



HAWAI'I 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 Handling TOTAL			Pick-up Method <input type="checkbox"/> Mail <input type="checkbox"/> Messenger* <input type="checkbox"/> Self * <input type="checkbox"/> Electronic	*signature & date required
			Pymt rec'd by	Date
			Payment in <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order	
Work 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 Hawai'i State Archives, Kekauluohi Bldg, 364 S. King Street, Honolulu, Hawaii 96813.