

## **Instructions for Using Notification of Name/Address Change**

The Notification of Name/Address Change form is designed for custodial and non-custodial parents who would like to change their name or address of record with the Clerk's office.

- 1.) Print or type all information on the form.
- 2.) Sign and date the form.
- 3.) Custodial parents must have this form notarized.
- 4.) Submit completed forms to: Clerk of Circuit Court  
Attention: Child Support Division  
P.O. Box 104  
DeLand, FL 32721

Once this form is received by the Clerk's office your name and/or address will be updated in our database and this form will be filed in your permanent file in the Family Law Division.



**LAURA E. ROTH**  
 CLERK OF THE CIRCUIT COURT

SEVENTH JUDICIAL CIRCUIT - VOLUISIA COUNTY  
 P.O. BOX 6043 DELAND, FLORIDA 32721-6043 - WWW.CLERK.ORG

PLEASE REPLY TO: Child Support  
 P.O. Box 104, DeLand, FL 32721-0104

**NOTIFICATION OF NAME/ADDRESS CHANGE**

CASE NO. \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
 Plaintiff/Petitioner/Payee

\_\_\_\_\_  
 Defendant/Respondent/Payor

**OLD Name/Address:** \_\_\_\_\_

\_\_\_\_\_  
 Street

\_\_\_\_\_  
 City State Zip Code

**NEW Name/Address:** \_\_\_\_\_

\_\_\_\_\_  
 Street

\_\_\_\_\_  
 City State Zip Code

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Phone Number

The foregoing instrument was acknowledged before me this  
 \_\_\_\_ day of \_\_\_\_\_,  
 by \_\_\_\_\_ Who is  
 Personally known to me or has produced \_\_\_\_\_  
 \_\_\_\_\_ as identification.

Witness my hand in Volusia County,  
 State of Florida, this \_\_\_\_ day of  
 \_\_\_\_\_, \_\_\_\_\_.

**LAURA E. ROTH**  
**CLERK OF THE CIRCUIT COURT**

Notary Public \_\_\_\_\_

Print Name

Commission # \_\_\_\_\_

By: \_\_\_\_\_  
 Deputy Clerk

**CL-0368-0003**

Address Changed On Court Management  
 (For Clerks Use Only)