

**Contact Addresses and Fax Numbers for Use
By Clerks of Court in Name Change Actions**

S.C. Code Ann. § 15-49-20

(A) A person who petitions the court for a name change must attach to the petition or have provided directly to the court and made a part of the record:

(1) the results of a fingerprint and criminal background check conducted by the State Law Enforcement Division;

(2) a screening statement from the Department of Social Services that indicates whether the person is listed on the department's Central Registry of Child Abuse and Neglect. If the person is listed on the registry and the court grants the petition for a name change, the clerk of court must notify the department of the change so that the department can accurately reflect the change in the Central Registry of Child Abuse and Neglect; *

(3) an affidavit signed by the petitioner which provides whether the petition is under a court order to pay child support or alimony;

(4) a screening statement from the South Carolina Law Enforcement Division that indicates whether the person is listed on the division's sex offender registry. If the person is listed on the registry and the court grants the petition for a name change, the clerk of court must notify the division of the change so that the division can accurately reflect the change in the sex offender Registry. **

This subsection does not apply to a minor child where the parent is seeking a name change for the minor child pursuant to Section **15-49-10(B)**, to a person seeking to return to the person's maiden name or a former married name in an action for divorce, or to a person seeking to change his or her name as a result of the person's marriage.

(B) Prior to issuing an order for a name change, the court may conduct a hearing on the petition and may order the petitioner to be present.

(C) Following the hearing and upon considering the petition, the reason contained in the petition, and other documentation before the court, the judge must determine and grant or refuse the name change as the judge considers proper, having a due regard to the true interest of the petitioner and protection of the public.

(D) If a petitioner is found to have a criminal record as indicated by the background check and the court grants the petition for a name change, the clerk of court must notify the State Law Enforcement Division of the petitioner's new name. ** The division must make the appropriate changes to the petitioner's criminal record.

(E). If a petitioner is in custody of the Department of Corrections and the court grants the petition for a name change, the clerk of court must notify the department of the petitioner's new name. *** The department must make the appropriate changes to the petitioner's department record.

All costs associated with the requirements of this section are the sole responsibility of the petitioner.

***CONTACT: SCDSS, Child Abuse and Neglect Registry
P.O. Box 1520
Columbia, SC 29202-1520
FAX #: 803-898-7641
PHONE #:800-645-9789**

****CONTACT: SLED, Central Records
P.O. Box 21398
Columbia, SC 29221-1398
FAX #: 803-896-7022
PHONE#: 803-396-1443**