



**26th Judicial District
SelfServe Center**

**NAME CHANGE
*ADULT***

DUE TO THE CHANGING NATURE OF THE LAW, the forms and instructions contained in this packet may become outdated. You should review and research statutes and rules of procedure referenced in the instructions to ensure that the forms are accurate and current.

IN NO EVENT will the SelfServe Center Staff, Clerk of Court or anyone contributing to the production of these forms, instructions or guidelines be liable for any indirect or consequential damages resulting from use of the forms or information provided to you by the SelfServe Center.

IF THERE ARE ANY QUESTIONS in your mind concerning these forms, or your legal rights, it is strongly recommended that you consult with an attorney.

USE THESE FORMS AT YOUR OWN RISK. THESE FORMS MAY OR MAY NOT BE APPROPRIATE IN YOUR PARTICULAR CASE. ANY DESIRED OUTCOME FROM THE USE OF THESE FORMS CANNOT BE PREDICTED OR GUARANTEED. IT IS STRONGLY RECOMMENDED THAT YOU SEEK LEGAL ADVICE!

The filing fee for this action is: _____



**PLEASE CAREFULLY READ THE FORMS AND
INSTRUCTIONS CONTAINED IN THIS PACKET.**

**IF YOU HAVE ANY QUESTIONS, PLEASE CONSULT
WITH AN ATTORNEY.**

THESE ARE EDUCATIONAL FORMS DESIGNED TO
ASSIST YOU, BUT YOU ARE REPRESENTING
YOURSELF. PLEASE REVIEW AND FOLLOW THE
DIRECTIONS TO IMPROVE YOUR PERFORMANCE IN
YOUR CASE. FAILURE TO READ AND FOLLOW THE
INSTRUCTIONS MAY ADVERSELY IMPACT YOUR
CLAIM.

INTRODUCTION

What is this?

This packet of information is provided for individuals who wish to pursue a case without the assistance of an attorney. This is called a *pro se* or self represented case. If you are not sure that you want or need to go to court, please ask the SelfServe Center staff to direct you to numbers for lawyer referral services or the list of local attorneys willing to provide “unbundled services” (*willing to represent you for a limited portion of your case on an hourly fee basis*).

How will it help me?

If you do not plan to use an attorney, this packet will guide you through the process by providing the forms and filing instructions that you will need. Since you are representing yourself, it is YOUR responsibility to ensure that these are the correct and current forms for the nature of your case. Therefore, you should review and research the *applicable laws and rules of procedure* that apply to your type of case. If you are not able to do this, you should talk with an attorney. If at any point during the process you become confused or wish to proceed with the help of an attorney, contact the Mecklenburg County Bar Lawyer Referral Service (704) 375-0120 or the North Carolina Bar Lawyer Referral Service (800) 662-7660. The SelfServe Center also maintains a list of attorneys willing to provide “unbundled services.”

What does this mean?

Certain legal terms will be used throughout your proceeding. A complete legal glossary is available for your convenience in the SelfServe Center. If you still do not understand the term, consult a legal dictionary or the SelfServe Center staff. Staff CANNOT provide legal advice, but can provide procedural information and definitions of legal terms.

What is a Name Change?

The packet available in the SelfServe Center allows a party to petition the court to legally change his/her name on their birth certificate.

Can or should I petition the court for a Name Change?

Please note that the SelfServe Center CANNOT provide legal advice. Therefore, we cannot tell you if you should petition, but we can tell you that you must follow the procedure explained in the following pages.

What do I do first?

1. READ THROUGH THE ENTIRE PACKET BEFORE DOING ANYTHING.
 - a. Next, you must go to the Sheriff's Department and have their fingerprints taken. Any adult wishing to change their name must go to the Permits Bureau Office of the Sheriff's Department which is located at 715 E. 4th Street, Suite 200. The building is on the same side of the street as the jail and arrest processing facility, across the street from the current Criminal Courthouse and behind the historic Mecklenburg County Courthouse.
 - b. The fingerprint service is available Monday through Friday from 8 a.m. to 5 p.m. The cost is \$10, payable in the form of cash or money order. You will be asked to fill out a card which will be provided by the Sheriff's Office.
 - c. **An original fingerprint card is required for the State Criminal Record Check and an original fingerprint card required for the Federal Criminal Record Check.**
 - **You must request ink fingerprinting for the Federal Criminal Record Check.**
2. **State Bureau of Investigation (SBI)** procedures for requesting a Criminal Record Check.

