

STATE OF SOUTH CAROLINA

COUNTY OF \_\_\_\_\_

Plaintiff,

vs.

Defendant.

IN THE FAMILY COURT  
\_\_\_\_\_ JUDICIAL CIRCUIT

**FAMILY COURT COVERSHEET**

Docket No. \_\_\_\_\_

**NOTE:** The coversheet and information contained herein neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is required for docketing purposes for the Clerk of Court and must be signed and dated, and filled out completely. A copy of this coversheet must be served on the defendant(s) along with the Summons and Complaint.

Submitted by: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

SC Bar # \_\_\_\_\_

Telephone # \_\_\_\_\_

Fax # \_\_\_\_\_

Other: \_\_\_\_\_

**DOCKETING INFORMATION**

- ☐ This case is subject to MEDIATION pursuant to the Family Court Alternative Dispute Resolution Rules.  
☐ This case is exempt from ADR (certificate attached).

**Nature of Action Codes  
(Check One)**

**Marital Dissolution**

- ☐ Divorce (110)  
☐ Annulment (120)  
☐ Separate Support and Maintenance (130)  
☐ Registration of Foreign Divorce Decree – without support/custody (190)  
☐ Registration of Foreign Divorce Decree – with support/custody (191)  
☐ Marital Dissolution – Other (199) \_\_\_\_\_

**Abuse and Neglect**

- ☐ Abuse and Neglect – Child (210)  
☐ Abuse and Neglect – Adult (220)  
☐ Abuse and Neglect – Other (299) \_\_\_\_\_

**Juvenile Delinquency**

- ☐ Truancy (311)  
☐ Incurable (312)  
☐ Runaway (313)  
☐ Criminal Offense – Drug (315)  
☐ Criminal Offense – Against a Person (316)  
☐ Criminal Offense – Property (317)  
☐ Criminal Offense – Public Order (318)  
☐ Criminal Offense – Other (320)  
☐ Juvenile Delinquency – Other (399) \_\_\_\_\_

**Protection from Domestic Abuse**

- ☐ Domestic Abuse – Intimate Partner (410)  
☐ Domestic Abuse – Minor (420)  
☐ Registration of Foreign Order of Protection (490)  
☐ Domestic Abuse – Other (499) \_\_\_\_\_

**Support**

- ☐ Child Support – Private (501)  
☐ Child Support – Administrative Process (502)  
☐ Child Support – Judicial Process (503)  
☐ Registration of Foreign Order of Support (504)  
☐ UIFSA – Outgoing (505)  
☐ UIFSA – Incoming (506)  
☐ Modification of Child Support – Private (507)  
☐ Modification of Child Support – DSS (508)  
☐ Modification of Alimony (525)  
☐ College Expenses (530)  
☐ Support – Other (599) \_\_\_\_\_

**Custody/Visitation**

- ☐ Child Custody/Visitation (610)  
☐ Modification of Custody/Visitation (615)  
☐ Temporary Custody – Nonparent (616)  
☐ Registration of Foreign Child Custody Order (690)  
☐ Visitation Involvement Parenting (VIP) (DSS only) (691)  
☐ Custody/Visitation – Other (699) \_\_\_\_\_

**Miscellaneous Actions**

- ☐ Name Change (710)  
☐ Correction/Birth Record (720)  
☐ Judicial Bypass (730)  
☐ Adoption (740)  
☐ Foreign Adoption (741)  
☐ Post Dissolution Equitable Distribution (750)  
☐ Paternity – Private (761)  
☐ Paternity – DSS (762)  
☐ Termination of Parental Rights – Private (771)  
☐ Termination of Parental Rights – DSS (772)  
☐ Miscellaneous Actions – Others (799) \_\_\_\_\_

Submitting Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Custodial Parent (if applicable): \_\_\_\_\_

**Note:** Frivolous civil proceedings are subject to sanctions pursuant to Rule 11, SCRCP, and the South Carolina Frivolous Civil Proceedings Sanctions Act, S.C. Code Ann. §§ 15-36-10 et seq.

