



Safe at Home Name Change Packet

Sacramento Superior Court
Civil Self-Help Services

For Name Changes filed by participants in the Safe at Home address confidentiality program.

The following forms are required for name change and are included in this packet.

- NC-400 — Confidential Cover Sheet– Name Change Proceeding Under Safe at Home (one for each form in this packet)
- NC-100 — Petition for Change of Name
- NC-110 — Attachment to Petition for Name Change
- NC-120 — Order to Show Cause - Change of Name
- NC-130 — Decree Changing Name

We do not have a form-filler for Safe at Home Name Change. The attached forms are fillable .pdfs.

If you want to ask the Court to waive the \$435 filing fee, you will also need:

FW-001 – Request for Fee Waiver

FW-003 – Order on Fee Waiver

Before starting a Petition for Change of Name Under the Safe at Home Program, you must be a registered participant of Safe at Home through the Secretary of State's Office. This program provides survivors of domestic violence, stalking, sexual assault, and human trafficking a way to keep their address confidential. It also allows participants to file a confidential name change with the court. You can find more information about this program at SafeAtHome.sos.ca.gov

You must include a letter from the Secretary of State's office confirming you are an active participant in Safe at Home, and that you have filed (with them) a Notice of Intent of Name Change

You may need forms that are *not* included in this packet.
If you are...

FILING FOR MORE THAN ONE PERSON: A separate **NC-110** must be completed for EACH PERSON requesting a name change listed in the Petition for Change of Name. If you are filing for an entire family, you may also need Attachment (**MC-030**) to list more than 3 people on each form.

ONLY ONE PARENT FILING FOR MINOR: The non-signing parent must be served with the Order to Show Cause (**NC-120**) at least 30 days prior to the hearing. After service is complete, file the Proof of Service of Order to Show Cause (**NC-121**). If you can't locate the non-signing parent, you can complete a Declaration of Diligent Search and Request to Dispense with Notice Re: Petition for Change of Name (**CV/E-208**).

A GUARDIAN FILING FOR MINOR: Complete Declaration of Guardian (**NC-110G**) and attach behind **NC-100** and **NC-110**. Additionally, use the Decree Changing Name by Guardian (**NC-130G**) INSTEAD of **NC-130**.

*NC-410 — Application to File Documents Under Seal in Name Change Proceeding Under Safe at Home

*NC-420 — Declaration in Support of Application to File Under Seal

*File only if you want to file the entire case under seal.

- * When you fill out the forms, you will not enter the name you are changing to. Rather, you will be writing in, "Confidential— on file with Safe at Home"
- * Put a separate NC-400 in front of each different form. You will put one NC-400 on top of NC-100 and all NC-110s.
- * This county will not make an order requiring the California Department of Public Health to seal and replace your original birth certificate. You will only be able to get an amendment to your birth certificate which adds a second page to the original.

FILING FEE: The filing fee for a Petition for Change of Name is **\$435.00**, unless you qualify for a fee waiver (forms not included).

COPIES: The original plus two (2) copies of all documents are required at the time of filing (3 total). The court cannot make copies for you at the filing window. A public copy machine is available in Room 212 at 813 6th Street. Copies cost 0.25 cents per page. The machine takes cash only.

WHERE TO FILE:

IN PERSON	BY MAIL
<p>Civil Law & Motion Filings 813 6th Street, Rm. 212, Sacramento, CA 95814</p> <p>Monday – Friday 8:30 am – 12:30 pm 1:30 pm – 4:00 pm *as staffing permits</p>	<p>Sacramento Superior Court 720 9th Street, Rm. 102, Sacramento, CA 95814</p>

If you need help filling out these forms,
contact Civil Self-Help Services.

