

# Child Name Change

(Both parents agree to file together)

Use these instructions & forms if:

- you and the other parent agree to file the request for name change together.

This packet includes:

1. Instructions for a Child Name Change - Both parents agree to file together
2. Petition to Change the Name of Child
3. Child's Consent to Name Change
4. Order to Change the Name of Child
5. Civil Case Information Sheet
6. Statement of Inability to Afford Payment of Court Costs
7. Information on Suit Affecting the Family Relationship.

Note: You may not need all of the forms listed or you may need additional forms. Get more information at

[www.TexasLawHelp.org](http://www.TexasLawHelp.org). Talk to a lawyer if you have questions.

## Instructions & Forms for Child Name Change: Both Parents Agree to File Together

These instructions explain the steps to change your child's name if you and the child's other parent agree to file the request for name change together. Each step includes a link to the form or forms needed for that step. Just click on the step to expand with more information.

### Use these instructions if:

- The child has (or children have) two living parents whose parental rights have not been terminated, who both **agree** to the name change and will sign the necessary court forms.

### Do not use these instructions if:

- There are any non-parent court ordered relationships for the children.

**Have you read the Frequently Asked Questions?** These instructions are part of this TexasLawHelp toolkit: **I want to change my child's name** (<https://texaslawhelp.org/toolkit/i-want-change-my-childs-name>) [1]. Before getting started, it's important to read the answers to **Frequently Asked Questions** (<https://texaslawhelp.org/texas-legal-faq-listing?term=758>) [2] included in the Toolkit.

**Do you need help finding the right instructions?** Use our **Ask a Question** (<https://texaslawhelp.org/ask-question>) [3] tool to chat with a lawyer or law student online.

**WARNING!** These basic instructions provide general information, not legal advice. It's a good idea to talk with a lawyer about your particular situation.

A lawyer is trained to protect your legal rights. Even if you decide to represent yourself, try to talk to a lawyer about your case before filing anything. You can hire a lawyer just to review your forms. This is called **limited scope representation** (<https://texaslawhelp.org/limited-scope>) [4]. You may also be able to talk with a lawyer for free at a legal clinic.

If you need help finding a lawyer, you can:

- Contact your local lawyer referral service.
- Use our **Legal Help Finder** (<https://texaslawhelp.org/legal-help/legal-help->

**finder) [5]** tool.

- Check our **Legal Clinic Calendar** (<https://texaslawhelp.org/legal-clinic-calendar>) [6].

**You can print these instructions to use as a checklist.**

**To print out both the instructions and forms, click here**  
(<http://www.harriscountylawlibrary.org/child-name-change-agreed>) [7].

## ☐ **Step 1: Fill out your court forms.**

Fill out these forms:

- **Petition to Change the Name of a Child** ([https://texaslawhelp.org/sites/default/files/fm\\_ncc1\\_100\\_name\\_child\\_petiton\\_bothparentsfile\\_english\\_0.pdf](https://texaslawhelp.org/sites/default/files/fm_ncc1_100_name_child_petiton_bothparentsfile_english_0.pdf)) [8]

This form asks the judge to change your child's name. You and your child's other parent must sign this form **under penalty of perjury**. This means it is a crime to lie on this form.

You are the "Petitioner." The child's other parent is the "Co-Petitioner."

Print your answers using blue or black ink. Do not leave blanks.

- **Order Changing the Name of a Child** (<https://texaslawhelp.org/form/order-change-name-child-filed-both-parents>) [9]

You will ask the judge to sign this form to change your child's name. You must fill it out before going to court. Fill out all blanks except:

- 1) the date of judgment,
- 2) the judge's signature, and
- 3) the judge's name.

This form must also be signed by both you and the other parent.

- **Civil Case Information Sheet** ([https://texaslawhelp.org/sites/default/files/pr-gen-116\\_civil\\_case\\_information\\_sheet.pdf](https://texaslawhelp.org/sites/default/files/pr-gen-116_civil_case_information_sheet.pdf)) [10] (NOTE: the Texas Supreme Court has repealed the rule requiring the civil case information sheet (<https://www.txcourts.gov/media/1442977/189163.pdf>))

[11], so you may not need this form).