An individual may obtain a copy of his or her criminal history record by submitting a written request to the:

North Carolina State Bureau of Investigation
Criminal Information and Identification Section
Attention: Application Unit – Right to Review
3320 Garner Road
Post Office Box 29500
Raleigh, North Carolina 27626-0500

The right to review request form must be accompanied by a certified check or money order in the amount of **\$14.00** payable to the North Carolina State Bureau of Investigation, and must contain proof of identity to include:

1. Complete name and address
 2. Race
 3. Sex
 4. Date of Birth
 5. Social Security Number – Optional
- This can be done by providing a copy of your North Carolina Driver's License and your Birth Certificate.

This procedure guarantees positive identification and ensures that the individual receives a copy of his or her own record as currently maintained in the SBI computerized criminal history files.

For more information on how to obtain an acceptable criminal record check you may go to the following web addresses to each applicant or print the information on each website and provide a hard copy to each agency.

<https://www.ncdps.gov/div/SBI/Forms/SBIRight-to-Review.pdf>

(State Criminal Record Check)

3. Federal Bureau of Investigation (FBI) procedure for requesting a Criminal Record Check.

Step 1 – Completing My Forms

The first document to complete is the two page **FBI Criminal Report Request** and **Mailing Checklist** form. This form is required with all orders.

When paying by credit card, include the **Credit Card Authorization** form. If you would like your order sent directly to an attorney, you must include the **Attorney Release**. Detailed instructions for each form are included below.

FBI Criminal Report Request Form

This form is required with all orders. Required fields are marked with a red asterisk and highlighted in bold.

Applicant Information

The applicant's first name, last name and date of birth are required. Please use your surname or "family name" for your last name. Use your "given name" as your first name and if you have more than one middle name, please list them on separate lines.

Applicant Home Address

The applicant's full home address is required. This includes the street address, city, state, postal or zip code and country.

Applicants must indicate if they are a U.S. Citizen or Legal Permanent Resident (green card). If you are not a U.S. Citizens or Legal Permanent Residents, you must order your report directly from the FBI. Please visit their website at www.fbi.gov/about-us/cjis/nics/general-information/cgbrochure.

Home phone number and an email address are not required, but are helpful if we need to contact you about your order. We encourage you to include this information.

Mail Results to This Address

Please be aware that **My FBI Report** can only mail FBI criminal history results to addresses in the United States.

You do not need to complete this section if you would like your FBI Criminal Report results mailed to the applicant's home address.

FBI criminal history records can only be mailed to the applicant's attorney. When completing this section to have your results mailed to your attorney, you must include the **Attorney Release** form.

Shipping

Please check one of the Shipping Option boxes and enter the corresponding shipping fee in the payment column. There is no charge for standard USPS First Class Mail.

- USPS First Class Mail
- USPS Priority Mail (2-3 Day Delivery)
- FedEx (Overnight Delivery)

Additional Copies

To prevent forgeries and alterations, your FBI Criminal Report will be printed on special paper that creates a "VOID" watermark on photocopies. Please be aware that you will not be able to make unaltered copies of your FBI Criminal Report.

Enter the number of extra copies you would like included with your order and enter the total charges in the payment column. If you only need one copy of your FBI Criminal Report, you do not have to enter anything on this line.

Important Note: FBI security standards require that we purge all FBI Criminal Report information after it has been delivered to the applicant. Because of these guidelines, additional copies of an old report cannot be purchased. However, you can submit new fingerprints at any time.

Total Payment

Please enter your order total on the "Total Payment Enclosed" line. This should include the base report fee, premium shipping fee, if any, and the total cost of additional copies of the criminal history report.

Payment Type

For payments with Visa or MasterCard, please include a completed and signed **Credit Card Authorization** form. When paying by Cashier's Check or Money Order, please make the payment payable to National Credit Reporting. To access the form, go to <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/credit-card-payment-form>.

Reason for My Request

Access to FBI criminal history information is regulated by Federal and State law. **My FBI Report** follows all FBI guidelines when processing orders, therefore we are not able to process your request if it is for employment or licensing. See the **FAQ** for more information these restrictions.

