INSTRUCTIONS
Uncontested Name Change of a Minor Child

The procedure for legally changing the name of a minor child is complicated. Some laws and rules regarding this process can be found at SDCL ch. 21-37, SDCL 34-25-51, and ARSD 44:09:05:02. These authorities have also been interpreted by the South Dakota Supreme Court in various cases. It is up to you to decide whether and how you use a lawyer in your case. The law allows you to do the case without a lawyer, which is also known as proceeding *pro se* (pronounced "pro-say").

THE USE OF THESE FORMS IS LIMITED TO UNCONTESTED CASES:
Cases where the minor child's other parent consents to the change of the minor child's name and signs the consent form. The other parent will ideally appear at the hearing as well, although it is not required.

YOU CANNOT USE THESE FORMS IF:
You do not know if the minor child's other parent will consent to the change of the minor child's name; or you know the minor child's other parent will contest the change of the minor child's name.

If the other parent appears at the hearing and contests the name change, the name change will be denied.

There are no forms offered for a contested name change of the minor child action. That is a matter in which you are strongly encouraged to consult an attorney.

REQUESTING A NAME CHANGE IN SOUTH DAKOTA

- In South Dakota, a "minor" is a child who has not yet turned age 18.
- You may change the minor child's first, middle and/or last name.
- Unless otherwise provided below, if you have more than one minor child in your custody, they have the same biological parents and you want to change their names at the same time, you may do so by including all of the children on the same verified petition. You need open only one file.
- If the parents of the minor children are NOT the same and/or you are requesting different name changes for more than one child, you will need to file a separate verified petition for each child. This will involve paying a separate filing fee for each child. They will be considered separate actions.
- If, for example, you are a single mother who has more than one minor child in your custody whose names you want to change, but there is more than one father involved,

you will need to file a separate verified petition for each child. This will involve paying a separate filing fee for each child. They will be considered separate actions.

- Once you file the verified petition, the case will be assigned a case number. This number must be on all documents filed with the court. You should be aware that there may be additional costs associated with providing notice that you intend to change a minor child's name.

If you file a Verified Petition for Name Change of a Minor Child without the assistance of an attorney **you** must complete all the forms necessary. The Clerk of Court's office cannot assist you in preparing any legal documents, or advise you of the process. However, you may contact the **Legal Form Help Line at 1-855-784-0004 or e-mail the UJS for help with forms at this link-- https://ujslawhelp.sd.gov/emailstaff.aspx--**if you have questions regarding completion of the forms. **If you have any legal questions, please contact an attorney of your choosing.**

COMPLETION OF FORMS

READ ALL INSTRUCTIONS PRIOR TO FILLING OUT ANY OF THE FORMS.

In order to legally change a name, you must file a **Verified Petition for Name Change of a Minor Child form (UJS-030)** with the Clerk of Court office in the county where you reside, provided you and the minor child have resided there for more than six months immediately before the filing of the verified petition. You will also be required to pay the civil case filing fee. You will be referred to as the petitioner in this name change proceeding.

You must also submit a completed **Civil Case Filing Statement form (UJS-232)** to the Clerk of Court's office at the time of filing your verified petition. The case name should appear in the "*In the Matter of*" caption. For example, if John Smith is requesting to change his daughter's legal name from Emma Doe to Emma Smith, he should print in the "*In the Matter of*" caption: *John Smith's Petition Regarding a Name Change of Emma Doe, Minor Child, to Emma Smith*. Since you are initiating a civil action, you must check the Petitioner participant role box under the Civil case type. Please provide your personal information as requested on the form. If you have an attorney representing you in the proceeding, provide their information as well.

Captions: All of the forms for this proceeding have a caption at the top that, except the name of the form, appear as follows:

STATE OF SOUTH DAKOTA)
)
COUNTY OF _____)

IN CIRCUIT COURT

_____ JUDICIAL CIRCUIT

IN THE MATTER OF THE PETITION RE: _____ (Birth Certificate Name), A Minor Child FOR A CHANGE OF NAME TO: _____ (Proposed Name)	FILE NO: _____ **VERIFIED PETITION FOR NAME CHANGE OF A MINOR CHILD (UNCONTESTED)**

Each form will be completed identically using the following instructions:

- On the top left, enter the name of the county where you are filing the Verified Petition.
- On the top right, enter the judicial circuit (First through Seventh) of the county. This information can be obtained from the Clerk of Court's office or on the UJS website.
- Enter the name (first, middle, and last name) of the minor child as it appears on their birth certificate.
- Enter the proposed first, middle, and last name of the minor child.
- The Clerk of Court's office will give you a case number when you file the Verified Petition. You must include the case number on all papers you file, which is documented above the name of the form (File No. _____).

FORM UJS-030: VERIFIED PETITION FOR NAME CHANGE OF A MINOR CHILD

- Complete the caption as set forth in the Instructions beginning on page 3.
- Use the numbers below for completing the numbered paragraphs with the same numbers in the verified petition.

Paragraph 1. As the Petitioner, enter your first, middle, and last name.

Paragraph 2. Enter the minor child's name (first, middle, and last name) as it appears on their birth certificate.

Paragraph 3. Enter the minor child's date of birth (month, day, and year).

Paragraph 4. Circle the child's gender at birth.

Paragraph 5. Enter the city, county, and state where the minor child was born. Paragraph 6. Enter your relationship to the minor child (mother, father, or guardian).

Paragraph 7. Enter your physical address, including city and county.

Paragraph 8. Enter the name of the county where you reside, and the date you began residing in that county.

Paragraph 9. Enter the minor child's physical address, including city and county, and how long the minor child has resided in that county.

Paragraph 10. Enter the first, middle, and last name of any other parent or guardian as well as the other parent or guardian's last known physical address. If the other parent pays child support, enter the address last provided to the Clerk of Court or Office of Child Support Enforcement, unless you are aware of a more current address.

Paragraph 11. (a) Indicate where the child has lived during the past five years, who the minor child has lived with, and the dates the child lived in each location. If the child has not lived with anyone but the parents or guardian, please write out in the lines provided: "With the parents only" or "With the guardian only" and then simply provide the county/state and date information for the past five years.

(b) Indicate whether there have been previous court hearings concerning the custody of the child. If so, indicate in which county, state and year(s) those proceedings happened, and provide a copy of the most current custody order).

(c) Indicate whether anyone other than the parents has ever had legal custody (court-ordered) of the child.

Paragraph 12. Enter the first, middle, and last name of the minor child's mother's maiden name as it appears on the minor child's birth certificate.

Paragraph 13. Enter the first, middle, and last name of the minor child's father as it appears on the minor child's birth certificate. If the father's name is not listed on the birth certificate, enter "N/A" in the blank.

Paragraph 14. Enter the mother's date of birth as well as her place of birth, including city, county, and state.