- **Information on Suit Affecting the Family Relationship**  
**(<https://texaslawhelp.org/form/information-suit-affecting-family-relationship-excluding-adoptions>) [12]**

Fill out this additional form if your child is 10 years old or older:

- **Child's Consent to Name Change (For Child Age 10 or Older)**  
**([https://texaslawhelp.org/sites/default/files/fm\\_ncc1\\_113\\_name\\_child\\_consent\\_co-petitioners\\_0.pdf](https://texaslawhelp.org/sites/default/files/fm_ncc1_113_name_child_consent_co-petitioners_0.pdf)) [13]**

This form must be signed by your child if your child is 10 years old or older. It tells the judge that your child wants his or her name to be changed.

**Note:** If your child is 10 years old or older, you cannot change your child's name without his or her consent.

Fill out this additional form if you cannot afford to pay the filing fee for your case. Call the clerk's office in the county where the child lives to learn the filing fee for your case.

- **Statement of Inability to Afford Payment of Court Costs**  
**([https://texaslawhelp.org/sites/default/files/tx-pr-pay-112\\_scot\\_statement\\_of\\_inability\\_to\\_pay\\_court\\_costs.pdf](https://texaslawhelp.org/sites/default/files/tx-pr-pay-112_scot_statement_of_inability_to_pay_court_costs.pdf)) [14]**

## ☐ **Step 2: Make copies.**

Make one copy of each of the following:

- your completed Petition to Change the Name of a Child (signed by both you and the other parent), **and**
- your Statement of Inability to Afford Payment of Court Costs (if you cannot afford the filing fee), **and**
- your child's completed Child's Consent to Name Change (if your child is 10 or older).

You do not need copies of the Civil Case Information Sheet form, the Information on Suit Affecting the Family Relationship form or the Order Changing the Name of a Child form.

### ☐ **Step 3: File your forms with the court.**

File (turn in) your completed forms at the district clerk's office in the county where your child lives.

#### **At the clerk's office:**

- Turn in your completed court forms (and copies), except the **Order Changing the Name of a Child** (<https://texaslawhelp.org/form/order-change-name-child-filed-both-parents>) [9] form. Don't turn in the Order form yet. You will present the Order form to the judge when you go to court.
- Pay the filing fee or file your completed Statement of Inability to Afford Payment of Court Costs if you cannot afford the fee.
- The clerk will write your "Cause Number" and "Court Number" at the top of the first page of your Petition to Change the Name of a Child and other forms. (Write these numbers at the top of your Order Changing the Name of a Child form.)
- The clerk will "file-stamp" your copies with the date and time. The clerk will keep the originals and give you back your copies.
- Ask the clerk if there are local rules or procedures you need to know about for your case. For example, there might be **standing orders** (<https://texaslawhelp.org/article/standing-orders>) [15] in your county that need to be attached to your petition.

Ask the clerk when you can present your proposed Order Changing the Name of a Child to a judge. You may be able to present your proposed order to a judge that day. Or you may have to come back another day.

### ☐ **Step 4: Go to court to finish your case.**

Go to court to finish your case. Read the article **Tips for the Courtroom** (<https://texaslawhelp.org/article/tips-courtroom>) [16] for more information about going to court.

When you get to the courtroom, tell the judge's clerk you are there and give the clerk the following documents:

- your completed proposed Order Changing the Name of a Child (signed by

both you and the other parent), **and**

- the file-stamped copy of your Petition to Change the Name of a Child, **and**
- the file-stamped copy of the Child's Consent to Name Change (if applicable).

Sit down until the judge calls your case.

When the judge calls your case, walk to the front of the courtroom and stand in front of the judge's bench. The judge will have you raise your right hand and swear to tell the truth. Tell the judge that you and your child's other parent are asking that your child's name be changed. Be prepared to quickly tell the judge why you think changing your child's name is in your child's best interest.

The judge will listen to what you say and review your forms. If everything is in order and the judge agrees that changing your child's name would be in your child's best interest, the judge will sign your Order Changing the Name of a Child.

#### ☐ **Step 5: File the signed Order with the clerk.**

After the judge signs your Order Changing the Name of a Child, go back to the clerk's office.

