



## INSTRUCTIONS

**Legal documentation must be received with all name change requests.**

- (1) Section 1 of the form must be filled out using your current legal name and current address.
- (2) Section 2 of the form must be filled out, dated, and signed in the presence of a notary.
- (3) Section 3 of the form must be completed by a notary.
- (4) Proof of name change is required. Provide photocopies of one or more of the following acceptable documents:
  - (a) Photocopy of marriage certificate that can be obtained through the county or state in which the marriage took place. The date of the marriage and the signature of the person who performed the ceremony should be included on the document. Your name on the marriage certificate must match the current name on record with ARRT. If it doesn't match, ARRT will also need legal documentation showing how your name changed from what appears on ARRT records and the name on the marriage certificate.
  - (b) Photocopy of divorce decree or dissolution of marriage. The documents must contain your name before the change went into effect, a section stating the resumption of a former/maiden name, and a judge's signature. Should the documents not stipulate the name change, also provide a photocopy of a Social Security card and driver's license with your current legal name.
  - (c) Photocopy of a court order showing a legal name change. The documents must contain your name before the change went into effect, a section stating what the name was changed to and a signature of a court official.
  - (d) Photocopy of birth certificate. This is only used for individuals who are changing their abbreviated first name (e.g., Kathy to Katherine), adding a middle name shown on the birth certificate or proving the correct spelling of a name.
  - (e) Photocopy of a Petition for Name Change and Certificate of Naturalization. The Petition for Name Change alone is not an acceptable document. The Certificate of Naturalization must be signed with your new name. If a Petition for Name Change is used, it must be accompanied by the Certificate of Naturalization.
- (5) Any documentation that is not in English must be accompanied by a signed translation document.
- (6) Complete the form including having it notarized. Incomplete applications will be returned.
- (7) If submitting by mail, send photocopies of your documentation. Documents will not be returned.
- (8) **Forms and documentation can be faxed to ARRT at 651.681.3297, or mailed to ARRT, Records Department, 1255 Northland Drive, St Paul, MN 55120-1155**
- (9) Allow 7-10 business days for processing. Contact the Continuing Registration Department at 651.687.0048 after the process period if you would like to confirm your name change with ARRT.

