

## INSTRUCTIONS FOR CHANGE OF NAME USING THE ONLINE SYSTEM

<https://namechange.ehawaii.gov>

**PLEASE NOTE:** A name change is **NOT** necessary if:

- You are a Hawaii resident who was married in the State of Hawaii and declared on your Marriage Certificate that you will be taking your spouse's name.
  - You are divorced and your Divorce Decree stipulates resumption of a maiden name or previous name.
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**TIPS:** Before starting the name change application, please read the following information that will help to make your application process go as smoothly as possible.

- **Non-refundable Filing Fees.** There is a non-refundable \$50.00 filing fee, \$1.00 archive fee and \$5.00 service fee for Name Change applications submitted online. Additional fees apply. All fees are non-refundable.
- **Additional Fees.** Additional costs include: cost to publish Notice of Name Change (for rates contact the Star Advertiser at [legals@staradvertiser.com](mailto:legals@staradvertiser.com)); and Recording fee \$41.00 to file the Order with the Bureau of Conveyances. All fees are non-refundable.
- **Corrections to your Name Change application.** After you have submitted your documents to the Office of the Lieutenant Governor, if corrections to your application are requested, you can do so at no additional charge at <https://namechange.ehawaii.gov>.
- **Certified Copy of Birth Certificate.** You must submit a certified copy of your birth certificate that is **issued and dated within 90 days** of the submission date of your Name Change application. In the case of a name change for a Minor, the birth certificate for the Minor must be dated within 90 days. The parents must also submit copies of their birth certificates, but these may be photocopies of original documents.

To obtain a certified copy of a birth certificate registered in the State of Hawaii, please visit <https://vitrec.ehawaii.gov/vitalrecords>. Certified birth certificates for all other states can be obtained through the United States Department of Health.

For applicants who were not born in the United States, the following is required:

- Original Certificate of Naturalization; or
- If the petitioner is not a U.S. Citizen:
  - A copy of passport and birth certificate (translated into English if applicable) OR
  - A copy of passport and family register OR
  - A copy of passport and alien registration card

## **INSTRUCTIONS FOR CHANGE OF NAME USING THE ONLINE SYSTEM**

- **Notarizing your Name Change Petition.** Petition must be notarized by a Notary Public commissioned in the State of Hawaii and submitted within 30 days of notarization.
- **Online Help.** For technical assistance with <https://namechange.ehawaii.gov>, please contact Technical Support at (808) 695-4620, Mon-Fri excluding holidays, 7:45am - 4:30pm.
- **Name Change Procedure Questions.** For questions related to name change procedures, please contact the Office of the Lieutenant Governor at [ltgov.help@hawaii.gov](mailto:ltgov.help@hawaii.gov). The Office of the Lieutenant Governor cannot render legal advice regarding name changes. If you have legal questions, you should contact an attorney.

### THE APPLICATION PROCESS

1. Log in. Log into <https://namechange.ehawaii.gov> with your [ehawaii.gov](https://ehawaii.gov) username and password. If you do not have an [ehawaii.gov](https://ehawaii.gov) account, create a free account by clicking on 'Create Free Account' on the log in page.
2. Complete your name change application. Once you are logged in, select your application type (i.e., individual, couple, minor) and proceed to fill out your application.

Your session will time-out after 120 minutes and your application will not be saved until a payment is made. Before starting your online application, please be prepared to enter the following information:

#### Legal Names

- Applicant's name
- Applicant's mother's maiden name
- Applicant's father's name

#### Other Names

- Applicant's name on Birth Certificate
  - Birth Certificate date (original date of issue)
  - Birth Certificate number
- Applicant's name on Certificate of Naturalization (if applicable)
  - Certificate of Naturalization date
  - Certificate of Naturalization number
- Applicant's name on Social Security card
- Applicant's name used at most recent place of employment (if applicable)
- Applicant's name on Divorce Decree (if applicable)
- Applicant's name on most recent Marriage Certificate or Civil Union License (if applicable)
- Applicant's name on Driver's License or State I.D. (if applicable)
- Other names used by applicant (if applicable)

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### General Information

- Name of partner in civil union, marriage, divorce (if applicable)
- Name and birth date of living children (if applicable)
- Felony conviction information (if applicable)

### New Name

- Requested new name

3. Pay for your name change application. After you have filled out your application, make a payment by credit card. All payments are non-refundable.

4. Download the forms. After you have filled out your information and submitted payment, you will be able to download the set of documents that need to be printed and notarized. The set of documents contain:

- Petition (1 copy)
- Fact Sheet (1 copy)
- Notice of Change of Name (1 copy)
- Order (1 copy)

After the forms are downloaded, check to see the bar code is at the bottom of each page.

5. Print the documents single sided. Do not print on both sides of a page. After printing, check the pages to see that the bar code printed. If it did not, print again using a different printer.

6. Have your Petition notarized. Take your Petition to a Notary Public, commissioned by the State of Hawaii. In the presence of the Notary, sign your Petition and have it notarized by the official. Name Change paperwork must be submitted to the Office of the Lt. Governor within 30 days of notarization. (If for a Minor, all parents on the child's birth certificate must sign and notarize the petition or consent form).

7. Mail the documents listed below to: Office of the Lieutenant Governor, Hawai'i State Capitol, 415 South Beretania Street, 5th floor, Honolulu, Hawai'i 96813.

- Petition (1 copy signed and notarized)
- Fact Sheet (1 copy)
- Notice of Change of Name (1 copy)
- Order (1 copy)
- Certified copy of birth certificate **issued within 90 days** of the submission date of your name change application
- And, if applicable
  - All Marriage Certificates, Civil Union Licenses and/or Divorce Decrees Death Certificate (of a deceased parent of a minor to show consent is not required)
  - Paternity documents (to show the legal rights of a father not listed on a birth certificate)
  - Adoption Decree or Guardianship Decree (to show paternal or guardianship rights over a minor)
  - Prior Name Change Decrees

## **INSTRUCTIONS FOR CHANGE OF NAME USING THE ONLINE SYSTEM**

- Along with your documents, enclose:
  - (1) self-addressed #10 envelope with first class postage affixed
  - (1) self-addressed large manila envelope with **\$3.00** postage affixed

Once your name change is approved, the Lieutenant Governor will sign the Notice of Change of Name. The Notice will be mailed to you so can submit it for publication.

8. Publish your Notice of Change of Name. You must submit the Notice to a newspaper of general circulation to be published for a minimum of one (1) day. There is a fee to publish your Notice. For rates, contact the Star Advertiser at (808) 529-4344 or [legals@staradvertiser.com](mailto:legals@staradvertiser.com).

You have sixty (60) days from the date your Notice was signed to submit your signed Notice to the newspaper agency and to have it published in the newspaper for one (1) day. Failure to publish within sixty (60) days will automatically void your Petition for Change of Name.

To affirm the publication of the Notice, the newspaper will submit an affidavit to you and the Lieutenant Governor's Office. Once the Lieutenant Governor's office receives the affidavit from the newspaper, the Lieutenant Governor will sign the administrative Order and it will be mailed to you.

9. File the original, signed Order. For your name change to be completed, you must file the original, signed Order with the Bureau of Conveyances within sixty (60) days from the date your Order was signed. There is a filing fee of **\$41**.

To file the Order by mail, send the original Order with a check or money order payable to 'Bureau of Conveyances' to: Bureau of Conveyances, Post Office Box 2867, Honolulu, HI 96803.

To file the Order in person, go to: Bureau of Conveyances, Kalanimoku Building, 1151 Punchbowl Street, Honolulu, HI 96813. Accepted forms of payment when filing in person are cash, check or money order.