Paragraph 15. Enter the father's date of birth as well as his place of birth, including city, county, and state.

Paragraph 16. Enter the child's name (first, middle, and last) as it appears on their birth certificate in the first blank, the proposed name for the child (first, middle, and

last) in the second blank, and the reasons you desire the name change in the third blank.

If you are seeking to have the child's name changed without publishing notice or having a hearing in open court, and the child is a victim of human trafficking, you may check the box.

Paragraph 17. Nothing is required, just verification that you are not submitting this Petition for fraudulent or illegal purposes.

Paragraph 18. This entry is optional. If you seek amendment of the child's birth certificate, in the event the child's legal name change is granted, you must check the box here and provide a reason for why you want the child's birth certificate amended in addition to the child's name changed. If you do not want the child's birth certificate amended, leave this portion blank.

In the final paragraph, enter the minor child's name (first, middle, and last), as it appears on their birth certificate, followed by the minor child's proposed first, middle, and last name.

- Date the verified petition with the day, month, and year.
- On the first line, sign your first, middle, and last names.
- On the remaining lines, enter your personal information.

WARNING: By signing your name, you are telling the court that you are telling the truth and that you have a good faith reason for your requests. If you are not telling the truth, if you are misleading the court, or if you are serving or filing this document for an improper purpose, the court could find you in contempt or you could be prosecuted for not telling the truth.

FORM UJS-031: NOTICE OF HEARING FOR CHANGE OF NAME OF MINOR CHILD

Pursuant to SDCL 21-37-5.1, if the following three items are true, you can skip this step and begin working on the section entitled "Service to the Other Parent":

1. The minor child has been a resident of the county where you are filing your petition for at least six months.
2. The minor child's parents or legal guardians give written consent to the name change.
3. If the minor child is twelve years or older, the minor child consents in writing to the name change.

If even one of the three items listed above is not true, than pursuant to SDCL 21-37-4, you must publish the **Notice of Hearing on Change of Name of a Minor Child**. The notice must state the time and place and object thereof with the current and proposed names of the minor child. It must be published one time each week for four successive weeks in any legal newspaper of the county of petitioner's residence. **If you are unsure whether a newspaper is considered to be a legal newspaper for your county, contact the county Auditor's Office.**

You need to contact the clerk of court or court administrator's office and request that a hearing be scheduled approximately six weeks in the future. When scheduling, make sure you have a copy of your filed verified petition to refer to. Additionally, make sure you allow enough time for publication and the receipt of the **Affidavit of Publication** prior to the hearing. In order to do this, you should know the day of the week the newspaper has to receive the **Notice of Hearing on Change of Name of a Minor Child** to begin publication in the next circulation and in what form. It is suggested you ask about the expense of publication as well so you are prepared for that expense in advance.

If another hearing has to be scheduled because enough time was not allowed for publication, the Court may order that another **Notice of Hearing on Change of Name of a Minor Child** be published again. This would be an additional expense for you. You will not be refunded any fees or expenses.

- Complete the caption as set forth in the Instructions, beginning on page 3.
- Next, in the first blank, enter your name (first, middle, and last), as the petitioner.
- In the second blank, enter the name (first, middle, and last) of the minor child, as it appears on the birth certificate.
- In the third blank, enter the proposed first, middle, and last name of the minor child.
- In the second sentence, enter the hearing date (day, month, year) and the time. Circle am or pm. Enter the name of the Judge who will be presiding over the hearing. Enter the name of the courthouse, the city and the county where the courthouse is located.

A Judge or the Clerk of Court must date and sign the notice of hearing, not the petitioner. The Clerk of Court must put a seal on the document.

PUBLICATION

The original, signed **Notice of Hearing for Change of Name of a Minor Child** must be filed with the Clerk of Court. Keep a photocopy for your records. Once the forms have been filed, the clerk will give you a copy of the filed **Notice of Hearing for Change of Name of a Minor Child.** Keep a photocopy for your records.

YOU must publish the filed **Notice of Hearing for Change of Name of a Minor Child** once each week for four successive weeks in any legal newspaper of the county of the petitioner's residence. It cannot be just any newspaper. If you are unsure whether a newspaper is considered to be a legal newspaper for your court, contact the county Auditor's Office.

Upon completion of the publication, the newspaper will provide you with an **Affidavit of Publication.** You must file the original signed affidavit with the Clerk of Court on or before the day of the scheduled hearing.

SERVICE TO THE OTHER PARENT

A copy of the **Verified Petition for Name Change of a Minor Child** must also be sent to the other parent by certified mail a minimum of 10 days prior to the hearing. If you had to do publication, the other parent must also receive a copy of the file-stamped notice of hearing.
If the other parent pays child support, the documents must be sent to the other parent at the address last provided to the Clerk of Court or the Office of Child Support Enforcement, unless you are aware of a more current address.

Service on the other parent may be accomplished in one of three ways, as provided below. You may choose which of the three methods of service you prefer:

1. **HAND-DELIVER** with form **UJS-32B: NOTICE OF ADMISSION OF SERVICE OF VERIFIED COMPLAINT (Uncontested Name Change of a Minor).**

In an uncontested name change of a minor proceeding, the other parent will often agree to accept service, avoiding the need to have a Sheriff or private process server serve them. As the petitioner, you may choose to hand-deliver copies of the **Verified Petition for Name Change of a Minor Child** to the other parent. That other parent then must sign the **Admission of Service of Verified Complaint (Uncontested Name Change of a Minor) (UJS-32B).** The other parent neither admits nor denies the contents of the documents; he/she merely admits that they received the documents on the specified date.

This form must be filled out in black ink. Complete the caption (the top third of the form), where you will need to know the name of your county, judicial circuit (ask your Clerk of Court if you don't know), the minor child's legal name (as listed on the birth certificate), and the name you wish the minor child to have. Ask your Clerk of Court for the case filing number (that goes after "CIV." in the blank).

The other parent must fill in his/her full legal name in the body of the text of the form, as well as the city, county, and state of the place where said parent received documents by hand delivery. The other parent must also fill in the date with the month, day, and year the documents were received.

The other parent must sign and print his/her name, mailing address, and telephone number in the spaces provided at the bottom of the form. He/she should then make a copy of the completed **Admission of Service** for his/her own records, and then return the original document to you. You should then make a copy for your own records, and then file the original **Admission of Service of Verified Complaint (Uncontested Name Change of a Minor)** with the Clerk of Court.

2. **BY MAIL** with form **UJS-32A: NOTICE OF ADMISSION OF SERVICE OF VERIFIED PETITION (Uncontested Name Change of a Minor).**

This form must be filled out in black ink. Complete the caption. You will need to know the name of your county, judicial circuit (ask your Clerk of Court if you don't know), the minor child's

legal name (from the birth certificate), and the name you wish the minor child to have. The Clerk of Court will provide you with the case filing number (that goes after "CIV." in the blank).

