

**Confidential Name Change Packet for Adult Survivors of Domestic Violence, Human Trafficking,
Sexual Assault, or Stalking –**

You Must be an Address Confidentiality Program (ACP) Participant

Things to Think About Before You Change Your Name

Changing your name is a big decision. It may not be an easy or lasting way to stay safe or hide from your abuser. As a participant in the Attorney General's Address Confidentiality Program, chances are you already have had to make hard choices in order to protect your safety. Before taking the additional step of changing your name, you should think carefully about the risks and benefits. This will help you decide if a confidential name change is right for you.

An attorney and/or an advocate at a domestic violence program can help you think about the good or bad effects of changing your name. The resources below will help you find an attorney or a program to help you make a safety plan and decide if a name change is a good idea for you.

Changing your name may not protect you: Your name is not the only way your abuser could find you. In addition to, or instead of, changing your name, you may want to do two other things to stay safe:

- Relocate (move)
- Change your Social Security Number

Even if you change your Social Security Number, the Social Security Administration will link your old name with your new name. They may share this information with federal and state agencies, including law enforcement. Your credit report may also link your old and new names. If you get any help from Oregon's Department of Human Services (DHS), such as Temporary Assistance to Needy Families (TANF) or the Oregon Health Plan (OHP), it is very important to talk to your worker about protecting your new name.

You may not be able to change or hide all of the details about your life. Your abuser may be able to get information about you on the Internet or from family members, friends, or former co-workers. Your abuser might use electronic surveillance (GPS) or other technology to track you and learn your new name.

If you have minor children, your abuser may be able to find you through information about your child. In most cases, Oregon law does not allow you to change your child's name without telling the other parent. Also, Oregon law usually lets parents see their child's school, medical, or government records. These records may have information about your name or where you live. Your abuser also could find out your new name during a divorce or custody case.

After changing your name it may be hard to do certain things without revealing that you have changed your identity. Some examples are:

- Finding a job
- Buying or renting property
- Getting a loan or credit
- Applying for school or getting financial aid
- Getting identification, like a driver's license, birth certificate, passport, or Social Security card
- Getting benefits like Social Security

Resources:

- Legal Aid Offices: <http://sites.lawhelp.org/program/1173/index.cfm>
- Oregon State Bar, Lawyer Referral Service: <http://www.osbar.org/public/ris/>
- Domestic Violence Programs: <http://www.ocadsv.com/looking-help>

Warning

If an abuser is monitoring your computer activity, it may be impossible to erase all trace of the sites you visit. Click [here](#) for information on erasing your browser's history.

INSTRUCTIONS FOR NAME CHANGE

Adult – Address Confidentiality Program (ACP) Participant

Please read all instructions and fill out the forms carefully. USE ONLY BLUE OR BLACK INK ON THE FORMS.

1. Fill out the following forms. Leave the spaces for the Judge’s signature and date blank on **Form 3** (Order) and **Form 4** (Judgment):
 - **Form 1:** Petition for Name Change
 - **Form 2:** Motion & Declaration for Waiver of Public Notice and Sealing of Record
 - **Form 3:** Order re Waiver of Public Notice and Sealing of Record in Name Change
 - **Form 4:** General Judgment of Name Change Fee Deferral Packet, if needed
2. Sign **Form 1** (Petition) and **Form 2** (Motion and Declaration).
3. Make a copy of your ACP Authorization Card. At the bottom of the copy, write in the words “Exhibit 1.” Put the copy behind **Form 1** (Petition).
4. Call or visit your local Courthouse to find out how to:
 - pay the required filing fee or complete the paperwork to get a waiver or deferral of the fee, if you need one,
 - file your papers and get a case number, and
 - schedule time to give your papers to a judge.
5. Speak with the court clerk to arrange to get the number of certified copies of **Form 4** (General Judgment) that you need. **Please note** that because you are an ACP participant, the file will be sealed at the end of the case. Getting copies of the judgment from a sealed file later may be hard to do. You should try to get the number of copies you think you will need now. If you do need copies in the future, contact the court clerk for more information.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

In the Matter of the Change of Name of:

Your Present Name—Last, First, Middle, Petitioner

to

Your New Name – Last, First, Middle

Case No: _____

**PETITION FOR NAME CHANGE
(Adult - ACP Participant; Form 1)**

I request that my name be changed from:

_____ to
Your present name – Last, First, Middle

Your new name – Last, First, Middle

I am age 18 or older and reside in _____ County.

I am a certified participant in the Address Confidentiality Program (ACP) under ORS 192.826. I have attached a copy of my ACP authorization card. I labeled it “Exhibit 1” and I incorporate it into my petition.

I request that public notice of my application and the judgment changing my name be waived. I also request that the record of this case be sealed.