Please select the best match for why you are requesting your personal FBI Criminal Report. If you're unsure which option to choose, you can review the **reasons to check** my criminal report for more information.

- Personal Review/Correction
- Work Visa/Student Visa
- Foreign Residency/Travel
- Adoption
- Court Related
- Attorney Request

Signature and Date

Don't forget to sign and date your application.

Mailing Checklist Form

This document is required with all orders and can be downloaded as part of the **FBI Criminal Request** form. The **Mailing Checklist** form includes an affidavit stating that the information on your **FBI Criminal Report Request** form is true and correct, and that the fingerprint card(s) you are submitting have your fingerprint impressions.

Affidavit Statement

Don't forget to sign and date the mailing checklist affidavit statement at the top of this form.

Required Checklist

Please verify that you have completed each checklist item as you prepare to submit your forms and fingerprints to **My FBI Report**.

Frequently Ask Questions (FAQ)

The **FAQ** is not actually a form, but it is something that the FBI would like you to read and understand before you order your personal criminal history. It includes important information regarding who can request an FBI criminal record and how that information may be used once it has been received. To access the **FAQ**, go to <http://www.myfbireport.com/pdf/FAQ.pdf>.

Step 2 – Capturing My Fingerprints

For fastest service, a **My FBI Report Preferred Live Scan Location** can capture your fingerprints and submit them electronically, eliminating the need to mail or express deliver paper fingerprint cards.

When not using a Live Scan service, fingerprints can be submitted to My FBI Report on standard FBI fingerprint cards. Most police departments, sheriff's offices and college campus security offices will "capture" your fingerprints for a small fee.

- **Charlotte**
Charlotte-Mecklenburg Police Department
601 E Trade St
Charlotte, NC 28202
Phone: (704) 353-1000

Charlotte
Mecklenburg County Sheriff's Office
715 E 4th St
Charlotte, NC 28202
Phone: (704) 336-2543
Fax: (704) 336-6118

Most fingerprinting locations use the standard **FBI Fingerprint Form (FD-258)**. If you're not sure, it is a good idea to confirm that your fingerprints are being taken on an FBI approved fingerprint card. The person taking your fingerprints should be a trained technician. To obtain the **FBI Fingerprint Form (FD-258)**, go to http://www.myfbireport.com/pdf/applicant_fd_258.pdf.

While it is not required because of the extra cost involved, some customers have two sets of prints taken. Poor quality prints may be rejected by the FBI, and even an experienced fingerprint technician can have a difficult time getting good quality prints on some applicants. Work-worn hands with faded skin texture can make fingerprints more difficult to roll.

If turnaround time on your order is critical, consider sending two fingerprint cards. If the first fingerprint card is rejected by the FBI because of poor fingerprint quality, we can quickly submit the prints from the second card, saving valuable time.

When submitting two fingerprint cards, you will be contacted for authorization before the second set of prints is submitted to the FBI. Each submission to the FBI will incur the standard report fee.

Step 3 – Submitting My Forms & Fingerprints

This section provides instructions for submitting your order to **My FBI Report** after completing your application forms and having your fingerprints taken.

What to Submit

Use the list below to make sure you have included all required items with your order. You can also use the checklist on the **Mailing Checklist** form.

- **FBI Criminal Report Request** form is required with all orders
- **Mailing Checklist** form is required with all orders
- **Payment** in the form of cashier's check, money order or credit card
- **Credit Card Authorization** form is required if payment is by credit card
- **Attorney Request** form is required only if the criminal report is to be mailed directly to your attorney
- One or more copies of your fingerprint impressions on an FBI approved fingerprint card(s).

How to Submit

If you live near a **My FBI Report** Preferred Live Scan Location, the local facility will collect your completed application forms and capture your fingerprints for electronic submission. This eliminates the need to mail fingerprint cards, which may shorten the time it takes to receive your personal criminal history report.

When submitting paper fingerprint cards, you may use a large envelope and standard US Mail to send your application forms and fingerprints to **My FBI Report**. Do not fold the fingerprint card(s).

For faster results, use USPS Priority Mail or an overnight delivery service when submitting your order.

Please review the **Completing My Forms** section of this page for a description of forms that are required for your application.