SCCA 467 (4/2021)

) IN THE FAMILY COURT  
) THIRTEENTH JUDICIAL CIRCUIT  
)

)

)

          -DR-39-          

)

;

**FINAL ORDER  
for Name Change and/or  
Amendment of SC Birth  
Certificate**

)

---

---

IT FURTHER APPEARS that the following information appears on the birth certificate of the party whose name is to be changed:

Full Maiden name of Mother:

**IT IS ORDERED, ADJUDGED AND DECREED** that the name of the party be changed from \_\_\_\_\_ to \_\_\_\_\_.

**Further**, that the Petitioners South Carolina Birth Certificate ☐ shall ☐shall not be amended to reflect the name change.

Presiding Family Court Judge  
Thirteenth Judicial Circuit  
Pickens, South Carolina

Date: \_\_\_\_\_  
Pickens, SC

STATE OF SOUTH CAROLINA

COUNTY OF PICKENS

IN RE: CHANGE OF NAME

\_\_\_\_\_ TO

\_\_\_\_\_

EX PARTE:

\_\_\_\_\_ Petitioner

IN THE FAMILY COURT

DOCKET NO: \_\_\_\_\_

**PETITION**

For Name Change and/or  
Amendment of SC Birth Certificate

1. I am a resident of Pickens County, South Carolina, and have resided in South Carolina for at least six (6) months.

\_\_\_\_\_ Current Address

\_\_\_\_\_ Current County/State

2. I seek a change of name as set forth above. ☐ I do ☐ do not seek amendment of my SC birth certificate.

3. The information on my birth certificate is as follows:

\_\_\_\_\_ Full Name at Birth

\_\_\_\_\_ Date of Birth

\_\_\_\_\_ Birthplace: County/State

\_\_\_\_\_ Full Name of Father

\_\_\_\_\_ Full Maiden Name of Mother

SC Birth Certificate number: \_\_\_\_\_

4. Reason(s) for the change of name:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Attached to this Petition is my affidavit attesting to the requirements of SC Code §15-49-20.

\_\_\_\_\_ Petitioner

STATE OF SOUTH CAROLINA

COUNTY OF PICKENS

IN RE: CHANGE OF NAME

\_\_\_\_\_ TO

EX PARTE:

\_\_\_\_\_  
Petitioner

IN THE FAMILY COURT

DOCKET NO: \_\_\_\_\_

**AFFIDAVIT FOR NAME CHANGE**

(To be attached to Petition)

1. I attest that I am a resident of Pickens County, South Carolina, and have resided in South Carolina for at least six (6) months prior to filing for this name change. Attached to this Affidavit is my proof of residency.
2. ☐ I attest that I am under order to pay child support and/or alimony in \_\_\_\_\_ County case number \_\_\_\_\_.  
-OR-  
☐ I attest that I am **NOT** under order to pay child support and/or alimony.
3. I attest that there are no criminal actions pending against me, nor are there any creditors or judgments that I am attempting to evade. I attest that ☐ I do ☐ do not have a criminal record, as reflected on the SLED screening statement attached.
4. I attest that I ☐ am ☐ am not listed on the sex offender registry, as reflected on the SLED screening statement attached.
5. I attest that I ☐ am ☐ am not on the SCDSS Central Registry for Abuse and Neglect as reflected on the DSS screening statement attached.
6. I ☐ do ☐ do not seek amendment of my SC birth certificate to reflect the name change.

\_\_\_\_\_  
Full Name at Birth

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Birthplace: County/State

\_\_\_\_\_  
Full Name of Father

\_\_\_\_\_  
Full Maiden Name of Mother

7. I understand that willfully falsifying the information contained in this affidavit subjects me to penalties provided by SC Code §15-49-20, including a fine, imprisonment, or both.

\_\_\_\_\_  
Petitioner

SWORN TO AND SUBSCRIBED BEFORE ME THIS

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC FOR SOUTH CAROLINA, MY COMMISSION EXPIRES: \_\_\_\_\_

**SECTION 15-49-20.** Petition requirements for name change; notification; costs.

(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 petitioner is under a court order to pay child support or alimony;
- (4) a screening statement from the State 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 shall notify the division of the change so that the division can accurately reflect the change in the sex offender registry;
- (5) an affidavit signed by the petitioner which provides that the petitioner is currently a resident of the State of South Carolina and has been a resident of the State for at least six months. The petitioner shall attach to the affidavit proof of residency in South Carolina of at least six months, which may be as documented on any form of proof of residency deemed acceptable by the South Carolina Department of Motor Vehicles when issuing a driver's license. To protect the petitioner's safety, the court may waive the six months' residency requirement if the petitioner provides evidence that:
  - (a) the petitioner is a victim of domestic violence, dating violence, stalking, harassment, sexual offenses, trafficking in persons, or other abuse; and
  - (b) the petitioner is currently in reasonable fear of the petitioner's safety.

