

INFORMATION FOR NAME CHANGE OF A MINOR OR THE CORRECTION OF BIRTH CERTIFICATE FOR A MINOR IN DAVIDSON COUNTY 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 in Davidson County Chancery Court.

Forms for a name change of a minor and the correction of a minor'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. The case is randomly assigned to one of the Chancellors once it is filed. The Chancellor's chambers staff schedules the hearing. You will be notified of the date the Petition is set for hearing.

Both parents/legal guardians must sign the Petition on behalf of the minor child. **Both** parents/legal guardians **and** the minor child **MUST APPEAR** at the hearing before the Chancellor.

A stepparent cannot consent to the name change on behalf of (or in place of) the natural mother/father unless there is Court Order of adoption or other termination of the parental rights of the natural mother/father. If the father is not identified on the birth certificate, legitimation proceedings must be completed before the Petition to change the name or correct the birth certificate of the minor child is filed.

Once the Court Order is entered, it is the parents' responsibility to submit the Order to the Tennessee Office of Vital Records for the change to be made to the birth certificate. Contact Vital Records at 615-741-1763 or <https://www.tn.gov/health/health-program-areas/vital-records.html> for additional information.

DOCUMENTS TO BRING WITH YOU

1. Completed Petition form for a minor's name change or correction of a minor's birth certificate.
2. A copy of the child's birth certificate showing the names of both parents or an Order of paternity/legitimation.
3. A copy of the birth certificate of both parents/legal guardians.
4. Photo identification such as a driver's license, passport, or comparable official photo identification of both parents/legal guardians **and** of the minor child, if available.
5. If the parents/legal guardians are married, a copy of the marriage license or marriage certificate.
6. Social Security card or naturalization document for both parents/legal guardians **and** for the minor child if any.
7. Proof of residency in Davidson County. Such proof may be a current lease, payroll stub, recent utility bill, or similar document.

The filing fee is \$159.50. The filing fee covers two certified copies of the Court Order. Payment may be cash or cashier's check. A personal check is not accepted. Credit/debit card payment accepted with an additional convenience fee. This convenience fee is collected by a third-party processor and is not paid to the Clerk and Master's Office or the Metropolitan Government of Nashville.

The information provided by the Clerk and Master's Office regarding a Petition to change a name or correct a birth certificate is a general guide, and not intended to cover every possible name change or birth certificate correction scenario. The granting of a name change or correction to a birth certificate, including what documents are sufficient, is a decision made by the Chancellor. The Clerk and Master's Office is prohibited from providing legal advice, other than the advice to seek the assistance of an attorney.