- File (turn in) the signed Order Changing the Name of a Child. **Your case is NOT final until you do so.**
- Get several certified copies of the Order Changing the Name of a Child from the clerk. You must pay a small fee for each certified copy. You will need certified copies of the Order to change your child's name on your child's social security card, birth certificate, passport, school records, etc. Each agency will want a certified copy of the Order to keep. You will also want a certified copy of the Order for your records.

#### ☐ **Step 6: After your case is finished.**

You are responsible for notifying the appropriate agencies of your child's new name.

- To change your child's social security card, contact your local social security office.

- To change your child's Texas birth certificate, contact the Texas Department of State Health Services, Vital Statistics Unit. Read about birth certificate amendments and get the application [here](https://www.dshs.texas.gov/vs/reqproc/amendment.shtm) (<https://www.dshs.texas.gov/vs/reqproc/amendment.shtm>) [17]. If your child was born in another state, contact the vital statistics office in that state.
- To change your child's passport, contact your local passport office.
- To change your child's school records, take a certified copy of the Order to your child's school.

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### Links

- [1] <https://texaslawhelp.org/toolkit/i-want-change-my-childs-name>
- [2] <https://texaslawhelp.org/texas-legal-faq-listing?term=758>
- [3] <https://texaslawhelp.org/ask-question>
- [4] <https://texaslawhelp.org/limited-scope>
- [5] <https://texaslawhelp.org/legal-help/legal-help-finder>
- [6] <https://texaslawhelp.org/legal-clinic-calendar>
- [7] <http://www.harriscountylawlibrary.org/child-name-change-agreed>
- [8] [https://texaslawhelp.org/sites/default/files/fm\\_ncc1\\_100\\_name\\_child\\_petiton\\_bothparentsfile\\_english\\_0.pdf](https://texaslawhelp.org/sites/default/files/fm_ncc1_100_name_child_petiton_bothparentsfile_english_0.pdf)
- [9] <https://texaslawhelp.org/form/order-change-name-child-filed-both-parents>
- [10] [https://texaslawhelp.org/sites/default/files/pr-gen-116\\_civil\\_case\\_information\\_sheet.pdf](https://texaslawhelp.org/sites/default/files/pr-gen-116_civil_case_information_sheet.pdf)
- [11] <https://www.txcourts.gov/media/1442977/189163.pdf>
- [12] <https://texaslawhelp.org/form/information-suit-affecting-family-relationship-excluding-adoptions>
- [13] [https://texaslawhelp.org/sites/default/files/fm\\_ncc1\\_113\\_name\\_child\\_consent\\_co-petitioners\\_0.pdf](https://texaslawhelp.org/sites/default/files/fm_ncc1_113_name_child_consent_co-petitioners_0.pdf)
- [14] [https://texaslawhelp.org/sites/default/files/tx-pr-pay-112\\_scot\\_statement\\_of\\_inability\\_to\\_pay\\_court\\_costs.pdf](https://texaslawhelp.org/sites/default/files/tx-pr-pay-112_scot_statement_of_inability_to_pay_court_costs.pdf)
- [15] <https://texaslawhelp.org/article/standing-orders>
- [16] <https://texaslawhelp.org/article/tips-courtroom>

[17] <https://www.dshs.texas.gov/vs/reqproc/amendment.shtm>



Cause Number: \_\_\_\_\_

In the Matter of the Name Change of:

In the \_\_\_\_\_

☐ District Court ☐ County Court at Law

\_\_\_\_\_  
(Print the child's current name - first, middle, last.)

\_\_\_\_\_ County, Texas

A Child

## Petition to Change the Name of a Child

### 1. Discovery Level

The discovery level in this case, if needed, is Level 2.

### 2. Petitioner and Co-Petitioner (The Child's Parents)

The Petitioner and Co-Petitioner are the child's parents.

The **Petitioner** is: \_\_\_\_\_  
*First Middle Last*

The Petitioner is the child's: ☐ mother ☐ father

The last three numbers of Petitioner's driver's license number are: \_\_\_\_\_.

Petitioner's driver's license was issued in (state) \_\_\_\_\_.

**Or** ☐ I do not have a driver's license.

The last three numbers of my social security number are: \_\_\_\_\_.

