

INFORMATION FOR NAME CHANGE FOR 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 www.chanceryclerkandmaster.nashville.gov.

Chancery Court requires the petition to first be filed. Once filed, the case is randomly assigned to one of the Chancellors. You are then notified of the date the petition is set for hearing. The hearing date is usually within about three to four weeks after the petition is filed.

Both legal parents/guardians must sign the petition for name change or the correction for the birth certificate on behalf of the minor child. **Both** parents/guardians **and** the minor child **MUST APPEAR** 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 an 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 parents file the petition to change the name or correct the birth certificate of the minor child.

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> or for additional information.

DOCUMENTS TO BRING WITH YOU

1. Completed Petition form for a minor's name change or correction to a 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 photo identification) of both parents/guardians **and** of the minor child, if available.
5. If the parents/guardians are married, a copy of the marriage license or marriage certificate.
6. Social security card for both parents/guardians **and** the minor child and, if any.
7. Proof of residency in Davidson County. Such proof may be a current lease, payroll stub, recent utility bill, or similar document.
8. \$159.50 cash, cashier's check (no personal check accepted) and major credit cards with an additional 2.3% fee. The filing fee covers two certified copies of the court order changing the child's name.

The information provided by the Clerk and Master's Office regarding name change petitions is a general guide, and not intended to cover every possible name change scenario. The granting of a name change, 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.