As the petitioning parent, you need to add the other parent's name to the first and second pages of the **Notice and Admission of Service of Verified Petition (Uncontested Name Change of a Minor).** You must add the date of mailing, the address of the other parent where you mailed the **Notice and Admission,** and then sign and date the form under perjury and include your address and telephone number.

Also, on the **Statement of Mailing**, fill in your name, the date you mailed the **Notice and Admission** along with the other documents listed (to perfect service), the full legal name of the other parent, and said parent's mailing address where the copies of the documents were sent. You must sign and fill in the date and the location from which the documents were mailed.
Also include a self-addressed, stamped envelope to allow the other parent's quick return of the signed **Notice and Admission.** Combine these documents with two copies of the **Notice and Admission,** and take them to your post office.

When you go to the post office to mail the documents, ask the post office to send it by certified mail to the other parent. You do not need to send the documents by registered mail, nor do you need to insure it. Also, you do not need to have the other parent sign for the documents when it is delivered; it is ok if any adult signs for the documents when they are delivered. Keep the green card that the post office sends back to you in case the court wants to see it.

Upon receipt of the **Notice and Admission** and enclosed documents, the other parent must fill in their name on the **Admission of Service**, as well as the town, county, and state of the place where he/she received the documents. That parent must then enter in the **Admission of Service** the date the copies of the **Verified Petition** were received and sign and date the **Admission,** including his/her mailing address and telephone number.

The other parent should retain a copy of the completed **Notice and Admission** for his/her own records and return the original to you- in the self-addressed stamped envelope- containing his/her ink-signed **Admission of Service.** Upon receipt, you should also make a copy of the document for your own records and then incorporate the ink-signed **Admission of Service** into the original **Notice and Admission.** Finally, file this completed document with all original signatures with the Clerk of Court's office. **Failing to file this document may result in a denial of the proposed name change.**

3. **If attempts to achieve hand-delivered or mail service FAILED, you may request that the Sheriff's Office or private process server serve the Verified Petition to the other parent. Under this scenario, you deliver one full copy of the Verified Petition for Name Change of a Minor Child to the Sheriff's Office, along with a document containing the other party's current physical address, telephone number, place of employment, and any other relevant information. If you had to do publication, you must also include the Notice of Hearing. Typically, the cost of service (the service fee and mileage reimbursement) is pre-paid. After service, the Sheriff or process server has his/her own form that he/she uses to prove service**

and that form is usually mailed to you. Make sure you make a copy of this form for yourself and file the original with the Clerk of Court's office.

FORM UJS-033: CONSENT

This form is to be completed by the consenting parent.

- Complete the caption as set forth in the Instructions, beginning on page 3.
- Enter the consenting parent's full name in the first line in the body of the **Consent**. This paragraph does not have a number.
- Use the numbers below for completing the numbered paragraphs with the same numbers in the verified petition.

Paragraph 1. If the consenting parent is the minor child's mother, check mother. If the consenting parent is the minor child's father, check father.
In the first line, enter the minor child's name (first, middle, and last name) as it appears on their birth certificate.
In the second line, enter the minor child's date of birth.
In the third through fifth lines, enter the city, county, and state where the minor child was born.

Paragraph 2. In the first line, enter the minor child's name (first, middle, and last name), as it appears on their birth certificate.
In the second line, enter the minor child's proposed first, middle, and last name.

Paragraph 3. Enter why you are consenting to the name change.

- Leave the remainder of the page for the consenting parent to sign and date under penalty of perjury.
- The consenting parent will have to provide back to you to file the original with the Clerk of Court.
- **Filing to file this document may result in a denial of the proposed name change.**

FORM UJS-037: CHILD'S CONSENT FOR NAME CHANGE OF MINOR CHILD

If you did not have to complete publication per SDCL 21-37-5.1, and the minor child is twelve years of age or older, the minor child will need to complete **Consent of Minor Child.** The form **must** be completed by the minor child. If you had to complete notification and/or the minor child is under twelve years of age, skip to the section entitled "Form UJS-034: Order for Name Change of a Minor Child".

- Complete the caption as set forth in the Instructions, beginning on page 3.

- On the first line, the minor child should enter their name (first, middle, and last) as it appears on the birth certificate.
- On line 2, the minor child should enter their age.
- On line 3, the minor child should enter their address.
- On line 5, the minor child should indicate what they would like the requested name change (first, middle, and last).
- On the last lines, the minor child should sign and date the form.

Make a photocopy for your file and **file the original Consent of Minor Child with the Clerk of Court. Failing to file this document may result in a denial of the proposed name change.**

FORM UJS-034: ORDER FOR NAME CHANGE OF A MINOR CHILD

Before the hearing date, you must prepare the **Order for Name Change of Minor Child**. If you are changing the name of more than one child, you must prepare an **Order of Name Change of a Minor Child** for each child for whom you are requesting a name change.

- Complete the caption as set forth in the Instructions, beginning on page 3.
- Enter the day, month and year of the hearing.
- Enter your name as having filed the petition and on the next line, the name of the minor child as it appears on the birth certificate.
- Enter the name of the county where you and the child resided at the time of filing the Verified Petition and then enter the name of the county where you and the child resided for a minimum of 6 months before filing the Verified Petition.
- If publication was required, check the first box and enter the name of the newspaper where the notice of hearing was published for 4 consecutive weeks. If you did not have to publish notice because the conditions in SDCL 21-37-5.1 were met, check the second box. If you did not have to publish notice because the conditions in SDCL 21-37-5.2 were met, check the third box.
- Enter the child's full name (first, middle, and last) as it appears on their birth certificate.
- Enter the child's date of birth (month/day/year).
- Enter the state, county, and city or town where the child was born.
- Enter the child's mother's full maiden name (first, middle, and last name) as it appears on the child's birth certificate.
- Enter the name of the child's father (first, middle, and last name) as it appears on the child's birth certificate. If the child's father is not listed, enter "N/A".
- Enter the name of the child (first, middle, and last) as it appears on the birth certificate.
- If you seek an amendment of the child's birth certificate to reflect a court-approved legal name change, check the box. If not, skip.
- Again, enter the name of the child (first, middle, and last) as it appears on the birth certificate. On the next line, enter the proposed name (first, middle, and last) for the minor child.

- If you or the child is a victim of human trafficking and the child's name is being changed to protect yourself or the child from the perpetrator, you may check both boxes. If the court so orders, this will restrict public access to the case file for this name change proceeding and for the file surrounding any new birth certificate you might choose to obtain with the child's new name on it.
- If you seek an amendment of your birth certificate to reflect a court-approved legal name change, check the box. Then provide the full name on the birth certificate in the first blank, and fill in the changed full name you seek in the second.