**Or** ☐ I do not have a social security number.

The **Co-Petitioner** is: \_\_\_\_\_  
*First Middle Last*

The Co-Petitioner is the child's: ☐ mother ☐ father

The last three numbers of Co-Petitioner's driver's license number are: \_\_\_\_\_.

Co-Petitioner's driver's license was issued in (state) \_\_\_\_\_.

**Or** ☐ I do not have a driver's license.

The last three numbers of social security number are: \_\_\_\_\_.

**Or** ☐ I do not have a social security number.

### 3. Child's Information

The child's information is as follows:

a. Child's Current name: \_\_\_\_\_  
*First Middle Last*

b. Home Address: \_\_\_\_\_ County: \_\_\_\_\_

c. Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **or** ☐ The child does not have a Social Security #.

d. Birth date: \_\_\_\_\_  
*Month / Day / Year*

- e. Place of birth: \_\_\_\_\_  
*City State Country*
- f. Consent by Child (*Check one.*)  
☐ Child is younger than 10 years old. Consent is not required.  
☐ Child is 10 years old or older and has consented in writing to this name change.
- g. Sex Offender Registration (*Check one.*)  
☐ The child **is not** required to register as a sex offender.  
☐ The child **is** required to register as a sex offender. Proof that the child has notified local law enforcement of the proposed name change is attached to this Petition.
- h. Are there any court orders about the child already in place? (*Check one.*)  
☐ There are no court orders regarding the child.  
☐ A court made orders involving the child in the following case:  
Case/Cause Number \_\_\_\_\_ in \_\_\_\_\_  
*County State*  
Case type: \_\_\_\_\_  
*Print the case type (custody, support, divorce, paternity, etc.)*

#### 4. Name Change Request

- a. Petitioner and Co-Petitioner ask the Court to change the child's name to:

\_\_\_\_\_  
*First Middle Last*

- b. We want to change the child's name because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- c. We believe the requested name change is in the child's best interest.

#### 5. Request for Judgment

We ask the Court to order the child's name changed as requested above. We ask for general relief.

Respectfully submitted,



\_\_\_\_\_  
*Petitioner's Signature*



\_\_\_\_\_  
*Co-Petitioner's Signature*

**Note:** Each parent must also sign a declaration under penalty of perjury on the next page.

## 7. Petitioner's Declaration Under Penalty of Perjury

My name is:\_\_\_\_\_. My date of birth is\_\_\_\_\_.

My address is: \_\_\_\_\_.

My email address is\_\_\_\_\_. My phone number is:\_\_\_\_\_.

**I declare under penalty of perjury that all information in this Petition to Change the Name of a Child is true and correct.**

Completed and formally signed on \_\_\_\_\_in \_\_\_\_\_County, \_\_\_\_\_.

---

***Petitioner's Signature***

## 8. Co-Petitioner's Declaration Under Penalty of Perjury

My name is:\_\_\_\_\_. My date of birth is\_\_\_\_\_.

My address is: \_\_\_\_\_.

My email address is\_\_\_\_\_. My phone number is:\_\_\_\_\_.

**I declare under penalty of perjury that all information in this Petition to Change the Name of a Child is true and correct.**

Completed and formally signed on \_\_\_\_\_in \_\_\_\_\_County, \_\_\_\_\_.

---

***Co-Petitioner's Signature***

Cause Number: \_\_\_\_\_

In the Matter of the Name Change of:

In the \_\_\_\_\_

☐ District Court ☐ County Court at Law

\_\_\_\_\_  
*Print the child's current name - first, middle, last.*

\_\_\_\_\_ County, Texas

A Child

## Child's Consent to Name Change (For Child Age 10 or Older)

*Print your answers*

1. My name is \_\_\_\_\_  
*first middle last*

2. My age is \_\_\_\_\_

3. The name change is for me.

4. I want my name changed to

\_\_\_\_\_  
*First middle last*

Child **prints** his/her current name here: \_\_\_\_\_



Child **signs** here \_\_\_\_\_

\_\_\_\_\_ Date the child signed

Cause Number: \_\_\_\_\_

In the Matter of the Name Change of:

In the \_\_\_\_\_

☐ District Court ☐ County Court at Law

\_\_\_\_\_  
(Print the child's current name - first, middle, last.)

\_\_\_\_\_  
County, Texas

A Child

## Order to Change the Name of a Child

A hearing took place today, and the following people were present.

