



THE LAW OFFICE OF

CAROLYN M. BONE<sup>LLC</sup>

DIVORCE & FAMILY LAW

### NAME CHANGE CHECKLIST

- ✓ Resuming your maiden name: Start with a **certified copy** of your filed divorce decree or final order (**Separate Support and Maintenance**).
- ✓ Other Name Change: Start with a **certified copy** of the filed name change order (**adults**).
- ✓ If you do not already have a certified copy of your divorce decree, final order, or name change order, contact the Family Court in the county in which your case was filed. The clerk's office can provide you with additional certified copies for a small fee.
- ✓ Change your name with the **Social Security Administration**. **Start here**. Most South Carolina DMV offices will need to see a letter from Social Security showing that you have applied for a new card. (The card itself takes about 2-3 weeks to receive in the mail). You should complete this step **prior to filing your taxes**, since any difference in your name between the Social Security files and your tax return will delay processing. [Link](#) to Social Security Office locator.
- ✓ Change your name with the **Department of Motor Vehicles**. In South Carolina, you will be required to submit a form to update your new name as well as a form to apply for a new driver's license. (You will have to have a new picture taken). The DMV will notify the local Voter Registration of your name change for you. Find office locations [here](#).
- ✓ Change your name with your **bank(s), mortgage and/or credit card companies**. Most companies require a copy of your updated driver's license.
- ✓ **Other:**
  - All school/emergency contact information



THE LAW OFFICE OF

---

CAROLYN M. BONE<sup>LLC</sup>

---

DIVORCE & FAMILY LAW

- Doctor's and veterinary offices
- Church/social organizations
- Utility companies/landlord/rental company
- Government assistance programs
- Veteran's Affairs
- Library
- Update wills and trusts
- Update Living Wills/Healthcare Directives/Power of Attorney
- Update car title
- Update passports ([Link](#) for State Department)
- Update payroll/personnel files
- Update medical/dental/life/rental insurance
- Update retirement and investment accounts
- Order new checks/credit cards

DISCLAIMER: The materials available at this web site are for informational purposes only and not for the purpose of providing legal advice. You should contact your attorney to obtain advice with respect to any particular issue or problem. Use of and access to this website or any of the links contained within the site do not create an attorney-client relationship between Carolyn M. Bone, LLC and the user or browser.