

NC-100

Instructions for completing this form: Before you complete this form, read *Instructions for Filing a Petition for Change of Name* (form NC-100-INFO). If you want to file this petition under the Safe at Home (address confidentiality) program, read form NC-400-INFO first. Do not use form NC-100 if the change of name is related to gender identity. To petition for a change of name to conform to gender identity, use form NC-200. To petition for a change of name as part of a petition to also recognize a change of gender and sex identifier, use form NC-300 for an adult or form NC-500 for a minor.

- Judicial Council of California, Case No. _____
Rev. July 1, 2026, Mandatory Form
Code Civ. Proc., § 1275 et seq.

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INSTRUCTIONS FOR FILING A PETITION FOR CHANGE OF NAME

NC-100-INFO

1. Where to File

- California residents: The petition for change of name must be filed in the superior court of the county where the person whose name is to be changed is a resident.
- Non-California residents: If the person whose name is to be changed is also requesting an order for the issuance of a new California marriage license and certificate, a new California birth certificate for the person whose name is to be changed, or a new California birth certificate for a minor or adult child of the person whose name is to be changed, the petition for change of name must be filed in the superior court of the county where the marriage took place, or where the birth certificate was issued.

2. Whose Name May Be Changed

The petition may be used to change your own name and, under certain circumstances, the names of others (e.g., children under 18 years of age).

3. Confidentiality of Certain Names

If you want to file a petition for change of name and have your current and proposed names kept confidential as part of Safe at Home, the Secretary of State's address confidentiality program (Code Civ. Proc., § 1277(b)), **do not file anything with the court** until Safe at Home has confirmed you are an active participant in the program. Read *Information Sheet for Name Change Proceedings Under Address Confidentiality Program (Safe at Home)* (form NC-400-INFO) for more information.

4. What Forms Are Required

If you are requesting a change of name unrelated to your gender identity, prepare an original and two copies of each of the following documents:

- Petition for Change of Name* (form NC-100)
- Name and Information About the Person Whose Name Is to Be Changed* (form NC-110) (attach as many copies as necessary)
- Order to Show Cause—Change of Name* (form NC-120)
- Decree Changing Name* (form NC-130 or, for guardians, form NC-130G)
- Civil Case Cover Sheet* (form CM-010)

In addition, a guardian must prepare and attach *Supplemental Attachment to Petition for Change of Name (Declaration of Guardian)* (form NC-110G) for each child whose name is to be changed.

Local courts may require additional local forms. Check with the court to determine if additional forms are required.

If you are requesting a change of name to conform to your gender identity, please read *Instructions for Filing a Petition for Change of Name to Conform to Gender Identity* (form NC-200-INFO).

If you are requesting a change of name and recognition of a change of gender and sex identifier, read the following:

- Instructions for Filing Petition for Recognition of Adult's Change of Gender and Sex Identifier, Name Change, and Issuance of New Certificates* (form NC-300-INFO) if you are an adult petitioning on your own behalf.
- Instructions for Filing Petition for Recognition of Minor's Change of Gender and Sex Identifier* (form NC-500-INFO) if you are petitioning on behalf of a minor.

5. Filing and Filing Fee

If you are filing in person or by mail, file the original versions (not copies) of the forms listed above with the clerk of the court and obtain two file-endorsed copies of the petition (form NC-100). You will be charged a filing fee unless you qualify for a fee waiver. (If you want to apply for a fee waiver, read *Request to Waive Court Fees* (form FW-001) and *Information Sheet on Waiver of Court Fees and Costs* (form FW-001-INFO).) There is no filing fee for minors in the State's address confidentiality program (Safe at Home).

6. Requesting a Court Hearing Date and Obtaining the Order to Show Cause

When you file *Order to Show Cause—Change of Name* (form NC-120), you will need to ask the court for a hearing date. You should request a date that is at least six weeks after the date you file the form. Take the completed form to the clerk's office. The clerk will provide the hearing date and location, obtain the judicial officer's signature, file the original, and give you a copy.

7. Publishing the Order to Show Cause

In most cases, a copy of the *Order to Show Cause—Change of Name* must be published in a local newspaper of general circulation once a week for **at least four consecutive weeks** before the date of the hearing. You must select the newspaper from among those newspapers legally qualified to publish orders and notices. The newspaper used must file a Proof of Publication with the superior court before the hearing. If no newspaper of general circulation is published in the county, the court may order the *Order to Show Cause* to be posted by the clerk.



But you **do not have to publish** the order if the following applies:

- You are a participant in the State Witness Program;
- You are a participant in the address confidentiality program, and the petition alleges that you are petitioning to avoid (a) domestic violence, (b) stalking, (c) sexual assault, or (d) human trafficking; or
- The name change is for a minor or nonminor dependent under the jurisdiction of the juvenile court.