### 1. Appearances

- a. The Petitioner was present, without an attorney.

Petitioner's name: \_\_\_\_\_  
First Middle Last

- b. Co-Petitioner's name (the other parent): \_\_\_\_\_  
First Middle Last

- c. (check one):

- ☐ The Co-Petitioner was **present** and has signed below, agreeing to this Order.  
☐ The Co-Petitioner was **not present**, but signed below, agreeing to this order.

### 2. Jurisdiction

The Court received evidence and finds that it has jurisdiction over this case and the parties, that the notice requirements have been met, and that the Petition meets all legal requirements.

### 3. Record

A Court Reporter (check one): ☐ did ☐ did **not** record today's hearing.

### 4. Findings

The child's personal information is as follows:

- a. Child's current name: \_\_\_\_\_  
First Middle Last

- b. Home Address: \_\_\_\_\_  
street address city state zip

- c. Social Security number: \_\_\_\_\_ **Or** ☐ Child does not have a Social Security number.

- d. Driver's license number: \_\_\_\_\_ State that issued license \_\_\_\_\_  
**Or** ☐ Child does not have a driver's license number.

- e. Date of birth and gender: \_\_\_\_\_ ☐ Male ☐ Female  
month day year

- f. Place of birth: \_\_\_\_\_  
City County State Country

- g. The child (*check one*):
- ☐ is **not** a registered sex offender.
- ☐ **is** a registered sex offender, and the Petitioner notified local law enforcement of the request to change the child's name and provided proof of that notification to the Court.
- h. The request to change the name of this child is in the public interest, and is best for this child.

## 5. Orders

The Court orders the child's name be changed from (*current name*):

Current name: \_\_\_\_\_  
*First middle last*

**TO**

To this name: \_\_\_\_\_  
*First middle last*

## 6. Other Orders

The court reserves the right to make further orders to clarify the above orders, if needed. Any orders requested that do not appear above are denied.

\_\_\_\_\_  
Date of Judgment

 \_\_\_\_\_  
Judge's signature

\_\_\_\_\_  
Judge's name

 \_\_\_\_\_  
Petitioner's signature

Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*street address city state zip*

Email address: \_\_\_\_\_ Fax # (if available): \_\_\_\_\_

 \_\_\_\_\_  
Co-Petitioner's signature

Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*street address city state zip*

Email address: \_\_\_\_\_ Fax # (if available): \_\_\_\_\_



**NOTICE: THIS DOCUMENT CONTAINS SENSITIVE DATA**



Cause Number: \_\_\_\_\_  
(The Clerk's office will fill in the Cause Number when you file this form)

Plaintiff: \_\_\_\_\_  
(Print first and last name of the person filing the lawsuit.)

And

Defendant: \_\_\_\_\_  
(Print first and last name of the person being sued.)

In the (check one):  
\_\_\_\_\_  
Court District Court  
Number County Court / County Court at Law  
Justice Court

\_\_\_\_\_  
County Texas

**Statement of Inability to Afford Payment of Court Costs  
or an Appeal Bond in Justice Court**

**1. Your Information**

My full legal name is: \_\_\_\_\_ My date of birth is: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
First Middle Last Month/Day/Year

My address is: (Home) \_\_\_\_\_  
(Mailing) \_\_\_\_\_

My phone number: \_\_\_\_\_ My email: \_\_\_\_\_

About my **dependents**: "The people who depend on me financially are listed below.

|   | Name  | Age   | Relationship to Me |
|---|-------|-------|--------------------|
| 1 | _____ | _____ | _____              |
| 2 | _____ | _____ | _____              |
| 3 | _____ | _____ | _____              |
| 4 | _____ | _____ | _____              |
| 5 | _____ | _____ | _____              |
| 6 | _____ | _____ | _____              |

**2. Are you represented by Legal Aid?**

☐ I am being represented in this case for free by an attorney who works for a legal aid provider or who received my case through a legal aid provider. I have attached the certificate the legal aid provider gave me as 'Exhibit: Legal Aid Certificate.

**-or-**

☐ I asked a legal-aid provider to represent me, and the provider determined that I am financially eligible for representation, but the provider could not take my case. I have attached documentation from legal aid stating this.