If the court grants the name change, the Judge will sign and date the Order. You will need to obtain three certified copies of the Order from the Clerk of Court's office after it has been signed.

FORM UJS-035: NOTICE OF ENTRY OF ORDER FOR NAME CHANGE OF MINOR CHILD

A Notice of Entry of Order for Name Change of a Minor Child is a document that notifies the other parent that the Judge has signed the **Order for Name Change of a Minor Child**. This document must be sent to the other parent.

- Complete the caption as set forth in the Instructions, starting on page 3.
- Fill in the date that the Judge signed the **Order for Name Change of a Minor Child** (day, month and year).
- Fill in the name of the Judge who signed the **Order for Name Change of a Minor Child.**
- Fill in the city where the courthouse is located where all the documents are filed.
- Sign and date under penalty of perjury.
- Make two copies of the **Notice of Entry**, one for you and one to mail to the other parent. **The original must be filed with the Clerk of Court.**

Mail a copy of the Notice of Entry and a <u>certified</u> copy of the Order for Name Change of a Minor Child (obtained from the Clerk of Court) to the other parent and complete the Statement of Service with the following instructions below.

FORM UJS-036: Statement of Service

- Complete the caption as set forth in the Instructions, starting on page 3.
- Mark the box next to Notice of Entry of Order for Name Change of a Minor Child and Order for Name Change of a Minor Child.
- List the name and address to the parent you mailed to.
- List the city and state where you mailed the Notice of Entry from.
- Sign and date under penalty of perjury.
- Make a copy of all the documents for your records.
- Mail a copy of the Notice of Entry, Order for Minor Name Change, and Statement of Service to the other parent.

- File the original copy of the Statement of Service with the Clerk of Court. Filing to file these documents may extend the time an appeal may be filed.

OBTAINING A NEW BIRTH CERTIFICATE

If you require the birth certificate of the minor child to be changed, you will need to submit to the Vital Records Office with both a certified copy of the "Order for Name Change of a Minor Child" and the applicable filing fee for amending a birth certificate to the following address:

Office of Vital Records
South Dakota Department of Health
221 W Capitol Avenue
Pierre, SD 57501

In South Dakota, the Vital Records filing fee to amend a birth certificate is currently $8.00. This fee does not include the amount necessary to obtain an informational copy or a certified copy. You can obtain those at any Register of Deeds Office in South Dakota once the amendment is complete.

If the child was born in a state other than South Dakota, you need to check with the Vital Records Office of that state to determine the applicable fees associated with amending the birth certificate and obtaining a certified copy of the new birth record.

If you have any questions regarding the name change forms, you may contact the Legal Form Help Line at 1-855-784-0004. If you have any questions of a legal nature, you are strongly urged to contact an attorney of your choosing.

HELPFUL HINTS FOR THE HEARING

1. As the Petitioner, you must attend the hearing and testify under oath about the issues raised in the Verified Petition for Name Change of a Minor Child. Make sure you are prepared.

2. Bring a copy of the minor child's birth certificate with you to Court. The Judge may want to review it to ensure that your pleadings are consistent with the birth certificate.

3. It is ideal if the consenting parent appears at the hearing as well. The consenting parent should be prepared to testify that they do consent to the proposed name change and why.

4. Dress appropriately for court.

5. You should take a file stamped copy of the Affidavit of Publication to the hearing in case the Judge wants you to have it marked as an Exhibit at the hearing. If you did not have to provide notice of hearing by publication, please disregard this step.

6. Before the hearing date, you should also check with court personnel to see if the minor child will be allowed in the courtroom during the hearing and whether the Judge will want the minor child present during the hearing. Do not just assume that the Judge will allow the minor child to be present.

7. You should bring two copies of the Order for Name Change of a Minor Child to the hearing. The Judge may keep the original signed Order for the court file and will give you a copy for your records.

8. Refer to *A Guide for Representing Yourself in South Dakota Courts* or the UJS website for additional helpful hints before your hearing. The Guide can be found at any Clerk of Court office or on the UJS website in many spots.

9. If the court grants your request for the minor child's name change and has signed the Order for Name Change of a Minor Child, you should get 3 certified copies of the Order from the Clerk of Courts office. One copy goes to Vital Records, one copy goes to the other parent, and one is for your records. There are still a few things to do after the hearing, ie. completing the Notice of Entry, sending documents to the other parent and completing the Statement of Service. Please refer to the instructions above.

CHECKLIST

The following is a checklist to ensure that you have all of the forms completed, help you prepare for court, and assure you that the process is complete:

Step One:

_____Civil Case Filing Statement
Date filed _____

_____Completed Verified Petition for Name Change of Minor Child
Date filed _____
Date sent or handed a copy to other parent_____
Was this a minimum of 10 days before the hearing? _____

_____Date of hearing_____

_____Completed Notice of Hearing by Publication **(if applicable)** _____
Date filed_____
Dates published (4x)_____
Date sent or handed file-stamped copy to other parent _____
Was this a minimum of 10 days before the hearing?_____

- **At the end of step one, you should have filed the Verified Petition and the Case Filing Statement with the Clerk of Courts.**

Step Two:

_____Served a copy of the Verified Petition and a file-stamped copy of Notice of Hearing on the other parent
By hand delivery? _____ Mail delivery? _____ Sheriff? _____
If hand delivery, date Admission of Service filed _____
If mail delivery,
Date Notice and Admission filed _____
Date Statement of Mailing filed _____
Green card showing receipt of certified mail delivery filed _____
If Sheriff, date Sheriff's Office return filed _____

_____Consent form completed by the other parent
Date filed _____

_____Consent form completed by the minor child **(if applicable)**
Date filed _____

_____Affidavit of Publication from_____(newspaper) **(if applicable)**
Date received _____
Date filed _____

_____Take a copy of the minor child's birth certificate to Clerk of Courts with you

- **At the end of step two, you should have served the other parent the Verified Petition and Consent form, and filed the Admission of Service, the other parent's Consent form, a copy of the child's birth certificate, the child's Consent form, and the Order for Name Change of a Minor Child with the Clerk of Courts.**

Step Three:

_____Order for Name Change of a Minor Child

Complete two copies to take to court date with you _____
Date signed _____
Date filed _____
Get a minimum of 3 certified copies from the clerk of court _____

- **At the end of step three, you should have prepared your Order for Name Change of a Minor Child and had your hearing.**

Step Four:

_____Notice of Entry

Date filed _____

_____Statement of Service – for service of Order for Name Change of a Minor Child and Notice of Entry to the other parent

Date served certified copy of Order copy of Notice of Entry to other parent_____
Date filed _____

- **At the end of step four, you should have obtained 3 certified copies of the Order for Name Change of a Minor Child, served the other parent the Notice of Entry of the Order and a certified copy of the order, and filed an Statement of Service with the Clerk of Courts.**

CASE FILING STATEMENT – Information Only; Not Retained in Case Records

Provide the Case File No. for the record you are filing into or the Case Type if initiating a new action: _____
*A list of case types and party roles can be found here: https://ujs.sd.gov/Attorneys/FormsDocumentation.aspx

Social Security Numbers (not Driver's License Numbers) must be provided for divorce, child support, & paternity cases, 42 USC 666(a)(13)(B). All filers are **required** to provide the SSN **or** DL# for each of **their** participants regardless of the case type. Business entities must provide the EIN number in lieu of SSN or DL#.

