

**INFORMATIONAL SHEET for NAME CHANGE FOR A MINOR or the
CORRECTION OF BIRTH CERTIFICATE FOR A MINOR IN CHANCERY COURT**

**In accordance with T.C.A. 29-8-102, you must be a resident of Davidson County, Tennessee to petition for a name change or birth certificate correction.*

Forms for both an adult name change and the correction of an adult's birth certificate are available in the Office of the Clerk and Master or may be downloaded from chanceryclerkandmaster.nashville.gov.

Chancery Court requires the petition to first be filed, and then you are notified of a date the petition is set for a hearing.

Both parents/legal guardians must sign the petition for name change or the correction for the birth certificate on behalf of the minor child **and** both parents/legal guardians and the minor child **MUST APPEAR** before the Chancellor.

*Once the Order is entered it is the parents' responsibility to submit the order to Vital Records for the changes to be made to the birth certificate. You may call Vital Records at 615-741-1763 for additional information.

BE ADVISED- A stepparent cannot consent to the name change on behalf of (or in place of) the natural mother/father unless there is an order of adoption or other termination of the natural mother's/father's parental rights.

*If the father is not identified on the birth certificate, legitimation proceedings must be completed before the parents file the petition to change the name or correct the birth certificate of the minor child.

DOCUMENTS TO BRING WITH YOU

1. Completed Petition form for a minor and completed Order form for a name change for a minor or correction to a minor's birth certificate.
2. A copy of the child's birth certificate showing both parents' names or an order of paternity/legitimation.
3. Photo identification (such as a driver's license, passport or comparable photo identification) of both parents/legal guardians.
4. If the parents/legal guardians are married, a copy of the marriage license or marriage certificate.
5. Social security card for the minor child and both parents/legal guardians, if any.
6. \$159.50 cash or cashier's check (no personal check accepted). This fee covers two certified copies of the court order changing or correcting the child's name.
7. Proof of residency in Davidson County. Such proof may be a current lease, payroll stub, recent utility bill or similar document.