



OFFICE OF CLERK OF COURTS
EAU CLAIRE COUNTY
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FOLLOW-UP AFTER A CIVIL NAME CHANGE IS GRANTED

1. Vital Record Reporting

- The Vital Record birth certificate may be changed if the name change order provided for it.
- When the order provides for a birth certificate change and the person whose name is changed **was born in Wisconsin**, they will need to complete the “Report of Legal Name Change” form generated by the Dept of Health Services (F-05021). This form is then given back to the Clerk for processing along with necessary fees. The Clerk will then issue and transmit the report/fees to Vital Records who will take an estimated two (2) weeks to process the change request.
- **This form will be provided to the petitioner by the clerk after the court hearing.**
- The Report of Legal Name Change is not necessary if the birth name is not changed.
- **Fees due Vital Record** (but given to clerk) in the form of a check or money order:
 - \$10.00 for a change on the birth certificate.
 - \$20.00 for one certified copy of the amended birth certificate.
 - \$ 3.00 for each additional certified birth certificate copy (discounted rate).
- **If the person was not born in Wisconsin**, he or she will have to follow the applicable laws in his or her birth state or jurisdiction for recording the name change. To change an out of state birth record, the order for name change should specify that, i.e, “Birth record in the State of (list proper state) is ordered changed. Even then, it is up to the out-of-state registrar whether to honor a court order from Wisconsin.

2. Register of Deeds Reporting:

- **Statutory requirement** under WI STATS 786.36 and 2011 Act 274.
 - The name change party is responsible for purchasing a certified copy of the name change order from the Clerk and transmitting that to the Register of Deeds office for recording. This becomes a permanent record there versus the Civil Circuit Court Record which only has a twenty (20) year retention period.
- **Fees.**
 - Due to the Clerk: \$1.25 copy fee per page plus \$5.00 for the certification.
 - Due to the Register of Deeds: \$30.00 recording fee.

3. Other Reportings for Business, Medical, Educational, etc.

- You will need to consider and inform ALL those who need to be made aware of this name change. This includes **but is not limited** to the Department of Motor Vehicles, Social Security, Passport Agency, Department of Revenue, medical care providers, financial institutions, educational facilities, pension or beneficiary funds, utility providers, credit card companies and religious organizations. Most of these examples will likely need to see or have a certified copy of the amended birth certificate or name change order to process necessary changes. When in doubt, check ahead.

4. Certified copy of Amended Birth Certificate: The petitioner can secure a certified copy of the amended birth certificate through Vital Records, or through any Wisconsin Register of Deeds office.

5. Certified copy of Name Change Order: The petitioner can purchase a certified copy of the name change order through the Clerk as long as the record is maintained (20 year retention period). You will need to provide your case number. Otherwise you can search for your case # through www.wicourts.gov, or through electronic work stations available in the Clerk’s office.