✉ civilselfhelp@saccourt.ca.gov ☎ 916-874-1421

MON	TUE	WED	THU	FRI
8:30 AM- Noon	8:30 AM- Noon	8:30 AM- Noon	8:30 AM- Noon	8:30 AM- Noon
1:30 PM- 4:00 PM	1:30 PM- 4:00 PM	1:30 PM- 4:00 PM	CLOSED PM	1:30 PM- 4:00 PM

ATTORNEY (leave blank if no attorney) STATE BAR NUMBER: NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name): [CONFIDENTIAL]	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento STREET ADDRESS: 720 9th Street MAILING ADDRESS: CITY AND ZIP CODE: Sacramento, CA 95814 BRANCH NAME: Civil Division	
PETITION OF (name of each petitioner): <p align="center">[CONFIDENTIAL]</p>	
<p align="center">CONFIDENTIAL COVER SHEET NAME CHANGE PROCEEDING UNDER ADDRESS CONFIDENTIALITY PROGRAM (SAFE AT HOME)</p>	CASE NUMBER:

INSTRUCTIONS: This petition for change of name is being brought by a petitioner who is a participant in the Secretary of State's address confidentiality program under Government Code section 6205 et seq. and who is petitioning (1) to avoid domestic violence, (2) to avoid stalking, (3) to avoid sexual assault, or (4) to avoid human trafficking. **As provided by Code of Civil Procedure section 1277(b), the current legal name of the petitioner must be kept confidential by the court and must not be published or posted in the court's calendars, indexes, or register of actions, or by any means or in any public forum.**

This Confidential Cover Sheet must be affixed to the first page of the petition and to any other documents filed in this name change action. (See *Information Sheet for Name Change Proceedings Under Address Confidentiality Program (Safe at Home)* (form NC-400 INFO).)

This cover sheet is affixed to the following documents (check all that apply):

1. Petition for Change of Name (form NC-100)
2. Attachment to Petition for the Name Change (form NC-110)
3. Order to Show Cause for Change of Name (form NC-120)
4. Decree Changing Name (form NC-130)
5. Civil Case Cover Sheet (form CM-010)
6. Application to File Documents Under Seal in Name Change Proceeding Under Address Confidentiality Program (Safe at Home) (form NC-410)
7. Declaration in Support of Application to File Documents Under Seal in Name Change Proceedings Under Confidentiality Program (Safe at Home) (form NC-420)
8. Order on Application to File Documents Under Seal in Name Change Proceeding Under Address Confidentiality Program (Safe at Home) (form NC-425)
9. Other (describe):

Date:

The name of the petitioner is to remain confidential UNLESS:

1. The petitioner's participation in the address confidentiality program is ended (Gov. Code, § 6206.7); or
2. The court finds by clear and convincing evidence that the allegations of domestic violence or stalking in the petition are false. (Code Civ. Proc., § 1278(b).)

ATTORNEY OR PARTY WITHOUT ATTORNEY STATE BAR NUMBER: NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento STREET ADDRESS: 720 9th Street MAILING ADDRESS: 720 9th Street CITY AND ZIP CODE: Sacramento, 95814 BRANCH NAME: Civil Division	
PETITION OF (name of each petitioner):	
PETITION FOR CHANGE OF NAME	CASE NUMBER:

Before you complete this petition, read the *Instructions for Filing a Petition for Change of Name* (form NC-100-INFO). (To change your name as part of a petition to recognize a change of gender, and obtain a new California birth certificate for yourself or your child, or a marriage certificate reflecting those changes, use form NC-300.)

1. Petitioner (present name): (check a or b)
 - a. resides in this county.
 - b. does not live in California and (check 1 or 2)
 - (1.) wants a name change on a marriage license, and was married in this county.
 - (2.) wants a name change on their or their child's birth certificate, which was issued in this county.
2. Petitioner requests that the court decree the following name changes (list every name that you are seeking to change):

<u>Present name</u>		<u>Proposed name</u>
a.	changed to	Confidential- On file with Safe at Home Program
b.	changed to	
c.	changed to	

