brought in the name of the minor by the parent(s) or legal guardian(s) of the minor;

(b) The petitioner's complete residential address(es) for and during a period of five (5) years prior to the date of the filing of the petition;

(c) The petitioner's proposed new name;

(d) The reasons for the desired name change;

(e) That the petitioner has never been convicted of a felony or, if petitioner has been so convicted, that:

(i) At least two calendar years have elapsed from the date of completion of petitioner's sentence and that the petitioner is not subject to probation or parole jurisdiction of any court, county probation agency or any state board of probation and parole, or

(ii) The petitioner has been pardoned;

(f) That the petitioner has never been convicted of any of the crimes itemized in 54 Pa.C.S. §702(c)(2).

(3) The petition shall contain two (2) proposed orders as follows:

(a) Order setting a hearing date; and

(b) Order granting change of name.

(4) The hearing order shall include the following:

(a) That notice be given of the filing of the petition and date set for the hearing thereon;

(b) That a copy of the petition and hearing order be served by United

States First Class Mail, postage prepaid, on any person that may have an interest in the proceeding including, but not limited to, any non-petitioning parent of a minor, all at said person's last known address;

(c) That counsel, or a petitioner who is self-represented, shall comply with the requirements of 54 Pa.C.S. §702(b) relating to determination by the Pennsylvania State Police that the petitioner is not subject to the Criminal History Record Information Act, 18 Pa.C.S. §9101 et seq., except where the petitioner is a minor who is twelve (12) years of age or younger. See for instance 54 Pa.C.S. §703 and 23 Pa.C.S. §5105.

(5) Where the petitioner has a prior conviction of a felony but is not barred by 54 Pa.C.S. §702(c) from obtaining a judicial change of name, to enable the Court to comply with 54 Pa.C.S. §702(b) and (c), and as a prerequisite to the entry of an order granting change of name, the petitioner, at the hearing, shall provide the Court with envelopes affixed with sufficient postage and pre-addressed to the following:

Office of the Attorney General
Commonwealth of Pennsylvania
1600 Strawberry Square
Harrisburg, PA 17120

Central Repository
The Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, PA 17110

The District Attorney of Crawford County
Crawford County Judicial Center
903 Diamond Park
Meadville, PA 16335

Note: These addresses may change. The legislature may amend the statute. Therefore, any such changes would preempt these rules of procedure