**or-**

☐ I am not represented by legal aid. I did not apply for representation by legal aid.

**3. Do you receive public benefits?**

☐ I do not receive needs-based public benefits. - or -

☐ I receive these **public benefits/government entitlements** that are based on indigency:

(Check ALL boxes that apply and attach proof to this form, such as a copy of an eligibility form or check)

- ☐ Food stamps/SNAP ☐ TANF ☐ Medicaid ☐ CHIP ☐ SSI ☐ WIC ☐ AABD  
☐ Public Housing or Section 8 Housing ☐ Low-Income Energy Assistance ☐ Emergency Assistance  
☐ Telephone Lifeline ☐ Community Care via DADS ☐ LIS in Medicare ("Extra Help")  
☐ Needs-based VA Pension ☐ Child Care Assistance under Child Care and Development Block Grant  
☐ County Assistance, County Health Care, or General Assistance (GA)  
☐ Other: \_\_\_\_\_



#### 4. What is your monthly income and income sources?

"I get this monthly income:

\$ \_\_\_\_\_ in monthly wages. I work as a \_\_\_\_\_ for \_\_\_\_\_.  
Your job title Your employer

\$ \_\_\_\_\_ in monthly unemployment. I have been unemployed since (date) \_\_\_\_\_.

\$ \_\_\_\_\_ in public benefits per month.

\$ \_\_\_\_\_ from other people in my household each month: (List only if other members contribute to your household income.)

\$ \_\_\_\_\_ from ☐ Retirement/Pension ☐ Tips, bonuses ☐ Disability ☐ Worker's Comp  
☐ Social Security ☐ Military Housing ☐ Dividends, interest, royalties  
☐ Child/spousal support  
☐ My spouse's income or income from another member of my household (If available)

\$ \_\_\_\_\_ from other jobs/sources of income. (Describe) \_\_\_\_\_

\$ \_\_\_\_\_ is my **total monthly** income.

#### 5. What is the value of your property?

"My **property** includes:

**Value\***

Cash \$ \_\_\_\_\_

Bank accounts, other financial assets \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Vehicles (cars, boats) (make and year)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Other property (like jewelry, stocks, land, another house, etc.)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total value of property** → \$ \_\_\_\_\_

#### 6. What are your monthly expenses?

"My **monthly expenses** are:

**Amount**

Rent/house payments/maintenance \$ \_\_\_\_\_

Food and household supplies \$ \_\_\_\_\_

Utilities and telephone \$ \_\_\_\_\_

Clothing and laundry \$ \_\_\_\_\_

Medical and dental expenses \$ \_\_\_\_\_

Insurance (life, health, auto, etc.) \$ \_\_\_\_\_

School and child care \$ \_\_\_\_\_

Transportation, auto repair, gas \$ \_\_\_\_\_

Child / spousal support \$ \_\_\_\_\_

Wages withheld by court order \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Debt payments paid to: (List) \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Monthly Expenses** → \$ \_\_\_\_\_

\*The value is the amount the item would sell for less the amount you still owe on it, if anything.

#### 7. Are there debts or other facts explaining your financial situation?

"My **debts** include: (List debt and amount owed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If you want the court to consider other facts, such as unusual medical expenses, family emergencies, etc., attach another page to this form labeled "Exhibit: Additional Supporting Facts.") Check here if you attach another page. ☐

#### 8. Declaration

I declare under penalty of perjury that the foregoing is true and correct. I further swear:

☐ I cannot afford to pay court costs.

☐ I cannot furnish an appeal bond or pay a cash deposit to appeal a justice court decision.

My name is \_\_\_\_\_. My date of birth is : \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

My address is \_\_\_\_\_  
Street City State Zip Code Country

\_\_\_\_\_ signed on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ in \_\_\_\_\_ County, \_\_\_\_\_  
Signature Month/Day/Year county name State

# INFORMATION ON SUIT AFFECTING THE FAMILY RELATIONSHIP (EXCLUDING ADOPTIONS)

## SECTION I GENERAL INFORMATION (REQUIRED)

STATE FILE NUMBER

1a. COUNTY \_\_\_\_\_ 1b. COURT NO. \_\_\_\_\_  
1c. CAUSE NO. \_\_\_\_\_ 1d. DATE OF ORDER (mm/dd/yyyy) \_\_\_\_\_