INFORMATION FOR PLAINTIFF/PETITIONER/APPLICANT:

Last/Business Name | First Name | Middle | Suffix

Physical Address ☐ Check if Same as Mailing | City | State | Zip

Mailing Address | City | State | Zip

Home | Work | Cell

Social Security No. | Date of Birth | Driver's License No. | State | Employer ID (Business)

Attorney:

Last Name | First Name | State Bar ID No.

Mailing Address | City | State | Zip

Phone

INFORMATION FOR DEFENDANT/RESPONDENT/MINOR/DECEDENT/PERSON IN NEED OF PROTECTION:

Last/Business Name | First Name | Middle | Suffix

Physical Address ☐ Check if Same as Mailing | City | State | Zip

Mailing Address | City | State | Zip

Home | Work | Cell

Social Security No. | Date of Birth | Date of Death | Driver's License No. | State | Employer ID (Business)

Attorney:

Last Name | First Name | State Bar ID No.

Mailing Address | City | State | Zip

Phone

INSTRUCTIONS AND FORMS FOR VERIFIED PETITION FOR NAME CHANGE OF A MINOR CHILD (UNCONTESTED)

This form references specific South Dakota Codified Laws (SDCL), and you can find these laws on the South Dakota Legislature website. If you have any legal questions, it is highly recommended that you consult with an attorney. Court staff are unable to provide you with legal advice or assist you in completing this form. For specific questions related to the forms, you can contact the Legal Form Helpline at 1-855-784-0004 or email UJS staff at ujssrlhelp@ujs.state.sd.us.

To Complete this form, you will need to:

- ☐ Complete the caption of the Petition.
  - ☐ Enter the County name that you are filing in.
  - ☐ Insert the Judicial Circuit of the County. You may find your Judicial Circuit number at the following web address:
    - https://ujs.sd.gov/Circuit_Court/Default.aspx
  - ☐ Enter the name of the minor child as it appears on their birth certificate on the first line provided.
  - ☐ Enter the proposed name you are requesting the child be changed to.
  - ☐ The Case Number will be provided to you by the Clerk of Court at the time of filing.

- ☐ Complete the remainder of the form by filing in the information on the lines provided throughout.

- ☐ Date and sign.

STATE OF SOUTH DAKOTA IN CIRCUIT COURT

COUNTY OF _____ _____ JUDICIAL CIRCUIT

IN THE MATTER OF THE PETITION RE: _____ (Birth Certificate Name), A Minor Child For A Change of Name to: _____ (Proposed Name)	Case No.: _____ **VERIFIED PETITION FOR NAME CHANGE OF A MINOR CHILD (UNCONTESTED)**

COMES NOW Petitioner and does hereby state, under oath, as follows:

1. My current full name is:_____.
2. The minor child's name, as it appears on their birth certificate, is:

   _____

3. The minor child's date of birth is _____.
   (mm/dd/yyyy)
4. The child's gender at birth (*check one*): ☐ male ☐ female
5. The minor child was born in the City of _____, in the County of _____, and State of _____.
6. My relationship to the minor child named above is _____.
7. I currently reside at _____ which is
   (Street Address)
   located in _____, _____ County within the State of South
   (City) *(County)*
   Dakota.
8. I have been a resident of _____ County since _____
   (County) *(mm/yyyy)*

9. The minor child named above currently resides at _____ (Street Address) which is located in _____ (City), _____ (County) County within the State of South Dakota and has resided there since _____ (mm/yyyy).

10. The following are the full name(s) and last known mailing address(es) of the minor child's mother, father, or guardian:

(*leave blank if already answered, unknown, or not applicable*)

Mother's name and address:

_____

_____

_____

Father's name and address:

_____

_____

_____

Guardian name and address:

_____

_____

_____

11. (a) During the past five years the child has lived with the following individuals, during the dates indicated and in the designated areas:

Caretaker's Name	Dates	County/State
_____	_____	_____
_____	_____	_____
_____	_____	_____

(b) There has/has not **(*circle one*)** been prior court proceedings regarding the custody of the child. If so, that action took place in _____ County, in the State of _____, and in the year _____.

(**If there has, please attach a copy of the most current order to this petition.**)

There is/is not **(*circle one*)** a current pending court proceeding regarding the custody or visitation of the child. If so, that action is in _____ *(County)* County, in the State of _____ and was commenced on _____ *(mm/dd/yyyy)*.

(c) Other than the parents of the minor child, no one has ever had legal custody of this child except _____ (*if none, enter N/A*).

12. The full maiden name of the child's mother, as it appears on the child's birth certificate, is _____.

13. The full name of the child's father, as it appears on the child's birth certificate, is (*if the father's name is not listed on the birth certificate, enter N/A*)

_____.

14. The mother's date of birth _____ *(mm/dd/yyyy)* and she was born in _____ *(City)*, _____ *(County)* County, in the State of _____ *(State)*.

15. The father's date of birth _____ *(mm/dd/yyyy)* and he was born in _____ *(City)*, _____ *(County)* County, and in the State of _____ *(State)*.

16. I am requesting that the child's name be changed from _____ _____ to _____ on the child's birth certificate because: _____

_____

(*if applicable, please check the box*):

☐ thereby making the child a victim of human trafficking with a particularized need for a change of name to protect them from a person who victimized them, pursuant to SDCL 21-37-5.2.

17. This Petition is made in good faith. I do not intend to defraud anyone, and it is not done for the purpose of hiding my child's identity from any person, creditor or governmental agency of any kind or as to avoid discovery by such person, creditor or governmental agency.

18. ☐ (check the box and answer if applicable) If the minor child's legal name change is granted, I also seek amendment of the child's birth certificate for the following reason(s):

_____

_____

_____

_____

_____.

WHEREFORE, I pray that the court set this matter for hearing if required, and that the court enter an order changing the name of the minor child from _____ to _____.