Where to Submit

Send your completed forms and fingerprints to:

National Credit Reporting
ATTN: FBI Consumer Report Request
6830 Via Del Oro, Suite 105
San Jose, CA 95119

Step 4 – Receiving My Report

Depending on the shipping option you selected, you will receive your personal FBI Criminal Report by US Postal Service mail or FedEx.

My FBI Report strives to process all orders for submission to the FBI on the day they are received. However, incomplete or missing information will delay processing, so please double check your application for completeness before submitting.

Copy Proof Paper

Following FBI guidelines, your FBI Criminal Report will be printed on copy-proof paper to prevent changes or modifications. One printed copy of your personal criminal history report is included with each order. For a small fee, additional copies can be requested when you place your order.

Ordering Copies of Old Reports

Important Note: FBI security standards require that we purge all FBI Criminal Report information after it has been delivered to the applicant. Because of these guidelines, additional copies of an old report cannot be ordered. However, you can submit new fingerprints at any time.

Delivery Time

You should receive your FBI Criminal Record report within 5-7 business days when using standard shipping – USPS First Class Mail.

Delivery time can be shortened to 2-3 business days with USPS Priority Mail, or overnight by using FedEx. Additional fees apply for premium shipping.

Estimated delivery times are from the day your application and fingerprint card(s) are received and processed by **My FBI Report**. Orders are normally processed the day they are received; however, an incomplete application or missing information

will delay processing. If you have not received your results within 21 days of your request, please contact our office.

Only you can request a copy of your Identification Record.

Individuals typically make this request for personal review, to challenge the information on record, to satisfy a requirement for adopting a child in the U.S. or internationally, or to satisfy a requirement to live, work, or travel in a foreign country (i.e., police certificate, letter of good conduct, criminal history background, etc.).

If you are requesting a background check for employment or licensing within the U.S., you may be required by state statute or federal law to submit your request through your state identification bureau, the requesting federal agency, or another authorized channeling agency. You should contact the agency requiring the background check or the appropriate state identification bureau (or state police) for the correct procedures to follow for obtaining an FBI fingerprint background check for employment or licensing purposes.

Step 1: Complete the **Applicant Information Form**. To access the form, go to <https://forms.fbi.gov/identity-history-summary-checks-review/q384893984839334.pdf>.

- Include your complete mailing address. Please provide your telephone number and/or e-mail address, if available.

Step 2: Obtain a set of your fingerprints.

- Provide the original fingerprint card. Previously processed cards or copies will not be accepted.
- Your name and date of birth *must be* provided on the fingerprint card. Fingerprints should be placed on a **standard fingerprint form (FD-258)** commonly used for applicant or law enforcement purposes.
- Include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions).
- If possible, have your fingerprints taken by a fingerprinting technician. This service may be available at a law enforcement agency.
- To ensure the most legible prints possible, refer to the **Recording Legible Fingerprints brochure**. To access the brochure, go to http://www.fbi.gov/about-us/cjis/fingerprints_biometrics/recording-legible-fingerprints.

Step 3: Submit payment.

- Option 1: Obtain a money order or cashier's check for **\$18.00** U.S. dollars made payable to the Treasury of the United States. Please be sure to sign where required.

- Option 2: Pay by credit card using the **Credit Card Payment Form**. **Don't forget to include the expiration date of the credit card that you are using.**
- **Important note:** Cash, personal checks, or business checks WILL NOT be accepted.
- Payment must be for the exact amount.
- If the request is for multiple copies per person, include \$18 for each copy requested.

Step 4: Review the **FBI Identification Record Request Checklist** to ensure that you have included everything needed to process your request. To access the checklist, go to <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/identity-history-summary-request-checklist-1>.

Step 5: Mail the required items listed above—signed applicant information form, fingerprint card, and payment of \$18 U.S. dollars for each person or copy requested—to the following address:

**FBI CJIS Division – Record Request
1000 Custer Hollow Road
Clarksburg, WV 26306**

Note: Although the FBI employs the most efficient methods for processing these requests, processing times may take approximately five to six weeks depending on the volume of requests received.

For more information on how to obtain an acceptable criminal record check you may go to the following web address to each applicant or print the information on each website and provide a hard copy to each agency.

