

## **INSTRUCTIONS FOR NAME CHANGES**

**Copy of Birth Certificate**

**Copy of valid RI ID showing Providence address** (if not an issued state of RI ID we need proof of address; ex. utility bill or lease back dated 6 months from the date of petitioning the court)

**Original BCI from Attorney General's Office** (BCI must be no older than 60 days)

4 Howard Avenue, Cranston, RI (401)274-4400

**\*For Notarization on Name Change Petition must be wet ink signature. Electronic Notary will not be accepted.**

**Fee:** \$39.00 check or money order. This includes 1 certified copy of the name change. Additional copies are \$5.00 each

Submit all paperwork in person or mail it to 25 Dorrance Street, room 501, Providence, RI 02903, Attn: name change

**\*Court is on Tuesdays and Thursdays at 10AM**