



COUNTY OF CHESTER

OFFICE OF THE RECORDER OF DEEDS

www.chesco.org/recorder

RICK LOUGHERY, Recorder
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CHANGE OF NAME INFORMATION

1) **FILING YOUR PETITION** requires that you first be fingerprinted (the Sheriff's Office, the PA State Police or a local police department can assist you). After you are fingerprinted, take your fingerprint card and your petition for change of name to the Prothonotary's Office, located in the Justice Center, at 201 West Market Street (610-344-6300). There your petition will be assigned a case number. You will then be directed to the Court Administrator's office (same building) where a hearing date will be set. You will then return to the Prothonotary's office to advise them of your hearing date.

2) **AFTER YOU HAVE RECEIVED YOUR HEARING DATE**, our office is one of the three offices you will contact in order to request a Name Search. This Name Search is done in part to inform the court of any outstanding debts or taxes a petitioner owes, and/or any criminal conviction information, if applicable (some crimes preclude a name change). You will need to visit or contact Register of Wills/Clerk of Orphan's Court (610-344-6335) AND Clerk of Courts (610-344-6135) to request a Name Search of their records. These offices are located in the Justice Center. You will also need to request a Name Search from our office. We are located at 313 West Market Street. You may stop in, call or email your Name Search request to us. You will be asked to provide: 1) hearing date, 2) current name (the one to be changed), 3) whether the petitioner is a minor, 4) name of any spouse, 5) contact person and phone number in case of further questions.

3) **ON THE DAY OF YOUR HEARING**, prior to going to court, you will visit each of these three offices to collect the prepared Name Search Certificates. [NOTE: Prothonotary, Court Administrator, Clerk of Courts, Register of Wills/Clerk of Orphan's Court are located in the Justice Center at 201 West Market Street. The Recorder of Deeds office is located at 313 West Market Street.]

4) **FEES**: Various fees apply to the steps outlined above. Contact each office for specific information on their fees. Our fee is \$10.00 for each Name Search when requested in advance. Same day Name Searches are \$20.00 for each. **OUR OFFICE DOES NOT ACCEPT PERSONAL CHECKS OR CREDIT CARDS.**