



HAWAII STATE ARCHIVES

ORDER FOR CHANGE OF NAME RECORD



1. Requestor Name			2. Date		
3. Full Address			4. Phone		
5. Email			6. Other Phone		
7. Relationship to Petitioner			8. Date of Decree		
9. Petition No.		10. HSA Ref No.			
11. Name After Change					
12. Former Name					
13. Type of Service					
DUPLICATION <input type="checkbox"/> Order x <input type="checkbox"/> Decree x <input type="checkbox"/> Petition x <input type="checkbox"/> Entire File x					
CERTIFICATION <input type="checkbox"/> Order x <input type="checkbox"/> Decree x <input type="checkbox"/> Petition x <input type="checkbox"/> Entire File x					
Laws governing the disclosure of personal records limit public access to certain parts of records of name changes. [HRS 574-5(e) and HRS 92F-13]. All items must be completed in full before this request will be processed.					
14. Signature					
RESERVED FOR ARCHIVES USE ONLY					
Type of Service	Quantity	Fees	Order rec'd by	Date	
No. of pages			Method <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Walk-in		
No. of Certifications			Call when ready <input type="checkbox"/> Yes <input type="checkbox"/> No	Called on	
Postage			Pick-up Method		
Handling			<input type="checkbox"/> Mail <input type="checkbox"/> Messenger* <input type="checkbox"/> Self * <input type="checkbox"/> Electronic		
TOTAL			*signature & date required		
			Pynt rec'd by	Date	
Work Order #		Payment in <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order			
		Receipt No.			
Processed by		<input type="checkbox"/> Logged <input type="checkbox"/> Scan <input type="checkbox"/> Stats <input type="checkbox"/> Email arch <input type="checkbox"/> Log arch <input type="checkbox"/> emboss <input type="checkbox"/> Log out <input type="checkbox"/> filed <input type="checkbox"/> Copied env <input type="checkbox"/> Index			In-hse pgs

Make check(s) or money order(s) payable to Hawaii State Archives. Mail the completed and signed form, with payment, to Hawaii State Archives, Kekauloahi Bldg, 364 S. King Street, Honolulu, Hawaii 96813.