Continued (If you are seeking to change additional names, you must prepare a list and attach it to this petition as Attachment 2.)
3. Petitioner requests that the court issue an order directing all interested persons to appear or file objections to show cause why this petition for change of name of the persons identified in item 2 should not be granted.
4. The number of persons under 18 years of age whose names are to be changed is (specify):
5. If this petition requests the change of name of any person or persons under 18 years, this request is being made by
 - a. two parents.
 - b. one parent.
 - c. near relative (name and relationship):
 - d. guardian (name):
 - e. attorney for an individual under the jurisdiction of the juvenile court (name):
 - f. other (specify):
6. This petition seeks to change the name of (check one) petitioner (name):
to conform to that person's gender identity.
7. For each person whose name is to be changed, petitioner provides the following information (you must attach Name and Information About the Person Whose Name Is to Be Changed (form NC-110) for each person identified in item 2):
 - a. Number of pages attached (specify number):
 - b.-f. (These items are on the attached page or pages of form NC-110.)

PETITION OF <i>(name of petitioner or petitioners)</i> :	CASE NUMBER:
FOR CHANGE OF NAME	

**NAME AND INFORMATION ABOUT THE PERSON
WHOSE NAME IS TO BE CHANGED**

Attachment of

Attachment to Petition (form NC-100, form NC-300, or form NC-500)

(You must use a separate attachment for each person whose name is to be changed. If petitioner is a guardian of a minor, a declaration of guardian (form NC-110G) must also be completed and attached for each minor whose name is to be changed.)

7. (Continued) Petitioner applies for a decree to change the name of the following person:

- b. Self Other
 - (1) Present name *(specify)*:
 - (2) Proposed name *(specify)*: Confidential- On file with Safe at Home Program
 - (3) Born on *(date of birth)*:
and presently under 18 years of age 18 years of age or older
 - (4) Born at *(place of birth)*:
 - (5) Sex *(as stated on original birth certificate)*: Male Female
 - (6) Current residence address *(street, city, county, state, and zip code)*:

c. Reason for name change *(explain)*:

- d. Relationship of the petitioner to the person whose name will be changed:
 - (1) Self
 - (2) Parent
 - (3) Guardian
 - (4) Guardian ad litem or attorney for minor appointed by juvenile court
 - (5) Near relative *(indicate relationship)*:
 - (6) Other *(specify)*:
- e. If the person whose name will be changed is under 18 years of age, provide the names and addresses, if known, of the following persons:
 - (1) Parent *(name)*: _____ *(address)*: _____
 - (2) Parent *(name)*: _____ *(address)*: _____
 - (3) *(Only if neither parent is living)* Near relatives *(names, relationships, and addresses)*:

f. If the person whose name will be changed is 18 years of age or older, that person must sign the following declaration:

DECLARATION	
I declare under penalty of perjury under the laws of the State of California that <i>(check one)</i> <input type="checkbox"/> I am not <input type="checkbox"/> I am under the jurisdiction of the California Department of Corrections and Rehabilitation (in state prison or on parole) or in county jail and <i>(check one)</i> <input type="checkbox"/> I am not <input type="checkbox"/> I am required to register as a sex offender under Penal Code section 290.	
Date:	
_____	_____
(TYPE OR PRINT NAME OF PERSON WHOSE NAME IS TO BE CHANGED)	(SIGNATURE OF PERSON WHOSE NAME IS TO BE CHANGED)

(If petitioner is represented by an attorney, the attorney's signature follows):

Date:	
_____	_____
(TYPE OR PRINT NAME)	(SIGNATURE OF ATTORNEY)

(Each petitioner must sign this petition in the space provided below or, if additional pages are attached, at the end of the last attachment.) I declare under penalty of perjury under the laws of the State of California that the information in the foregoing petition is true and correct.