2. TYPE OF ORDER (CHECK ALL THAT APPLY):

☐ DIVORCE/ANNULMENT WITH CHILDREN (Sec. 1,2 AND 3) ☐ DIVORCE/ANNULMENT WITHOUT CHILDREN (Sec 1 AND 2)

☐ ESTABLISHMENT OF COURT OF CONTINUING JURISDICTION (SEC 1 AND 3)  
(Court Order Establishing Paternity, Conservatorship, Child Support or Termination of Parental Rights)

☐ CHANGE IN THE NAME OF THE CHILD (SEC 1 AND 3)  
(PROVIDE PRIOR AND NEW NAME OF CHILD IN SECTION 3)

☐ TRANSFER OF COURT OR CONTINUING JURISDICTION (SEC1,3 AND INFORMATION BELOW)

TRANSFER TO: COUNTY \_\_\_\_\_ COURT NO. \_\_\_\_\_ STATE COURT ID# \_\_\_\_\_

|                                                                              |                                            |
|------------------------------------------------------------------------------|--------------------------------------------|
| 3a. NAME OF ATTORNEY FOR PETITIONER                                          | 3b. TELEPHONE NUMBER (including area code) |
| 3c. CURRENT MAILING ADDRESS (STREET AND NUMBER OR P.O BOX, CITY, STATE, ZIP) |                                            |

## SECTION 2 (IF APPLICABLE) REPORT OF DIVORCE OR ANNULMENT OF MARRIAGE

|                              |                                                          |                                   |                                                             |                                |
|------------------------------|----------------------------------------------------------|-----------------------------------|-------------------------------------------------------------|--------------------------------|
| <b>PETITIONER</b>            | 4. NAME (FIRST MIDDLE LAST SUFFIX)                       |                                   | 5. MAIDEN LAST NAME (NAME BEFORE 1 <sup>ST</sup> MARRIAGE)  |                                |
|                              | 6. PLACE OF BIRTH (CITY AND STATE OR FOREIGN COUNTRY)    |                                   | 7. RACE                                                     | 8. DATE OF BIRTH (mm/dd/yyyy)  |
|                              | 9. USUAL RESIDENCE STREET NAME & NUMBER CITY STATE ZIP   |                                   |                                                             |                                |
| <b>RESPONDENT</b>            | 10. NAME (FIRST MIDDLE LAST SUFFIX)                      |                                   | 11. MAIDEN LAST NAME (NAME BEFORE 1 <sup>ST</sup> MARRIAGE) |                                |
|                              | 12. PLACE OF BIRTH (CITY AND STATE OR FOREIGN COUNTRY)   |                                   | 13. RACE                                                    | 14. DATE OF BIRTH (mm/dd/yyyy) |
|                              | 15. USUAL RESIDENCE (STREET AND NUMBER CITY, STATE, ZIP) |                                   |                                                             |                                |
| 16. NUMBER OF MINOR CHILDREN |                                                          | 17. DATE OF MARRIAGE (mm/dd/yyyy) | 18. PLACE OF MARRIAGE (CITY AND STATE OR FOREIGN COUNTRY)   |                                |

## SECTION 3 (IF APPLICABLE) CHILDREN AFFECTED BY THIS SUIT

|                |                                                                     |          |                                          |  |
|----------------|---------------------------------------------------------------------|----------|------------------------------------------|--|
| <b>CHILD 1</b> | 19a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)                  |          |                                          |  |
|                | 19b. DATE OF BIRTH (mm/dd/yyyy)                                     | 19c. SEX | 19d. BIRTHPLACE (CITY, COUNTY AND STATE) |  |
|                | 19e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE |          |                                          |  |
| <b>CHILD 2</b> | 20a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)                  |          |                                          |  |
|                | 20b. DATE OF BIRTH (mm/dd/yyyy)                                     | 20c. SEX | 20d. BIRTHPLACE (CITY, COUNTY AND STATE) |  |
|                | 20e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE |          |                                          |  |
| <b>CHILD 3</b> | 21a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)                  |          |                                          |  |
|                | 21b. DATE OF BIRTH (mm/dd/yyyy)                                     | 21c. SEX | 21d. BIRTHPLACE (CITY, COUNTY AND STATE) |  |
|                | 21e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE |          |                                          |  |

☐ ADDITIONAL CHILDREN LISTED ON BACK OF THE FORM.