I declare under penalty of perjury under the law of South Dakota that the foregoing is true and correct. Signed on the _____ *day of* _____, _____ *at* _____.
(Date) (Month) (Year) (City or other location, and State)

_____
Petitioner's Signature

_____
Petitioner's Printed Name

_____
Petitioner's Mailing Address

_____
City, State, & ZIP Code

_____
Petitioner's Phone Number

INSTRUCTIONS AND FORMS FOR NOTICE AND ADMISSION OF SERVICE OF VERIFIED PETITION FOR NAME CHANGE OF A MINOR CHILD (BY MAIL)

This form references specific South Dakota Codified Laws (SDCL), and you can find these laws on the South Dakota Legislature website. If you have any legal questions, it is highly recommended that you consult with an attorney. Court staff are unable to provide you with legal advice or assist you in completing this form. For specific questions related to the forms, you can contact the Legal Form Helpline at 1-855-784-0004 or email UJS staff at ujssrlhelp@ujs.state.sd.us.

****When serving the Verified Petition for Minor Name Change you have two options****

Option 1 – Mailing the Verified Petition to the non-petitioning parent *(The non-petitioning parent will need to sign the admission of service within twenty days of mailing and provide the signed form back to you or file with the Clerk of Court themselves.)*

- ☐ Complete the Notice & Admission of Service (UJS-032A)
  - ☐ Fill in the caption with the name of the county you are filing in, the judicial circuit number, the name of the minor child has it appears on the birth certificate, the proposed name change, and the case number.
  - ☐ Fill in the remainder of the form by filling in the name of the non-petitioning parent you are mailing to, the date you are mailing the notice, and the mailing address you are sending to.
  - ☐ Attach 2 copies of the Notice & Admission of Service, a copy of the Verified Petition for Minor Name Change, Admission of Service of Verified Petition for Name Change of a Minor (UJS-032A), Notice of Hearing (UJS-031) Consent (UJS-033) and a return envelope, postage prepaid addressed to yourself.
  - ☐ Complete the Statement of Mailing by filling in the caption with the minor child's current name as it appears on the birth certificate, the name you are proposing,

Option 2 – Hand Delivery to the non-petitioning parent *(If you believe the non-petitioning parent will willfully consent to the Petition for Minor Name Change.)*

- ☐ Complete the Admission of Service of Verified Petition for Name Change of a Minor Child (UJS-032A) by filling in the caption with the name of the county you are filing in, the judicial circuit number, the current name of the minor child as it appears on the birth certificate, and the name you are proposing it be changed to. Leave the remainder of the form blank for the non-petitioning parent to complete.
- ☐ Attach a copy of the Admission of Service (UJS-032B), Verified Petition for Name Change of Minor Child (UJS-030), the Notice of Hearing (UJS-31), and Consent (UJS-033).
- ☐ The non-petitioning parent will need to sign the Admission of Service (UJS-032A) and provide the original back to you or file directly with the Clerk of Court.

STATE OF SOUTH DAKOTA IN CIRCUIT COURT

COUNTY OF_____ _____JUDICIAL CIRCUIT

In the Matter of the Petition regarding: _____ (Birth Certificate Name), a Minor Child For a Change of Name to: _____ (Proposed Name)	Case No. **NOTICE & ADMISSION OF SERVICE OF VERIFIED PETITION FOR NAME CHANGE OF A MINOR CHILD (UNCONTESTED) & NOTICE OF HEARING** **(BY MAIL)**

TO_____, THE NON-PETITIONING PARENT:

The enclosed single copies of a Verified Petition for Name Change of a Minor Child (Uncontested) and a Notice of Hearing for Name Change of a Minor Child (Uncontested) are sent to you pursuant to SDCL § 15-6-4(i), as well as two (2) copies of this Notice & Admission of Service of Verified Petition for Name Change of a Minor Child (Uncontested) & Notice of Hearing, and a return envelope, postage prepaid, addressed to the Plaintiff.

You must complete the Admission of Service portion of this form and return the original to the sender within 20 days. In completing the form, you must fill in the town and state where you received the papers and sign and date the document. Failure to sign and return the original Admission of Service within 20 days after the date of mailing without good cause will result in the Court ordering the person so served to pay the costs of personal service. SDCL 15-6-4(i).

After you complete and return this form, you may then answer (respond to) the verified petition within 30 more days. If you choose not to answer in time, an Order for Name Change of a Minor Child pursuant to the verified petition may be entered by the court.

I hereby certify that this Notice & Admission of Service was mailed, postage prepaid, on this _____day of_____, 20____ to the above-named Non-Petitioning Parent,_____, at the following mailing address:

_____
(Name of Non-Petitioning Parent)

_____
(Street Address)

_____
(City, State, Zip)

And depositing the envelope, with sufficient postage, in the United States Mail in:

Dated this _____day of_____, 20_____.

_____
Petitioner's Signature

_____
Printed name

_____
Mailing Address

_____
City, State and Zip Code

_____
Telephone Number

STATE OF SOUTH DAKOTA IN CIRCUIT COURT

COUNTY OF_____ _____JUDICIAL CIRCUIT

In the Matter of the Petition regarding: _____ (Birth Certificate Name), a Minor Child For a Change of Name to: (Proposed Name)	Case No. **STATEMENT OF MAILING**

I,_____, being sworn, state that on the_____day of _____, 20_____I sent 2 copies of the Notice & Admission of Service of Verified Petition for Name Change of a Minor (Uncontested) & Notice of Hearing, 1 copy of the Verified Petition for Name Change of a Minor (Uncontested), and 1 copy of the Notice of Hearing for a Name Change of a Minor Child (Uncontested) by placing true and correct copies in an envelope addressed to:

_____
(Name of Non-Petitioning Parent)

_____
(Street Address)

_____
(City, State, Zip)

And depositing the envelope, with sufficient postage, in the United States Mail in:

_____
(*City and State mailed from*)

(SIGNATURE PAGE TO FOLLOW)

I declare under penalty of perjury under the law of South Dakota that the foregoing is true and correct. Signed on the _____ *day of* _____, _____ *at* _____.
(Date) (Month) (Year) (City or other location, and State)

_____
Plaintiff Signature

_____
Plaintiff Name

_____
Plaintiff Address

_____
City, State, Zip Code

_____
Phone Number

STATE OF SOUTH DAKOTA IN CIRCUIT COURT

COUNTY OF_____ _____JUDICIAL CIRCUIT

In the Matter of the Petition regarding: _____ (Birth Certificate Name), a Minor Child For a Change of Name to: (Proposed Name)	Case No.: _____ **ADMISSION OF SERVICE OF VERIFIED PETITION FOR NAME CHANGE OF A MINOR CHILD (UNCONTESTED) AND NOTICE OF HEARING FOR NAME CHANGE OF A MINOR CHILD (UNCONTESTED)**

I,_____, the non-petitioning parent, admit to receiving a copy of the Verified Petition for Name Change of a Minor Child (Uncontested) and a copy of the Notice of Hearing for Name Change of a Minor Child (Uncontested) in the above-captioned matter.

This Admission merely acknowledges receipt of the papers; it does not admit or deny any of the statements contained in those papers.

