

Overview - Required Steps If a Name Change Petition is Granted

General Information:

If the court issues an order granting a Petition for Name Change there are steps the Petitioner must take in order to make sure necessary agencies are notified of the change in name.

Other Details:

If the court issues an order granting your Petition for Name Change you must do the following:

If you hold a New Hampshire driver's license, you must notify the New Hampshire Department of Motor Vehicles of the name change within thirty (30) days of the date of the certificate changing your name, as required by RSA 263:9.

You will remain obligated and duty-bound to complete and perform all contractual obligations assumed under your old name whether those obligations are financial or personal in nature.

You must provide a certified copy of the name change order to the clerk in the city or town where you were born in order to obtain an amended birth certificate. Contact the appropriate NH town or city clerk for the applicable fee.

OR you may contact the Division of Vital Records Administration (*DVRA*), for hours and applicable fee. They are located at 71 South Fruit Street, Concord, NH 03301, (603) 271-4650. The Vital Records website is: <http://www.sos.nh.gov/vitalrecords>

For NH residents who were born out of state, the website for all vital record agencies located in the United States is: <http://www.vitalrec.com/usmap.html>. Contact that state agency directly for information.

You are also under an obligation to change any other records identifying you by your old name. It is your responsibility to notify any and all parties or organizations in custody or in possession of such records of your name change so that any rights or benefits pertaining to such records will not be impaired or lost.

Examples of records for which notification might be appropriate:

- Passport
- Social Security
- Internal Revenue Service and other taxing authorities
- Insurance Policies and Retirement Plans
- Financial records such as bank accounts, credit cards, stocks, bonds and other securities
- Medical records
- Employer personnel records
- School records
- Voter registration
- State government records such as operating licenses, motor vehicle registrations and any on-going court cases

You should continuously use your new name so that there will be no confusion as to your name or identity.

Other Helpful Resources:

RSA:

RSA 263:9
RSA 547:3-i
RSA 550:4
RSA 547:29

For Further Information:

If you have questions, please contact the Information Center at 1-855-212-1234.