

# **How to file for a Name Change of a Child** **(Under 18 years of age)**

## **Requirement: Must file in the County you live in.**

- Before any kind of filing can be done, BOTH the mother and the father must be in agreement to the change. Unless one of the parents has signed off their rights as a parent to the child who is requesting the name change.
- Log onto [texaslawhelp.org](http://texaslawhelp.org) and search for Name Change of a Child. Print out and complete the Petition for Name Change of a Child.
- If the child is at the age of 10 or older when filing, there is a form called Consent from a Child that will need to be printed out and completed as well, this will be in the same search results with the Petition.
- After you have filed the Petition for Name Change of a Child, and the Consent form (if it applies to the case) and pay the filing fee, you will need to contact Mateo Santos for a hearing date. His email address is [mateo.santos@co.kendall.tx.us](mailto:mateo.santos@co.kendall.tx.us) or (830) 249-9343 ext. 310.
- Before you attend the hearing date, you will need to log back onto the website and search name change of a child again and select Order Granting Name Change of a Child, print and complete. This Order may have areas for the court/Judge only to complete, fill it out the best you can. Bring this Order with you on your hearing date.
- After your hearing is complete you will need to purchase a couple certified copies of the Order Granting Name Change of a Child. These will be needed in regards of changing your child's name on their Social Security card, school, and etc. Certified copies are \$1.00 a page. You are more than welcome to come back and purchase more copies if needed.