I declare under penalty of perjury under the law of South Dakota that the foregoing is true and correct. Signed on the _____ *day of* _____, _____ *at* _____.
(Date) (Month) (Year) (City or other location, and State)

_____
Non-Petitioning Parent Signature

_____
Printed Name

_____
Address

_____
City, State, Zip Code

_____
Phone Number

STATE OF SOUTH DAKOTA)
:SS
COUNTY OF _____)

IN CIRCUIT COURT

_____JUDICIAL CIRCUIT

In the Matter of the Petition regarding _____ (Birth Certificate Name), A Minor Child. For a Change of Name to _____ (Proposed Name).	CIV. _____ **ADMISSION OF SERVICE OF VERIFIED PETITION FOR NAME CHANGE OF A MINOR CHILD (UNCONTESTED) & NOTICE OF HEARING** **(BY HAND DELIVERY)**

I,_____, the Non-Petitioning Parent of the above-named Minor Child, admit receiving copies of the Verified Petition for Name Change of a Minor Child (Uncontested) and Notice of Hearing for Name Change of a Minor Child (Uncontested) in the above-captioned matter at:

_____(city)

_____(county)

_____(state).

This Admission merely acknowledges receipt of the papers; I do not admit or deny any of the statements contained in those papers.

I declare under perjury under the law of South Dakota that the foregoing is true and correct. Signed on the _____ *day of* _____, _____ *at* _____.
(Date) (Month) (Year) (City or other location, and State)

_____
Signature of Non-Petitioning Parent

_____
Printed Name

_____
Mailing Address

_____
City, State, & ZIP Code

_____
Phone Number

STATE OF SOUTH DAKOTA IN CIRCUIT COURT

COUNTY OF_____ _____JUDICIAL CIRCUIT

In the Matter of the Petition regarding: _____ (Birth Certificate Name), a Minor Child For a Change of Name to: _____ (Proposed Name)	Case No. _____ **CONSENT** **(UNCONTESTED NAME CHANGE)**

I,_____, being first duly sworn, state as follows:

1. I am the ☐ mother ☐ father of _____ which is the minor child's name as it appears on the child's birth certificate, and who was born on _____` in the County of _____, in the State of _____.
2. I hereby freely and voluntarily and not as a result of any threat or premise, consent to the name change of my minor childr's current name of _____ to _____.
3. The reason why I consent to the above name change of my minor child is: _____ _____.

(Signature Page to Follow)

I declare under penalty of perjury under the law of South Dakota that the foregoing is true and correct. Signed on the _____ *day of* _____, _____ *at* _____.
(Date) (Month) (Year) (City or other location, and State)

_____
Signature of Consenting Parent

_____
Printed Name of Consenting Parent

_____
Consenting Parent Address

_____
City, State, Zip Code

_____
Phone Number

STATE OF SOUTH DAKOTA)
)
COUNTY OF_____)

IN CIRCUIT COURT

_____JUDICIAL CIRCUIT

IN THE MATTER OF THE PETITION RE: _____ (Birth Certificate Name), A Minor Child FOR A CHANGE OF NAME TO: _____ (Proposed Name)	FILE NO: _____ **CHILD'S CONSENT FOR NAME CHANGE OF MINOR CHILD (UNCONTESTED)**

1. My name is_____.
2. My age is_____.
3. I live at_____.
4. The name change is for me.
5. I want my name changed to: _____ _____ _____
   First Name Middle Name Last Name

_____ _____
Child's Signature Date of Child's Signature

FORM UJS-037
REV. 10/2017

STATE OF SOUTH DAKOTA IN CIRCUIT COURT

COUNTY OF_____ _____JUDICIAL CIRCUIT

In the Matter of the Petition regarding: _____ (Birth Certificate Name), a Minor Child For a Change of Name to: _____ (Proposed Name)	Case No. _____ **STATEMENT OF SERVICE**

I _____, being sworn, state that on the _____ day of _____, 20_____, I served the following papers: (*mark al that apply*)

- ☐ Verified Petition for Name Change of a Minor Child
- ☐ Notice of Hearing
- ☐ Notice of Admission of Service
- ☐ Consent for Uncontested Name Change
- ☐ Order for Name Change of a Minor Child
- ☐ Notice of Enty of Order for Name Change of a Minor Child
- ☐ Childs Consent for Name Change of a Minor Child

by placing true copies of the document(s) in an envelope addressed to:

_____
(Name of Person you Mailed document(s) to)

_____
(Street Address)

_____
(City, State, Zip)

Form UJS-036
Rev. 07/2025

And depositing the envelope, with sufficient postage, in the United States Mail in:

_____

(City and State mailed from)

I declare under penalty of perjury under the law of South Dakota that the foregoing is true and correct. Signed on the _____ *day of* _____, _____ *at* _____.
(Date) (Month) (Year) (City or other location, and State)

_____
Petitioner's Signature

_____
Petitioner's Printed Name

_____
Petitioner's Mailing Address

_____
City, State, & ZIP Code

_____
Petitioner's Phone Number

STATE OF SOUTH DAKOTA IN CIRCUIT COURT

COUNTY OF_____ _____JUDICIAL CIRCUIT

IN THE MATTER OF THE PETITION REGARDING: _____ (Birth Certificate Name), A Minor Child FOR A CHANGE OF NAME TO: _____ (Proposed Name)	FILE NO:_____ **ORDER FOR NAME CHANGE OF A MINOR CHILD (UNCONTESTED)**

This above-entitled matter having come before this Court, on this_____day of_____, 20_____; the Petitioner,_____, appearing personally on behalf of the Minor Child and no one appearing in opposition to said Verified Petition for Name Change of a Minor Child, now upon the testimony, evidence, and the entire record, it is, by the Court:

FOUND AND DETERMINED that the Court has full and complete jurisdiction of the subject matter hereof pursuant to SDCL chapter 21-37, and it is further

FOUND AND DETERMINED at the time of filing the Verified Petition for Name Change of a Minor Child herein, the Petitioner and the Minor Child are residents of _____ County, South Dakota and have been bona fide residents of_____County, South Dakota for more than six months prior to the filing of the Petition; and it is further

FOUND AND DETERMINED that notice of the proposed name change (*check one*):

☐ was given by publication of the same once each week for four successive weeks, as required by SDCL 21-37-4, as shown by the Affidavit of Publication of _____ (name of legal county newspaper) on file herein; OR

☐ was not published and a hearing in open court on the Verified Petition for Name Change did not occur, and that both are lawful as all conditions in SDCL 21-37-5.1 are met here; OR

☐ was not published and a hearing in open court on the Verified Petition for Name Change did not occur, and that both are lawful as all conditions in SDCL 21-37-5.2 are met here and that the Minor Child is a victim of human trafficking under SDCL 21-37-5.2(a); and it is further

FOUND AND DETERMINED that:

1. The Minor Child's full name on the Minor Child's birth certificate is _____ _____;
2. The Minor Child's date of birth is _____;
3. The Minor Child was born in _____, (*City, County, State, Country*);
4. The Minor Child's mother's full maiden name on the Minor Child's birth certificate is _____; and
5. The Minor Child's father's full name on the Minor Child's birth certificate is (*if he is not listed, enter "N/A"*) _____; and it is further

FOUND AND DETERMINED that the allegations set forth in the Verified Petition for Name Change of Minor Child are true and there is reasonable and proper cause for changing the name of the Minor Child; and (*if checked below*) it is further

☐ **FOUND AND DETERMINED** that the rationale set forth in the Verified Petition for amending the Minor Child's birth certificate is reasonable and proper, and verified by documentary evidence where necessary pursuant to ARSD chapter 44:09:05.