Date:	
_____	_____
(TYPE OR PRINT NAME)	(SIGNATURE OF PETITIONER)

Date:	
_____	_____
(TYPE OR PRINT NAME)	(SIGNATURE OF PETITIONER)

ADD ADDITIONAL SIGNATURE LINES FOR ADDITIONAL PETITIONERS SIGNATURE OF PETITIONERS FOLLOWS LAST ATTACHMENT Page 1 of 1

ATTORNEY (leave blank if no attorney) STATE BAR NUMBER: NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name): [CONFIDENTIAL]	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento STREET ADDRESS: 720 9th Street MAILING ADDRESS: CITY AND ZIP CODE: Sacramento, CA 95814 BRANCH NAME: Civil Division	
PETITION OF (name of each petitioner): <p align="center">[CONFIDENTIAL]</p>	
<p align="center">CONFIDENTIAL COVER SHEET NAME CHANGE PROCEEDING UNDER ADDRESS CONFIDENTIALITY PROGRAM (SAFE AT HOME)</p>	CASE NUMBER:

INSTRUCTIONS: This petition for change of name is being brought by a petitioner who is a participant in the Secretary of State's address confidentiality program under Government Code section 6205 et seq. and who is petitioning (1) to avoid domestic violence, (2) to avoid stalking, (3) to avoid sexual assault, or (4) to avoid human trafficking. **As provided by Code of Civil Procedure section 1277(b), the current legal name of the petitioner must be kept confidential by the court and must not be published or posted in the court's calendars, indexes, or register of actions, or by any means or in any public forum.**

This Confidential Cover Sheet must be affixed to the first page of the petition and to any other documents filed in this name change action. (See *Information Sheet for Name Change Proceedings Under Address Confidentiality Program (Safe at Home)* (form NC-400 INFO).)

This cover sheet is affixed to the following documents (check all that apply):

1. Petition for Change of Name (form NC-100)
2. Attachment to Petition for the Name Change (form NC-110)
3. Order to Show Cause for Change of Name (form NC-120)
4. Decree Changing Name (form NC-130)
5. Civil Case Cover Sheet (form CM-010)
6. Application to File Documents Under Seal in Name Change Proceeding Under Address Confidentiality Program (Safe at Home) (form NC-410)
7. Declaration in Support of Application to File Documents Under Seal in Name Change Proceedings Under Confidentiality Program (Safe at Home) (form NC-420)
8. Order on Application to File Documents Under Seal in Name Change Proceeding Under Address Confidentiality Program (Safe at Home) (form NC-425)
9. Other (describe):

Date:

The name of the petitioner is to remain confidential UNLESS:

1. The petitioner's participation in the address confidentiality program is ended (Gov. Code, § 6206.7); or
2. The court finds by clear and convincing evidence that the allegations of domestic violence or stalking in the petition are false. (Code Civ. Proc., § 1278(b).)

PETITIONER OR ATTORNEY (<i>name, State Bar number, and address</i>): TELEPHONE NO.: _____ FAX NO. (<i>optional</i>): _____ E-MAIL ADDRESS (<i>optional</i>): _____ ATTORNEY FOR (<i>name</i>): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento STREET ADDRESS: 720 9th Street MAILING ADDRESS: 720 9th Street CITY AND ZIP CODE: Sacramento, 95814 BRANCH NAME: Civil Division	
PETITION OF (<i>name of each petitioner</i>): <div style="text-align: right;">FOR CHANGE OF NAME</div>	
ORDER TO SHOW CAUSE—CHANGE OF NAME	CASE NUMBER: _____

TO ALL INTERESTED PERSONS:

1. Petitioner (*name*): _____ filed a petition with this court
 for a decree changing names as follows:

<u>Present name</u>	to	<u>Proposed name</u>
a. _____	to	Confidential- On file with Safe at Home Program
b. _____	to	_____
c. _____	to	_____
d. _____	to	_____
e. _____	to	_____

Continued on Attachment 1.

2. THE COURT ORDERS that all persons interested in this matter appear before this court at the hearing indicated below to show cause, if any, why the petition for change of name should not be granted. Any person objecting to the name changes described above must file a written objection that includes the reasons for the objection at least two court days before the matter is scheduled to be heard and must appear at the hearing to show cause why the petition should not be granted. If no written objection is timely filed, the court may grant the petition without a hearing.

