

How to Change Your Name in Cook County (Adults)



Can I change my name in IL?

You must meet these 5 requirements:

1. You must live in IL for at least 6 months before changing your name.
2. No felony convictions in the last 10 years (10 years must have passed since the completion of your full sentence, including parole or probation). Click [here](#) for more information.
 - a. ****Note:** if you have a felony conviction we recommend speaking with an attorney at [TJLP](#) or [LCHJ](#).
3. Age 18 or older.
4. You have to comply with the sex offender registry.
5. You cannot file to change your name if you have a conviction for identity theft or aggravated identity theft.

If you meet requirements 1-5 continue to Step 1

Step 1

Complete the Civil Cover Sheet (the second page of this PDF) and [Request for Name Change form](#). **Remember:**

- Write the name that is currently on your Birth Certificate or Passport (if you've changed your name before, file these documents with your *current* legal name)
- A witness must sign page 3 of the Request for Name Change Form (a witness can be anyone over the age of 18)
- ****Examples of how to fill out ALL of the name change paperwork can be found [here](#).**

If you are low income, you may also complete a [Fee Waiver application](#).

Step 2

Name change requests must be filed online. Step-by-step instructions on how to e-file can be found [here](#). First, you must file the Civil Cover Sheet and the Request for Name Change form using the Odyssey e-filing system. Then, if applicable, file the Fee Waiver application (you should find out if this is approved or denied in 1-2 weeks). After filing those items, it is also helpful to file proof of income (e.g. pay stubs, W-2) and proof of government benefits if possible.

[Additional info on e-filing](#)

Step 3

After filing those documents, you must wait for them to be accepted with a court stamp. When they are accepted, you should either get an email notification, or you can also log back into your Odyssey account, click the "filed" tab, and it will say "accepted".

What happens after my court date?

If your petition is granted, get certified (official) copies of the Order from the Circuit Clerk. You need a certified copy of the Order to change your name on records like your driver's license, birth certificate, social security card, and passport.

****Note:** if you are able to print out copies of the Orders yourself, there will be a \$6 fee for each certified copy. If you don't have access to a printer, the clerk at the Daley Center can print out copies of the Order for you for \$8 per copy. In general, we recommend having at least 3 certified copies of the Order if possible.

Step 6

Most name change hearings occur via the [Zoom platform](#) (click the first "Download" option). If possible, we recommend having copies of all filed documents during your Zoom hearing for reference.

Step 5

Before attending your court hearing, ensure that the following additional items have been filed:

1. Your original birth certificate *or* your passport
2. Your original state ID *or* current proof of residency
3. [Proposed order for name change](#)
4. Certificate of Publication
5. Any past name change orders
6. Motion to Waive Publication form (if applicable)

If you have concerns about physical harm or discrimination, or you currently have/have previously been granted a protective order, you **may** be able to waive the publishing requirement. You can fill out this [Motion to Waive Publication form](#). If you have any questions and/or would like assistance with this, reach out to the [Transformative Justice Law Project of Illinois](#).

Step 4

You must publish your name change in a newspaper, **try to do this as soon as your documents are accepted**. Fill out a [Publication Notice of Court Date for Request for Name Change](#) form and give the newspaper a completed copy. Keep these things in mind:

1. The newspaper must be in the county that you live in
2. You must publish the Notice once a week, for 3 consecutive weeks
3. The Notice must appear in a newspaper for the first time at least 6 weeks before your court date
4. ****Note** that newspapers may charge you a publication fee

After publishing, ask the newspaper for a Certificate of Publication, and then file that with the court.

***Note** that many petitioners have had success publishing with the [Daily Herald](#) which charges \$90 to publish. If you have a fee waiver, we recommend publishing with the [Chicago Daily Law Bulletin](#).