



Macomb County Clerk Register of Deeds

-- Our Vision --
One Team, Great Service

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Register of Deeds

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Macomb County Name Change Information

Step 1: Prepare Your Paperwork

Before filing, make sure you have these items filled out and ready:

1. **Petition for Name Change Form** – [Form PC 51](#)
 - Read the entire form carefully and fill out completely before submitting.
 - An email address is required to be listed on the petition.
2. **Protected Personal Info Addendum** – [Form MC 97a](#)
 - This is where you list your date of birth; it stays private from the public.
3. **Publication of Notice of Hearing** – [Form PC 50](#)
 - Fill out the form with the exception of the hearing date, time, and Judge name. The Clerk will fill these in for you.
4. **Birth Certificate**
 - Only required if you are filing for a minor child.

Step 2: File Paperwork with the Court

- File your completed forms with the Circuit Court Clerk's Office:
- In person – at the Clerk's Office, M-F 8 a.m. to 4:15 p.m.
- By email -- send the paperwork along with our [coversheet](#) to faxfiling@macombgov.org
- By mail – send the paperwork along with our [coversheet](#) to the address listed below
 - **The Fee:** \$175.00 (Payable at the time of filing).
 - **The Wait:** The entire process usually takes about 6 to 8 weeks.

Step 3: Publication Notice

Name changes must be published in the Macomb County Legal News so the public is notified, unless otherwise ordered by the Court.

- **The Legal News:** Your "Notice of Hearing" form will be sent to the Legal News by the Clerk's Office.
- **The Publication Fee:** The newspaper will bill you directly. **Payment should be made as soon as possible** to avoid hearing adjournments or delays.
- **Fee Waivers:** Pursuant to MCR 3.613(B) If the court has waived fees under MCR 2.002 it must pay the cost of any ordered publication, including any affidavit fee charged by the publisher or the publisher's agent.

Step 4: The Affidavit of Publication

Once the publication is complete, the Legal News will mail you a document called an **Affidavit of Publication**.

Your Responsibility: You must file this document with the court **before** your hearing date. This is proof for the Judge that you followed the legal notice rules.

Step 5: The Hearing

Attend your hearing. If the Judge approves your request, they will sign an Order.

Step 6: Get Certified Copies

If the Judge grants the name change, you will receive a signed Order. You will need Certified Copies of this Order to update your ID (Secretary of State, Social Security, etc.).

- Cost: \$14.00 per certified copy.
- How to Order:
 - In person at the Clerk's Office, M-F 8 a.m. to 4:15 p.m.
 - [Online at the Macomb County Clerk's Office website.](#)
 - Mail by completing the [Circuit Court Documents Order Form](#) found on our website.

**Visit [Michigan Legal Help](#) website for additional self-help information*