Evidence shall include, but not be limited to:

- (i) law enforcement, court, or other federal or state agency applications, records, or files;
- (ii) documentation from an agency or nonprofit organization that provides specialized assistance or services to victims of domestic violence, dating violence, stalking, harassment, sexual offenses, trafficking in persons, or other abuse; or
- (iii) documentation from a religious, medical, or other professional from whom the applicant has sought assistance in connection with the alleged victimization.

This subsection does not apply to a minor child when 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 consideration of 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.

(F) A petitioner who requests a background check from a law enforcement agency pursuant to the provisions of this section shall sign an affidavit stating he has never been convicted of a crime under a name other than the name in which he is making the request. A surrogate or person representing a petitioner over the age of eighteen shall not be allowed to sign the affidavit. A petitioner who knowingly and wilfully falsifies the affidavit must be punished as provided in subsections (G) or (H).

(G) A person who knowingly and wilfully falsifies the affidavit required in subsection (F), upon conviction, must be fined not more than one hundred dollars or imprisoned for not more than six months, or both.

(H) A person convicted of an offense requiring registration with the State Law Enforcement Division's Sex Offender Registry, and who knowingly and wilfully falsifies the affidavit required in subsection (F) in order to obtain employment, including employment with a child daycare center, or other entity that cares for vulnerable individuals, upon conviction, must be imprisoned for a period of not more than ten years.

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

(J) The provisions of this section do not apply to a person who wishes to resume her maiden name as a result of a domestic action filed in family court. A family court judge may authorize a name change for a person wishing to resume her maiden name in another order including, but not limited to, an order for separate support and maintenance or a final divorce decree.

(K) Upon the petitioner's request, after granting the name change, the court shall seal the file if the court finds that the safety of the petitioner seeking the name change or the safety of the petitioner's child or ward warrants sealing the file. In all cases filed under this subsection, where the court orders that the file be sealed, any court record of the name change petition, proceeding, or order shall not be made public.

HISTORY: 1962 Code Section 48-52; 1952 Code Section 48-52; 1942 Code Section 8675; 1932 Code Section 8675; Civ. C. '22 Section 5574; Civ. C. '12 Section 3794; Civ. C. '02 Section 2700; G. S. 2068; R. S. 2200; 1814 (5) 718; 2002 Act No. 346, Section 1; 2006 Act No. 229, Section 1, eff February 17, 2006; 2022 Act No. 183 (H.3271), Sections 2, 3, eff May 16, 2022.

Effect of Amendment



## South Carolina Department of Motor Vehicles United States Citizens' Checklist

**MV-93**  
(Rev. 09/2022)

You must choose whether you want to get a REAL ID or not. A REAL ID card will have a gold star on it and can be used to board airplanes or enter secure federal facilities. Without a REAL ID, you must have another federally approved form of identification, such as a valid US Passport or military ID, and show it to pass security at airports nationwide or enter secure federal facilities. You do not need a REAL ID beginner's permit, driver's license, or identification card (ID) to do any of the following: drive; vote; access hospital care; enter non-secured federal facilities such as a post office; receive federal benefits for which you're entitled (Social Security Administration, Veterans Affairs); or participate in law enforcement investigations or proceedings. Regardless of what choice you make, the cost of a South Carolina REAL ID is the same as a beginner's permit, driver's license, or ID that is not a REAL ID.

These requirements are for someone who is applying for a first-time SC beginner's permit, driver's license, or ID; or was previously licensed in SC and is returning after being issued a beginner's permit, driver's license, or ID in another state if these documents are not already on file with SCDMV; or when an SC beginner's permit, driver's license, or ID has been expired for more than nine months. If you previously held an SC card, you are required to provide at least one updated document with your current address. For reference, use this checklist.

