JDF 420	Guide to **Changing a Child's Name**

1. Basic Information

- You must file in the District Court where the child (under 19 years) is the subject of a case for
  - Child Support;
  - Parental Responsibilities;
  - Parenting Time; or
  - Dependency and Neglect.
- **OR**, if there is no case, then you must file in the County Court where the child resides.
- The Parent/Petitioner must be at least 18 years old.
- If the child is 14 years old (or older):
  - They cannot have been adjudicated of a felony and
  - You must include a criminal history check (dated within the last 90 days) with the Petition.
- The law that directs this process is C.R.S. §§ 13-15-101 and -102.

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2. Step-by-Step Guide

Terms defined in [Section 3].

Read through all the steps before starting.

If the child is under 14 years old, skip to [Step 3].

Step 1: Fingerprints

a) Schedule an appointment at: [coloradofingerprinting.com].

Step 2: Criminal History Check

a) Order a Colorado Bureau of Investigation (CBI) (state) and FBI (nationwide) fingerprint-based background check from the CBI.
CBI website [Fees and Order Forms].

b) You will need to start the case (Step 3) within 90 days from the date of the background reports.

Step 3: File with the Court

a) Complete the starting paperwork:
JDF 421 –Name Change Petition.

Note: Attach the background checks from Step 2.

JDF 423 – Consent of Non-Custodial Parent.

Note: Skip this form if both parents signed the Petition.

JDF 448 – Name Change Decree. (Fill out sections A to C.)

b) File with the court in person or by mail. **Web Tool:** [Court Finder].

c) Pay/include the filing fee. See the [Fees Section] for details.

d) The Court will notify you of the hearing date and time.

If both parents signed the Petition, or if you filed JDF 423, skip to Step 5.

Step 4: Notice to the Non-Custodial Parent

Skip this section if the non-custodial parent completed JDF 423.

a) Complete Form:
JDF 422 – Notice to Non-Custodial Parent.

b) Mail by certified mail with return receipt requested to that parent.

c) File the receipt and a copy of the form at least 14 days before the hearing.

Step 5: Hearing

a) Attend the Hearing.

b) The court will deny the request or sign the decree.

Step 6: Decree

If the name change is granted, the court will send you the written decree.

Always keep the original for your records.

Submit a certified copy (obtained from the clerk's office – fee required) or a regular copy of the decree to any business or agency needing to process the name change.

3. Common Terms

Case Caption	The boxes at the top of the form. It contains the court's address, parties' names, the filer's contact information, and the case number.
Party/Parties	A collective term for all the Petitioners, Respondents, and Intervenors in a case.
Petitioners	The person(s) filing the document that starts a new court case.
Respondents	The person(s) responding to the Petition.

4. Fees

Filing Fees:

County Court $98 District/Juvenile $268

Certified Copies: $20

To Request a [Fee Waiver]: JDF 205 – Motion to Waive Fees

JDF 206 – Order. (Fill out sections A to C)

5. All Forms

Forms available online at [www.coloradojudicial.gov/self-help/minor-name-change]:

JDF 421 – Petition for Name Change (minor)
JDF 422 – Notice to Non-Custodial Parent.
JDF 423 – Consent of Non-Custodial Parent.
JDF 448 – Final Decree for Change of Name.

6. ADA Information

For reasonable accommodations under the Americans with Disabilities act contact the court's ADA coordinator: [www.coloradojudicial.gov/ada-coordinators].

7. Legal Advisory

These are basic instructions for informational purposes only. They do not constitute legal advice. If you choose to represent yourself, you are bound by the same rules and process as a lawyer. If you do not understand this information, please contact a lawyer.