NOW, THEREFORE, IT IS

ORDERED, ADJUDGED AND DECREED that the current name of the Minor Child, as it appears on the Minor Child's birth certificate, _____, shall be changed to _____ and this Order shall be entered by the clerk; and (*if checked below*) it is further

☐ **ORDERED, ADJUDGED AND DECREED** that, under SDCL 21-37-5.2, good cause exists for all records regarding this proceeding to be and they are hereby sealed; and it is further

☐ **ORDERED, ADJUDGED AND DECREED** that, as authorized by SDCL 21-37-5.2, if a new certificate of birth is obtained under SDCL 34-25-16.8, the original certificate, and any other evidence upon which the new certificate is made, are hereby sealed; and it is further

☐ **ORDERED, ADJUDGED AND DECREED** that the Petitioner may provide the Department of Health Office of Vital Records or equivalent agency in the state where the Minor Child was born with a certified copy of this "Order for Name Change of a Minor Child" and pay any applicable fee for amending the birth certificate; that the Department of Health Office of Vital Records, or equivalent agency in the state where the Child was born and where permitted by the foreign state's law, locate the Child's birth certificate using the identifying information above and verify that information within the state's vital records registration system; and that the Department of Health Office of Vital Records, or equivalent agency in the state where the Child was born and where permitted by the foreign state's law, within a reasonable time after receiving both the certified copy of this "Order for Name Change of a Minor Child" and the applicable fee from Petitioner, amend the Child's birth certificate by changing the name of_____, currently on the Child's birth certificate, to the name of_____.

Dated this_____day of_____, 20_____.

BY THE COURT:

_____
Circuit Court Judge

ATTEST:

_____
Clerk of Court
By:_____
Deputy

INSTRUCTIONS AND FORM FOR NOTICE OF ENTRY OF ORDER FOR NAME CHANGE OF A MINOR (UNCONTESTED)

This form references specific South Dakota Codified Laws (SDCL), and you can find these laws on the South Dakota Legislature website. If you have any legal questions, it is highly recommended that you consult with an attorney. Court staff are unable to provide you with legal advice or assist you in completing this form. For specific questions related to the forms, you can contact the Legal Form Helpline at 1-855-784-0004 or email UJS staff at ujssrlhelp@ujs.state.sd.us.

IMPORTANT NOTICE:

If the Order for Name Change of a Minor Child is granted by the Judge, an Order will be entered, and a copy will be provided to you. Once you receive a copy of the Order, a Notice of Entry will need to be filed.

To Complete this form, you will need to:

- ☐ Complete the caption of the Notice of Entry of Order.
- ☐ Enter the name of the County you are filing in.
- ☐ Insert the Judicial Circuit of the County.
- ☐ Enter the name of the minor child as it appears on their birth certificate on the first line provided.
- ☐ Enter the proposed name you are requesting the child be changed to.
- ☐ Enter the case number that was provided to you by the Clerk of Court at the time of filing the Petition for Name Change.
- ☐ Fill in the remainder of the form by stating the date the order was signed, the name of the Judge who signed the Order, and the County where it was filed.
- ☐ Sign and date.
- ☐ File the Notice of Entry of Order of Name Change of a Minor Child and attached copy of the Order of Name Change of a Minor Child with the Clerk of Court.
- ☐ Mail a copy to the non-petitioning parent.

STATE OF SOUTH DAKOTA IN CIRCUIT COURT

COUNTY OF_____ _____JUDICIAL CIRCUIT

In the Matter of the Petition regarding: _____ (Birth Certificate Name), a Minor Child For a Change of Name to: _____ (Proposed Name)	Case No. _____ **NOTICE OF ENTRY OF ORDER FOR NAME CHANGE OF A MINOR CHILD (UNCONTESTED)**

PLEASE TAKE NOTICE that the Order for Name Change of a Minor Child was entered in the above-entitled matter on the _____day of _____, 20_____, by the Honorable _____and duly filed by the County Clerk of Courts in _____, South Dakota. A certified copy of said Order for Name Change of a Minor Child is attached hereto and served upon you.

I declare under penalty of perjury under the law of South Dakota that the foregoing is true and correct. Signed on the _____ *day of* _____, _____ *at* _____.
(Date) (Month) (Year) (City or other location, and State)

_____
Petitioner's Signature

_____
Petitioner's Printed Name

_____
Petitioner's Mailing Address

_____
City, State, & ZIP Code

_____
Petitioner's Phone Number

STATE OF SOUTH DAKOTA IN CIRCUIT COURT

COUNTY OF_____ _____JUDICIAL CIRCUIT

In the Matter of the Petition regarding: _____ (Birth Certificate Name), a Minor Child For a Change of Name to: _____ (Proposed Name)	Case No. _____ **STATEMENT OF SERVICE**

I _____, being sworn, state that on the _____ day of _____, 20_____, I served the following papers: (*mark al that apply*)

- ☐ Verified Petition for Name Change of a Minor Child
- ☐ Notice of Hearing
- ☐ Notice of Admission of Service
- ☐ Consent for Uncontested Name Change
- ☐ Order for Name Change of a Minor Child
- ☐ Notice of Enty of Order for Name Change of a Minor Child
- ☐ Childs Consent for Name Change of a Minor Child

by placing true copies of the document(s) in an envelope addressed to:

_____
(Name of Person you Mailed document(s) to)

_____
(Street Address)

_____
(City, State, Zip)

Form UJS-036
Rev. 07/2025

And depositing the envelope, with sufficient postage, in the United States Mail in:

_____

(City and State mailed from)

I declare under penalty of perjury under the law of South Dakota that the foregoing is true and correct. Signed on the _____ *day of* _____, _____ *at* _____.
(Date) (Month) (Year) (City or other location, and State)

_____
Petitioner's Signature

_____
Petitioner's Printed Name

_____
Petitioner's Mailing Address

_____
City, State, & ZIP Code

_____
Petitioner's Phone Number