- You must surrender any beginner's/learner's permit, driver's license, or ID issued by another state. If a non-commercial license or ID was lost or stolen, you must provide a certified copy of your driving record from the state that issued the beginner's permit, driver's license, or ID. However, a CDL holder must get a replacement license from his state of record and surrender it to SC.
- You must provide the **name of your automobile liability insurance company** that is licensed to do business in SC (not required for a beginner's permit or ID). This information is subject to electronic verification. SC Code § 56-1-80(C)
- You must provide your **social security number (SSN)** which will be electronically verified with the Social Security Administration (SSA). The SSN, date of birth and name on your application must match the SSA file. 6 CFR § 37.11(e); SC Code § 56-1-90
- You must provide the following documents. All documents are subject to verification. This list is subject to change at the SCDMV's discretion. Documents that are not in English must be translated by either a qualified translator, or a certified translator. Qualified translators must have a letter of verification from their employer on letterhead qualifying them as a translator. Certified translators can present their ATA certification. Translations must be made on the Translation Document (SCDMV form 4030).
  - Proof of SC address.** 6 CFR § 37.11(f); SC Code §§ 56-1-40(7), -80(3)
  - Proof of US citizenship/proof of identity, date, and place of birth.** 6 CFR 37.11(c), (d); SC Code §§ 56-1-80 and -90
  - Documents supporting name change(s), if applicable.** See specific requirements below. 6 CFR 37.11(c); SC Code § 56-1-90

### 1. Proof of SC Address must show your name and current SC address of residence (not PO Box). Below are two options you have based on the number of proof of address documents you provide.

- Two proofs of address** are required if you are interested in getting a REAL ID beginner's permit, driver's license, or identification card. You MUST provide two items from the categories listed below and each item should be from a different organization. Both proofs of address must show the same address.
- Only one proof of address** is required if you prefer to have a beginner's permit, driver's license, or ID that has **"NOT FOR FEDERAL IDENTIFICATION"** printed across the front of it. You will not be issued a REAL ID.

- SC beginner's permit, driver's license, ID, or vehicle registration:** must show your current residential address or your updated address must be on file within the SCDMV's system if it is not reflected on your card.
- SC Concealed Weapons Permit (CWP); Fishing/hunting licenses or boat/jet ski registrations** (Department of Natural Resources products).
- Voter registration card; County tax bill or property tax receipt for your vehicle or home.**
- State or federal tax records:** Income tax returns are acceptable including electronic tax file, W-2 Form, or Form 1095-B Health [insurance] Coverage. You must be listed as a primary taxpayer or dependent.
- School records** – must be from an SC school, college, or university unless otherwise noted.
  - Report card (must show your name and current SC address)
  - Letter or contract from Home Schooling Association.
  - Official letter from your school or school district on school or district letterhead (must indicate enrollment period).
  - Transcript (SC school, college, or university).
  - Out-of-state or in-state tuition bill or receipt of student loan.
  - Letter from an out-of-state boarding school or a professional career development institute indicating that you live in SC and attend school out-of-state.
- Social security check or annual statement.**
- Current lease agreement for an apartment, house, or car.**
- Utility bill, payment receipt, or approved application for services at your current SC residence** (mailed to your SC address, not an out-of-state address): may be a water, sewer, gas and electricity, cable/satellite TV, internet, cell phone, or telephone bill.
- Financial statements: credit card or bank statement or signed letter on bank letterhead:** must also show your name and SC physical address as the account holder.
- Home mortgage monthly statement or deed.**
- Insurance documentation from a company licensed to do business in SC:**
  - Automobile or life insurance bill or payment receipt (cards are not accepted).
  - Health insurance statement, payment receipt, explanation of benefits (cards are not accepted).
  - Homeowner's insurance policy, payment receipt, or bill.
  - Renter's insurance policy, payment receipt, or bill is acceptable in conjunction with another document confirming the address on the renter's insurance document.
- Current letter of employment or payroll stub/statement.**
- US Postal Service letter or item delivered by the US Post Office:**

- Change of address confirmation letter or postmarked US mail with forwarding address label must contain your first and last name, state, and zip code.
- Any postmarked mail showing your name and delivered by the US Post Office to your current address such as personal letters, or magazines.

- Parolee letter from parole officer.**
- Letter from director of SC social welfare institution** (such as a homeless shelter, battered women's shelter, halfway house, group home, orphanage) stating you are a resident of the facility.
- Other documents issued by federal/state/municipal government.**

### 2. Proof of US Citizenship/Proof of Identity and Date of Birth - You must provide one of the following documents (must be originals):

- Certified Copy of Birth certificate** with birth/file, book, volume, page or tracking number, and registrar's signature issued by the county or the Vital Records Office.
  - Birth certificate from US territory (must be translated if not in English) American Samoa, Guam, Northern Mariana Islands, Puerto Rico (issued after June 30, 2010), and the US Virgin Islands.
  - Delayed birth certificate. If your birth certificate was not issued at time of birth, you can apply for your birth certificate from the Vital Records Office.
- Unexpired US Passport or US Passport Card.**
- Certificate of US Naturalization** - USCIS Form (N-550 or N-570).
- US government issued Consular Report of Birth Abroad.**
- Certificate of Citizenship** (N-560 or N-561).