<http://www.fbi.gov/about-us/cjis/background-checks> (Federal Criminal Record Check)

IMPORTANT REMINDERS BEFORE YOU BEGIN

Your case involves complicated legal issues! This packet describes the general process but it is impossible to cover everything that may affect your rights. If you get confused during the process, you should stop and seek advice from an attorney. The staff of the SelfServe Center, Clerk of Court, Judge, or Trial Court Administrator's Office CANNOT GIVE YOU LEGAL ADVICE! PLEASE...if you are thinking of contacting an attorney, do so as soon as possible. Waiting could decrease your chances of obtaining representation.

Lawyer Referral Services:

*Mecklenburg County Bar Lawyer Referral Service: (704) 375-0120 or
www.meckbar.org*

North Carolina Bar Lawyer Referral Service: (800) 662-7660

GENERAL INSTRUCTIONS

ATTENTION: DO NOT use these forms to change your name as part of a divorce (resumption of maiden name), adoption or paternity matter

Forms located in this packet

- ◆ **Right to Review Request Form (SBI)**
- ◆ **Records Check Request Checklist (FBI)**
- ◆ **Applicant Information Form (FBI)**
- ◆ **Credit Card Payment Form (FBI)**
- ◆ **Notice of Intent to File Name Change**
- ◆ **Petition for Name Change**
- ◆ **Two (2) Affidavits of Character**
- ◆ **Affidavit Regarding Outstanding Tax or Child Support Obligation**

STEP 1

Complete the **Notice of Intent to File Name Change** form. Please take this form to the Clerk of Court-Special Proceedings Department at the Mecklenburg County Courthouse, 832 E. Fourth Street, Room, 3720.

STEP 2

Your **Notice of Intent to File Name Change** will be posted by the Clerk of the Court on the bulletin board in the Mecklenburg County Courthouse (832 E. Fourth Street) for ten (10) consecutive calendar days, as required by North Carolina statute. If the 10th day is a holiday or weekend, it must stay posted until the end of the next business day.

STEP 3

Complete the **Petition for Name Change** by typing or printing *neatly* using black ink. Please note that this form **MUST** be notarized.

STEP 4

As an adult wishing to change your name, you must have two (2) **Affidavits of Character** from **RESIDENTS OF MECKLENBURG COUNTY** who **ARE NOT RELATED** to you. Each **Affidavit** MUST be notarized.

STEP 5

Complete the **Affidavit Regarding Outstanding Tax or Child Support Obligation** by typing or printing neatly using black ink. Please note that this form MUST be notarized.

STEP 6

When the **Notice of Intent to File Name Change** has been posted for 10 full, consecutive calendar days please find it on the bulletin board (between the escalator and the elevators) on the first floor of the Mecklenburg County Courthouse and take it to the Clerk of Court –Special Proceedings Department in Room 3720.

ATTENTION: You will need to bring with you the following documents when filing the Notice of Intent to File Name Change:

- **State Bureau of Investigation Criminal Record Check**
- **Federal Bureau of Investigation Criminal Record Check**
- **Petition for Name Change**
- **Two (2) Affidavits of Character**
- **Affidavit Regarding Outstanding Tax or Child Support Obligation**
- **Birth Certificate (Certified Copy)**
- **Proof of Identification (driver's license, passport)**
- **Proof of Residency – Documents with your name and current address (utility bill, phone bill, cable bill)**
- **Filing fee in cash or money order**

ATTENTION: All name changes are subject to a hearing. Even if all your documents have been filled out correctly, filed and the filing fee paid, your request to change the name of your minor child may be denied.

Please provide a self addressed stamped envelope, if you would like a copy of the order to be mailed to you.

The clerk's office cannot notify parties when their order has been entered, so if you want a copy mailed to them you must include the self addressed, stamped envelope.

After you have the order that changes the name, you may need to change the name on public and private records including:

- a. Social Security Card
- b. Driver's License
- c. Passport
- d. Post Office
- e. IRS
- f. Voter Registration
- g. Banks
- h. Credit Cards
- i. Doctors
- j. Insurance Companies
- k. State Tax Authority
- l. Clubs
- m. Memberships
- n. Employer
- o. Retirement Plans

You may also need to change your name on the following documents:

- a. Will
- b. Health Care Proxy
- c. Living Will
- d. Trust
- e. Power of Attorney
- f. Contracts

STATE OF NORTH CAROLINA

**IN THE GENERAL COURT
OF JUSTICE**

COUNTY OF MECKLENBURG

**BEFORE THE CLERK OF
SUPERIOR COURT**
_____ SP _____

IN RE: CHANGE OF NAME)