Certificate of Document Preparation. Check all that apply:

- I chose this form for myself and completed it without paid help.
 A legal help organization helped me choose or complete this form, but I did not pay money to anyone.
 I paid (or will pay) _____ for help choosing, completing, or reviewing this form.

I declare that I am the Petitioner (applicant) in this case and that I have read this Petition.

I further declare that the above statements are true to the best of my knowledge and belief. I understand they are made for use as evidence in court and I am subject to penalty for perjury.

Date

Signature

Name (printed)

Contact Address

City, State, ZIP

Contact Phone

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

In the Matter of the Change of Name of:

Case No: _____

Your Present Name – Last, First, Middle,
Petitioner

to

Your New Name – Last, First, Middle

**MOTION & DECLARATION
for WAIVER OF PUBLIC NOTICE
of NAME CHANGE and SEALING
OF CASE RECORD
(Adult -ACP Participant; Form 2)**

Motion

Based on the *Declaration* below, Petitioner requests waiver of the requirement for public notice of the application for a change of name and the judgment granting that change. Petitioner also requests sealing of the case record.

Statement of Points and Authorities

Unless the statutory exception applies, the court must waive public notice of applications for name changes and judgments granting name changes when that waiver is requested by certified adult program participants in the Address Confidentiality Program authorized by ORS 192.826. ORS 33.420(4)(a). The exception exists only when the Court finds “good cause” under ORS 192.848, which term means that the public interest in notice outweighs the risks to the applicant from such disclosure. If the court grants an applicant’s request to waive the public notice requirements, the court is required to seal the record under ORS 33.420(4)(b). If the court denies the request to waive the public notice requirements, the court must seal the record of the case unless the court finds that the interest of the public in the case outweighs the safety concerns of the applicant. ORS 33.420(4)(c).

Declaration

I am the Petitioner (applicant) in this case. **I request that public notice of my application to change my name and the judgment ordering that change be waived. I also request that the record be sealed.**

I am a certified participant in the Address Confidentiality Program administered by the Oregon Department of Justice under ORS 192.820-.868. I am a victim of domestic violence, stalking, a sexual offense, or human trafficking. Disclosure of information relating to my location will endanger my safety or my child’s safety.

Certificate of Document Preparation. *Check all that apply:*

- I chose this form for myself and completed it without paid help.
 A legal help organization helped me choose or complete this form, but I did not pay money to anyone.
 I paid (or will pay) _____ for help choosing, completing, or reviewing this form.

I further declare that the above statements are true to the best of my knowledge and belief. I understand they are made for use as evidence in court and I am subject to penalty for perjury

Date

Signature

Name (printed)

Contact Address

City, State, ZIP

Contact Phone

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

In the Matter of the Change of Name of:

Your Present Name – Last, First, Middle, Petitioner

to

Your New Name – Last, First, Middle

Case No: _____

**ORDER re WAIVER of
PUBLIC NOTICE and SEALING
of RECORD in NAME CHANGE
(Adult - ACP Participant; Form 3)**

This matter came before the Court on the request of Petitioner to waive the public notice requirements for a name change and to seal the record. The Court considered the Petitioner's motion and declaration and finds that the Petitioner is an adult participant in the Address Confidentiality Program under ORS 192.826.

THE COURT ORDERS THAT:

Petitioner's motions are GRANTED. The requirement for public notice is **waived**. The record in this case shall be **sealed**.

Petitioner's motion to waive public notice is DENIED. Petitioner must give the public notice required for name changes because good cause exists under ORS 192.848, the Court finding that the purpose(s) of public notice outweigh the safety risk from disclosure in this case for the following reasons: _____

In addition, The motion to seal the record is nevertheless GRANTED.

The motion to seal the record is DENIED because the Court finds that the interest of the public outweighs the safety concerns of the Petitioner in this case

for the reason(s) stated above

for the following reasons: _____

Date

Circuit Court Judge

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

In the Matter of the Change of Name of:

Your Present Name – Last, First, Middle, Petitioner

to

Your New Name – Last, First, Middle

Case No: _____

**GENERAL JUDGMENT OF
NAME CHANGE
(Adult – ACP Participant; Form 4)**

This matter came before the Court on the Petition of the applicant named above. The Court finding that Petitioner is an adult and a certified participant in Address Confidentiality Program under ORS 192.826, and that the name change does not contravene the public interest,

IT IS HEREBY ORDERED AND ADJUDGED:

1. The name of:

Your Present name – Last, First, Middle

is changed to:

Your new name – Last, First, Middle

DATED this ____ day of _____, 20 ____.

Circuit Court Judge

Number of certified copies of the General Judgment of Name Change requested:_____