If your birth certificate shows that you were not born in the United States, you must also provide an additional document from the above list to prove US citizenship.

### 3. Documents Supporting Name Change(s)

Both your name and the SSN must be electronically verified with the SSA.

If your name has changed since birth, you may present one of the following options:

- A court order or divorce decree changing your name.
- A signed, government-issued marriage license. You can use a marriage license one time per marriage to change your middle name, last name, or both with the department. A marriage license cannot be used to change your first name.
- An unexpired United States Passport or Passport Card. An expired passport or passport card can only be used in the following option, letter d, below.
- You can present at least three different documents, showing your full name as the name that has been used for at least fifteen years. The name on these documents must show a reasonable link to the other identity documents presented (Section 2, above).

State law requires that customers whose names have changed since birth must present documents that demonstrate name traceability, if not already on file. Example: A person, born Jane Smith who changes her name through court order to Jane Williams, then changes her name to Jane Jones after marrying. The agency must see the court order and the marriage license showing both of Mrs. Jones's name changes, or Mrs. Jones could follow the steps in option four above.

If you have changed your name in the past, but since returned to the name listed on your identity documents, any future name changes with the SCDMV will not require documentation from prior name changes.

**If you are from a US territory, you must successfully complete the vision, knowledge, and skills tests when applying for commercial driver's licenses.**

**THIS INFORMATION IS PROVIDED AS A COURTESY ONLY. PLEASE CONTACT EACH AGENCY FOR UP-TO-DATE INSTRUCTIONS.**

- **Contact:** SCDSS, Child Abuse and Neglect Registry  
Post Office Box 1520  
Columbia, South Carolina 29202-1520  
Phone: 1-803-898-7318  
Fax: 1-803-898-7641  
**\$8.00 Money Order**

**Website:** <https://dss.sc.gov/about/data-and-resources/forms-and-brochures>  
Form #3072 Consent to Release Information

- **Contact:** South Carolina Law Enforcement Division  
Attn: Records  
Post Office Box 21398  
Columbia, SC 29221  
Phone: 1-803-737-9000  
**\$25.00 Money Order**

Call to get the package sent to you

Information you have to send:

- Name you are using now
- Name you are changing to
- Social Security #
- Date of Birth
- Sex at Birth
- Race
- Contact Phone #

You have to include a stamped self-addressed envelope

## Criminal Records Checks

In the best interest for the citizens of Pickens County, the Sheriff's Office does not provide routine background or criminal records checks for employment or other personal reasons that are not law enforcement related.

Unlike some other jurisdictions, the Sheriff's Office does not maintain arrest records or case files for any other agency or jurisdiction other than the Pickens County Sheriff's Office.

Arrest records or local criminal histories provided by this agency could be misinterpreted in that it is an *all-inclusive* background check for all agencies with Pickens County or the entire state of South Carolina which would be false.

Citizens that have a need for a criminal records check or documentation declaring that there is no previous arrest activity should contact the **South Carolina Law Enforcement Division (SLED)** and make a request through "SLED CATCH" which captures all arrest data from every law enforcement agency within South Carolina.



*"SLED CATCH allows you to view and print criminal records information from South Carolina ONLY. National criminal records checks are allowed only where specifically authorized by law. Information on Wanted Persons is not included in a SLED CATCH report. Results of a SLED CATCH arrest report is supported by submissions of fingerprints taken by a law enforcement agency or detention facility pursuant to Section 23-3-120."*

For more information regarding criminal records checks utilizing the "SLED CATCH" system, please refer to the below link or follow the instructions found on the website for the **South Carolina Law Enforcement Division**.

<https://catch.sled.sc.gov>

**Additional Contact Info for SLED taken directly from their website:**

The Public may reach SLED through telephone number (803)737-9000 or through a mailing address of:

**South Carolina Law Enforcement Division  
Post office Box 21398  
Columbia, SC 29221**