

## INSTRUCTIONS

PLEASE UTILIZE YOUR DIVORCE DECREE AND/OR OTHER DIVORCE FILINGS TO COMPLETE THIS FORM.

- COMPLETE TOP CAPTION THE **SAME** AS YOUR DECREE  
(*SAME PLAINTIFF, SAME DEFENDANT, SAME CV#*)
- COMPLETE NOTICE BY FILLING IN DATES WHEN DIVORCE WAS FILED AND/OR DECREE SIGNED DATE AS WELL AS NAME YOU WISH TO BE KNOWN AS.
- SIGN FORM AND HAVE IT NOTARIZED.
- RETURN TO THE PROTHONOTARY'S OFFICE FOR FILING. YOU WILL HAVE TO PAY AN **\$8.50 FILING FEE.**
- OBTAIN CERTIFIED COPIES AT **\$1.50 PER COPY** FROM THE PROTHONOTARY. YOU NEED THESE COPIES TO SUBMIT TO VARIOUS AGENCIES SUCH AS PENNDOT AND THE SOCIAL SECURITY ADMINISTRATION IN ORDER FOR THEM TO CHANGE YOUR NAME ON THEIR RECORDS

\_\_\_\_\_, : IN THE COURT OF COMMON PLEAS  
 PLAINTIFF : OF NORTHUMBERLAND COUNTY, PA  
 :  
 vs. : CIVIL LAW DIVISION  
 : DOCKET NO. CV-\_\_\_\_\_  
 \_\_\_\_\_, :  
 DEFENDANT: IN DIVORCE

**NOTICE OF ELECTION TO RETAKE MAIDEN NAME**

NOTICE is hereby given that the Petitioner, \_\_\_\_\_ (*Plaintiff or Defendant*) in the above matter, having filed for divorce on \_\_\_\_\_ and/or been granted a final decree in divorce on \_\_\_\_\_ hereby elects to retake and hereafter use the name of \_\_\_\_\_.

\_\_\_\_\_  
 Signature of Petitioner

**TO BE KNOWN AS:**

\_\_\_\_\_  
 Signature – Elected Name

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 COMMONWEALTH OF PENNSYLVANIA: SS  
 COUNTY OF NORTHUMBERLAND :

On, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me as a Notary Public personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the within document and acknowledged that they have executed the foregoing for the purpose therein contained.

**IN WITNESS WHEREOF**, I have hereunto set my hand and official seal.

\_\_\_\_\_  
 Notary Public

## **NAME CHANGE CHECKLIST**

*YOU WILL NEED A CERTIFIED COPY OF YOUR MARRIAGE LICENSE FOR MANY OF THESE OFFICES.*

- DEPARTMENT OF MOTOR VEHICLES
- SOCIAL SECURITY
- INTERNAL REVENUE SERVICE (CHANGE OF ADDRESS FORM)
- LOANS (BANK, CAR, STUDENT, ETC.)
- INSURANCE COMPANIES (DENTAL, CAR, MEDICAL, ETC.)
- CREDIT CARDS
- PHONE COMPANY
- ELECTRIC COMPANY
- WATER COMPANY
- MORTGAGE COMPANY
- CABLE COMPANY
- YOUR WORK
- CAR TITLE
- PASSPORT
- MEDICAL RECORDS
- ORGANIZATION MEMBERSHIPS
- 401K ACCOUNTS
- STOCKS, BONDS, IRAS, ETC.
- VOTER REGISTRATIONS
- PROPERTY TITLES
- AUTOMOBILE CLUBS
- TO ORDER NEW CHECKS
- POST OFFICE