8. Name Change for Children

- If you are a petitioning parent requesting the name change for a child under 18 years of age, and one of the parents, if living, does not join in consenting to the name change, the petitioning parent must have a copy of the *Order to Show Cause* or notice of the time and place of the hearing served on a nonconsenting parent. Service must be made **at least 30 days prior to the hearing**. Service must be in person or, if out of state, by mail, in the manner described in Code of Civil Procedure section 413.10, 414.10, 415.10, or 415.40.
- If a nonconsenting parent resides in California, the order or notice must be personally served on a nonconsenting parent. You, as the person filing this case, cannot personally serve this document.
- If a nonconsenting parent resides outside California, that parent may be served by sending a copy of the order or notice by first-class mail, postage prepaid, return receipt requested.
- If you are the guardian of a minor and filing a petition to change the name of that minor, you 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. Service must be made in person or, if out of state, by mail, in the manner described in Code of Civil Procedure section 413.10, 414.10, 415.10, or 415.40.

If you have served a parent or grandparent, file a copy of the completed *Proof of Service of Order to Show Cause* (form NC-121) with the court before the hearing. If the child has more than two legal parents, please attach form MC-025 to the petition and explain.

9. Name Change for Person in Jail or Prison or on Parole

If you are a person in county jail, or under the jurisdiction of the California Department of Corrections and Rehabilitation (in state prison, or on parole) you may file a petition to change your name, but must serve the petition on a government agency.

- If in county jail, you must provide a copy of the petition to the county sheriff's department. Check with the department as to how that should be done.
- If in state prison, you must provide a copy of the petition to the warden. Check with the warden's office as to how that should be done.
- If on parole, you must provide a copy of the petition to the regional parole administrator. Check with the administrator's office as to how that should be done.

After you have provided a copy to the sheriff, warden, or regional parole administrator, file a copy of the completed *Proof of Service By Mail* (form POS-030) with the court.

Note that the declaration on form NC-110 as to whether the petitioner is in jail or under jurisdiction of the California Department of Corrections and Rehabilitation is only for purposes of determining if service of the petition is required.

10. Court Hearing

If no written objection is filed at least two court days before the scheduled hearing, the court may grant the petition and sign the decree without a hearing. Check with the court to find out if a hearing will be held. If there is a hearing, bring copies of all documents to the hearing. If the judicial officer grants the petition, the judicial officer will sign the original decree.

11. Requesting Accommodations for Disability

If you have a disability and need an accommodation to help you access your court hearing, you can use *Disability Accommodation Request* (form MC-410) to make your request. You can also ask the court's ADA Coordinator in your court for help. For more information, see *How to Request a Disability Accommodation for Court* (form MC-410-INFO).

12. Issuance of New Birth Certificate

If you were born in California and want to amend a birth certificate to show the name change, you should contact the following office:

California Department of Public Health
Vital Records - MS 5103
P.O. Box 997410
Sacramento, CA 95899-7410

Phone: 916-445-2684
Website: www.cdph.ca.gov

Local courts may supplement these instructions. Check with the court to determine whether supplemental information is available. For instance, the court may provide you with additional written information identifying the department that handles name change petitions, the times when petitions are heard, and the newspapers that may be used to publish the *Order to Show Cause*.

PETITION OF (name of petitioner or petitioners):

Tanya Pita

CASE NUMBER

FOR CHANGE OF NAME

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

Attachment 1 of 1Attachment to *Petition* (form NC-100)

(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.)

1. Petitioner applies for a decree to change the name of the following person:

a. ☒ Self☐ Another person

(1) Current legal name (specify): Tanya Pita

(2) Proposed legal name (specify): Tanya Patirupananda

(3) Born on (date of birth): May 18, 1992 and presently

☐ under 18 years of age☒ 18 years of age or older

(4) Born at (place of birth): Burbank California

(5) Sex as stated on birth certificate (check one; if your birth certificate reflects a nonbinary (X) gender marker, check the box shown on the original birth certificate for the purpose of a federal database search)

☐ Male☒ Female

(6) Current residence address (street) 4276 De Paul St Ventura CA

City: Ventura

County: Ventura

State CA Zip: 93003

b. Reason for name change (explain):

My current last name is my mom last name, I would like to change to my dad's last name.

c. 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):

d. 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):



PETITION OF (name of petitioner or petitioners):

Tanya Pita

CASE NUMBER

FOR CHANGE OF NAME

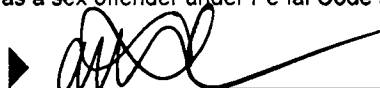
*(If the person whose name will be changed is 18 years of age or older, that person must sign the following declaration.)***DECLARATION**

I declare under penalty of perjury under the laws of the State of California that (check one) ☒ I am not ☐ I am under the jurisdiction of the California Department of Corrections and Rehabilitation (in state prison or on parole) or in county jail and (check one) ☒ I am not ☐ I am required to register as a sex offender under Penal Code section 290.

Date: July 10, 2026

Tanya Pita

Type or Print Name of Person Whose Name Is to Be Changed
(Use Current Legal Name)



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 of Petitioner's Attorney



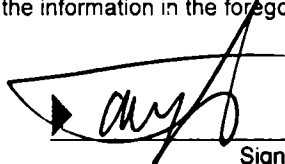
Signature of Attorney

(Each petitioner must sign this petition in the space provided below or, if additional pages are attached, at the end of the last attachment. If the petitioner is the person whose name is to be changed, use the petitioner's current legal name.) 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: July 10, 2026

Tanya Pita

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