

**Instructions for Affidavit of Personal Service
Minor Name Change**

After the papers are served, the person who served the papers must fill out the *Affidavit of Personal Service* form. This form is evidence that the papers were served on the non-applicant parent.

1. Fill in the top part of the form the same as you did for the *Application for a Name Change for a Minor*.
2. On the blank line after it says “State of Minnesota, County of _____,” fill in the name of the county where the server signs the *Affidavit of Personal Service*.
3. Fill in the name and birth date of the server.
4. Fill in the date the papers were handed to the other party.
5. Fill in the name of the other party.
6. Fill in the place where the documents were served.
7. The person who served the papers signs the *Affidavit of Personal Service* in the presence of a notary public or court administrator/deputy. The notary or court administrator/deputy will require picture identification. After it has been signed, make one copy of the *Affidavit of Personal Service* for your records and file the original *Affidavit of Personal Service* with the court.

Helpful materials may be found at your public county law library. For a directory, see <http://www.lawlibrary.state.mn.us/cllppubdir.rtf> . For more information, contact your court administrator or call the Minnesota State Law Library at 651-296-2775.