

NAME-CHANGE Checklist

After you have officially and legally changed your name, take these steps to update your name with government and financial institutions.

- **IF REQUESTING NAME CHANGE DURING DIVORCE:** File a petition for name change with your petition for divorce.

OR

- **IF REQUESTING NAME CHANGE AFTER DIVORCE:** File a petition for name change **after** divorce.

- **IF YOU REQUESTED A NAME CHANGE DURING DIVORCE:** Make sure the approved name change is included in your Final Decree of Divorce and request a **certified copy of your Final Decree of Divorce** from the County Clerk's office in the County where you divorced.

OR

- **IF YOU REQUESTED A NAME CHANGE AFTER DIVORCE:** Depending on the County where the request was granted, you will need to request either a certification of name change **OR** certified copy of the **Order Granting Name Change** from the County Clerk in the County where the request was approved.

- **WITHIN 30 DAYS:** Request a new driver's license or state-issued ID with your new name by visiting your local driver's license office. The Texas Department of Public Safety requires you to provide proof of name change in order to change your name on your driver's license or state-issued ID in Texas.

- **ONCE YOU RECEIVE YOUR NEW DL OR ID:** Request a **Social Security Card** with your new name. You will need to visit your local Social Security office, fill out a name change form and show proof of the name change to get an updated Social Security card after a divorce name change. (Keep in mind, you will also need to complete this step before you can file taxes with the Internal Revenue Service.)



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- **REQUEST A NEW PASSPORT WITH YOUR NEW NAME:** You will need to submit the original document reflecting the name change, proof of citizenship and other documents. Situations vary, so visit the U.S. Department of State—Bureau of Consular Affairs website for details.
- **CHANGE YOUR NAME AT FINANCIAL INSTITUTIONS** (banks, credit unions, credit card companies, insurance companies, retirement accounts, etc.). Most financial institutions will request you fill out a simple form and provide proof of name change (same as above).
- **UPDATE BENEFICIARIES** on your will as well as life insurance, savings, trust and retirement accounts.
- **CHANGE YOUR NAME WITH CREDITORS** (mortgage companies, auto loans, credit cards, landlords, utilities, etc.). Check with each creditor to find out what steps to take. Again you will likely need to provide a certified copy of the approved name change and fill out a name change form.
- **UPDATE NAMES ON PROPERTY DEEDS AND TITLES** (name changes and name removals if property ownership changes due to divorce settlement). **WE HIGHLY RECOMMEND** you consult your family law attorney regarding the correct steps here. He or she can help you fill out the necessary paperwork properly (very important) and file it with the appropriate government entities. If you retain an experienced divorce attorney, he or she will likely be proactive about filling out and executing the appropriate paperwork on your behalf—just be sure to ask.

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Schedule Your Case Consultation
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