I CERTIFY THAT THE ABOVE ORDER WAS GRANTED ON THE DATE AND PLACE AS STATED.

\_\_\_\_\_  
SIGNATURE OF THE CLERK OF THE COURT

**WARNING:** This is a governmental document. Texas Penal Code, Section 37.10, specifies penalties for making false entries or providing false information in this document. VS-165 REV 07/2017

**ADDITIONAL CHILDREN AFFECTED BY THIS SUIT FROM SECTION 3 (IF APPLICABLE)**

|         |                                                                     |          |                                          |
|---------|---------------------------------------------------------------------|----------|------------------------------------------|
| CHILD 4 | 23a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)                  |          |                                          |
|         | 23b. DATE OF BIRTH (mm/dd/yyyy)                                     | 23c. SEX | 23d. BIRTHPLACE (CITY, COUNTY AND STATE) |
|         | 23e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE |          |                                          |
| CHILD 5 | 24a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)                  |          |                                          |
|         | 24b. DATE OF BIRTH (mm/dd/yyyy)                                     | 24c. SEX | 24d. BIRTHPLACE (CITY, COUNTY AND STATE) |
|         | 24e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE |          |                                          |
| CHILD 6 | 25a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)                  |          |                                          |
|         | 25b. DATE OF BIRTH (mm/dd/yyyy)                                     | 25c. SEX | 25d. BIRTHPLACE (CITY, COUNTY AND STATE) |
|         | 25e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE |          |                                          |

**Instructions for Completing the Suit Affecting Parent Child Relationship Form****GENERAL REQUIREMENT:**

All divorces/annulments (with or without children) and all suits affecting the parent-child relationship must be reported through the clerk of the court to the State Vital Statistics Unit (VSU).

Consolidated reporting by petitioners, attorneys, and the courts is designed to make mandatory reporting more efficient, timely, and improve the quality of reporting. However, this reporting system is only as good or timely as you make it; therefore, your attention in completing and filing this report is critical.

Legal basis for this reporting is contained in Health and Safety Code §194.002 and Texas Family Code §§108.001-.002 and 108.004.

For information concerning reporting or questions about this form, contact field services at [fieldservices@dshs.texas.gov](mailto:fieldservices@dshs.texas.gov) or by phone at 512-776-3010.

**The VSU-165 form must be printed double-sided (one sheet not two).**

For information on the court of continuing jurisdiction of a child, contact VSU at (888) 963-7111 ext. 2529. Inquiries should be addressed to VSU, 1100 West 49th Street, Austin, Texas, 78756-3191; inquiries may also be faxed to (512) 776-7164 .

**SECTION 1 GENERAL INFORMATION (REQUIRED)**

This section must be completed for each report filed.

- 1a – d. Enter the required information to identify the court proceeding.
- 2. Check the type of suit being reported. This determines also which sections of the form must be completed. If more than one type of order applies, check all that apply. Transfers from one jurisdiction to another must be reported in this section (if court number is unknown, specify "unknown").
- 3a – c. Complete the attorney information to assist in questions or follow up. If case was pro se, please enter the information of the person completing this form.

**SECTION 2 (IF APPLICABLE) REPORT OF DIVORCE OR ANNULMENT OF MARRIAGE**

All divorces/annulments must be reported, even if there were no minor children. All information is required.

- 4-9. Report the Petitioner's information including maiden name (if applicable ).
- 10-15. Report the Respondent's information, including maiden name (if applicable ).
- 16. Report the number of minor children affected by this divorce; if none, record "0." This number must correspond to the listing of children in Section 3.
- 17-18. Enter the date and place of the marriage being dissolved.

**SECTION 3 (IF APPLICABLE) CHILDREN AFFECTED BY THIS SUIT**

Every child affected by the suit being reported must be listed, and all items concerning that child must be completed. If more than three children are affected, check the "additional children listed on back of form" box, and continue to list the additional children. If more than 6 children complete section 3 on another form, label it "continuation" and attached the continuation form to the original form.