)

)

From: _____)
(Full name as shown on the birth certificate))

)

)

To: _____)
(Full name you desire to adopt))

**NOTICE OF INTENT TO
FILE NAME CHANGE**

I hereby give notice of my intention to file a petition in the Office of the Clerk of Superior Court in and for Mecklenburg County, State of North Carolina, ten (10) days after the date of this Notice, requesting the Court to issue an Order changing my name

From: _____
(Full name as shown on the birth certificate)

To: _____
(Full name petitioner desires to adopt)

Dated: _____

Petitioner's signature _____

Petitioner's address _____

City _____ State _____ Zip Code _____

STATE OF NORTH CAROLINA

IN THE GENERAL COURT OF JUSTICE

COUNTY OF MECKLENBURG

BEFORE THE CLERK OF
SUPERIOR COURT
_____SP_____

IN RE: CHANGE OF NAME)

From: _____)
(Full name as shown on the birth certificate))

To: _____)
(Full name petitioner desires to adopt))

PETITION FOR
NAME CHANGE
(ADULT)

TO THE MECKLENBURG COUNTY CLERK OF SUPERIOR COURT:

Now comes the Petitioner, _____ and
(Petitioner's Full name as shown on the birth certificate)
petitions the Clerk of Superior Court pursuant to N.C.G.S. §§ 101-2 and 101-3 to enter an
order changing their name.

In support of this petition, the Petitioner shows the clerk the following required
information:

1. The Petitioner is at least 18 years old.
2. The Petitioner is a bona fide resident of, and domiciled in _____,
(County)
_____.
(State)
3. The Petitioner is seeking to change their name:

From: _____
(Petitioner's full name as shown on birth certificate)

To: _____
(Full name petitioner desires to adopt)
4. I was born in _____, _____, in _____,
(City) (County) (State)
on _____.
(Date of Birth)
5. The full name of the petitioner's parents as shown on the birth certificate are:

Mother: _____

Father: _____

check if not shown on the birth certificate.

6. The reasons for requesting said name change are as follows:

7. Check one of the following:

My name has not previously been changed by law

My name was previously changed by law for the following reasons:

THEREFORE, the Petitioner prays the Clerk will enter an order changing petitioner's name:

From: _____

(Full name as shown on the birth certificate)

To: _____

(Full name petitioner desires to adopt)

Respectfully submitted, this the _____ day of _____, 20____.

Petitioner's signature _____

Petitioner's address _____

City _____ State _____ Zip Code _____

STATE OF NORTH CAROLINA

IN THE GENERAL COURT
OF JUSTICE

COUNTY OF MECKLENBURG

BEFORE THE CLERK OF
SUPERIOR COURT
_____ SP _____

IN RE: CHANGE OF NAME)

)

)

From: _____)
(Full name as shown on the birth certificate))

AFFIDAVIT OF
CHARACTER

)

To: _____)
(Full name petitioner desires to adopt))

I, being duly sworn, depose and say:

1. I am a resident of Mecklenburg County, State of North Carolina.
2. I have known the Petitioner for _____ years. I personally know the Petitioner to be a person of good character and that the Petitioner has a reputation as a person with good character and good standing in the community.

Dated: _____

Signature: _____

Name: _____

Address: _____

Sworn to and subscribed before me this _____
Day of _____, 20____.

Notary Public
My commission expires:

STATE OF NORTH CAROLINA

IN THE GENERAL COURT
OF JUSTICE

COUNTY OF MECKLENBURG

BEFORE THE CLERK OF
SUPERIOR COURT
_____ SP _____

IN RE: CHANGE OF NAME)

)

)

From: _____)
(Full name as shown on the birth certificate))

AFFIDAVIT OF
CHARACTER

)

To: _____)
(Full name petitioner desires to adopt))

I, being duly sworn, depose and say:

1. I am a resident of Mecklenburg County, State of North Carolina.
2. I have known the Petitioner for _____ years. I personally know the Petitioner to be a person of good character and that the Petitioner has a reputation as a person with good character and good standing in the community.

Dated: _____

Signature: _____

Name: _____

Address: _____

Sworn to and subscribed before me this _____
Day of _____, 20____.

Notary Public