NOTICE OF HEARING

a. Date: _____ Time: _____ <input type="checkbox"/> Dept.: _____ <input type="checkbox"/> Room: _____

b. The address of the court is same as noted above other (*specify*):

813 6th Street, Sacramento, CA 95814

(To appear remotely, check in advance of the hearing for information about how to do so on the court's website. To find your court's website, go to www.courts.ca.gov/find-my-court.htm.)

3. a. A copy of this *Order to Show Cause* must be published at least once each week for four successive weeks before the date set for hearing on the petition in a newspaper of general circulation:

(*for resident of this county*) printed in this county (*specify paper*):

(*for other petitioners*) printed in the county in which petitioner resides or, if no county, in the local subdivision or territory where petitioner resides.

b. Other (*specify*):

Publication not required for participants in the Safe at Home Program.

Date: _____

JUDGE OF THE SUPERIOR COURT

(If petitioner is requesting change of name of a minor, see Note Regarding Petition for Minors on page 2.)

NOTE REGARDING PETITIONS FOR MINORS

When a *Petition for Change of Name* has been filed for a child by one parent and the other parent, if living, does not join in consenting to the name change, the petitioner must have a notice of the time and place of the hearing or a copy of the *Order to Show Cause* served on the other parent not less than 30 days prior to the hearing under Code of Civil Procedure section 413.10, 414.10, 415.10, or 415.40.

If a petition to change the name of a child has been filed by a guardian, the guardian must (1) provide notice of the hearing to any living parent of the child by personal service at least 30 days before the hearing, or (2) if either or both parents are deceased or cannot be located, serve notice of the hearing on the child's grandparents, if living, not less than 30 days before the hearing under Code of Civil Procedure section 413.10, 414.10, 415.10, or 415.40.

(This Note is included for the information of the petitioner and is not to be included in the Order to Show Cause published in the newspaper.)

ATTORNEY (leave blank if no attorney) NAME: FIRM NAME: STREET ADDRESS: CITY: TELEPHONE NO.: E-MAIL ADDRESS: ATTORNEY FOR (name): [CONFIDENTIAL]	STATE BAR NUMBER: STATE: ZIP CODE: FAX NO.:	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento STREET ADDRESS: 720 9th Street MAILING ADDRESS: CITY AND ZIP CODE: Sacramento, CA 95814 BRANCH NAME: Civil Division		
PETITION OF (name of each petitioner): [CONFIDENTIAL]		
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8. Order on Application to File Documents Under Seal in Name Change Proceeding Under Address Confidentiality Program (Safe at Home) (form NC-425)
9. Other (describe):

Date:

The name of the petitioner is to remain confidential UNLESS:

1. The petitioner's participation in the address confidentiality program is ended (Gov. Code, § 6206.7); or
2. The court finds by clear and convincing evidence that the allegations of domestic violence or stalking in the petition are false. (Code Civ. Proc., § 1278(b).)

ATTORNEY (leave blank if no attorney) STATE BAR NUMBER: NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name): [CONFIDENTIAL]	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento STREET ADDRESS: 720 9th Street MAILING ADDRESS: CITY AND ZIP CODE: Sacramento, CA 95814 BRANCH NAME: Civil Division	
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8. Order on Application to File Documents Under Seal in Name Change Proceeding Under Address Confidentiality Program (Safe at Home) (form NC-425)
9. Other (describe): Letter from Secretary of State's office confirming that petitioner is an active participant in the confidential address program and that a Notice of Intent of Name Change is on file.

Date:

The name of the petitioner is to remain confidential UNLESS:

1. The petitioner's participation in the address confidentiality program is ended (Gov. Code, § 6206.7); or
2. The court finds by clear and convincing evidence that the allegations of domestic violence or stalking in the petition are false. (Code Civ. Proc., § 1278(b).)