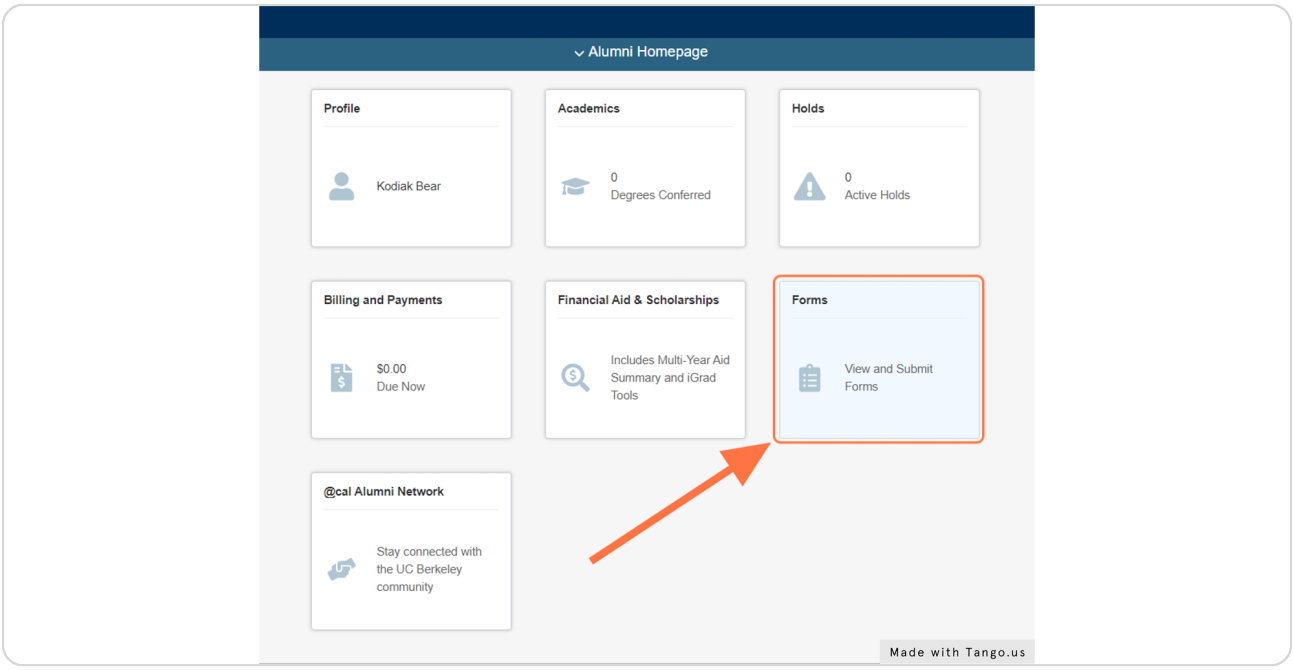
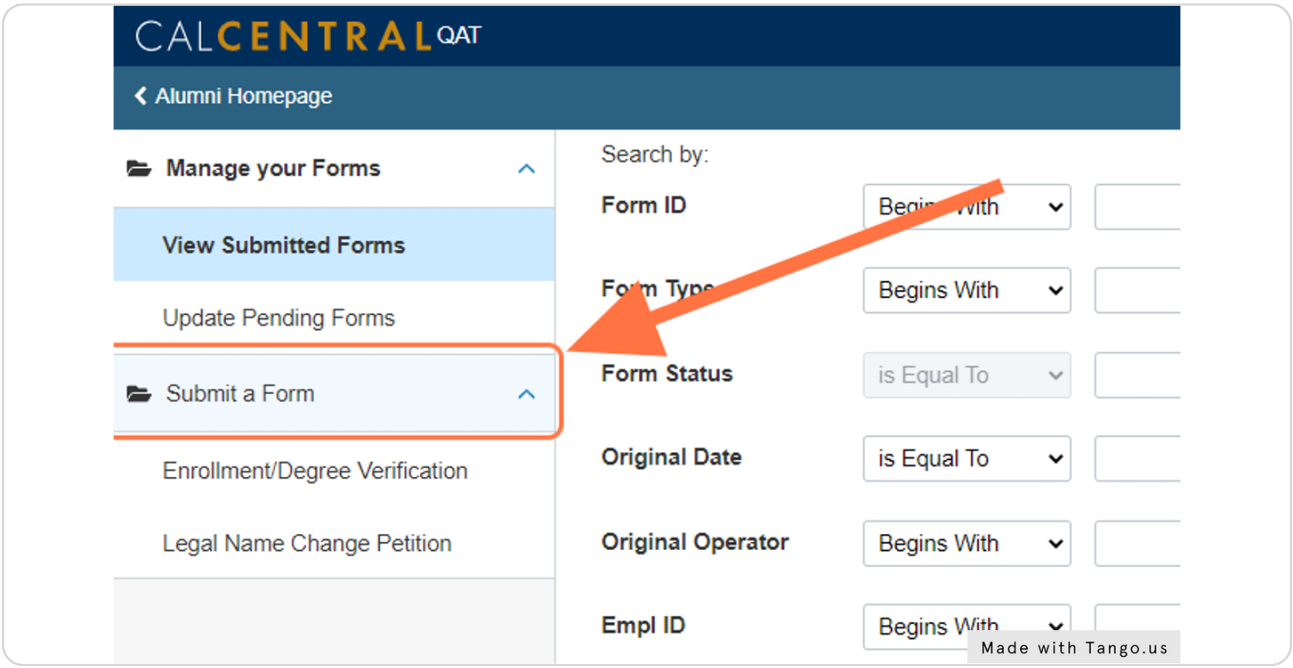
STEP 1

Click on Forms



STEP 2

Click on Submit a Form



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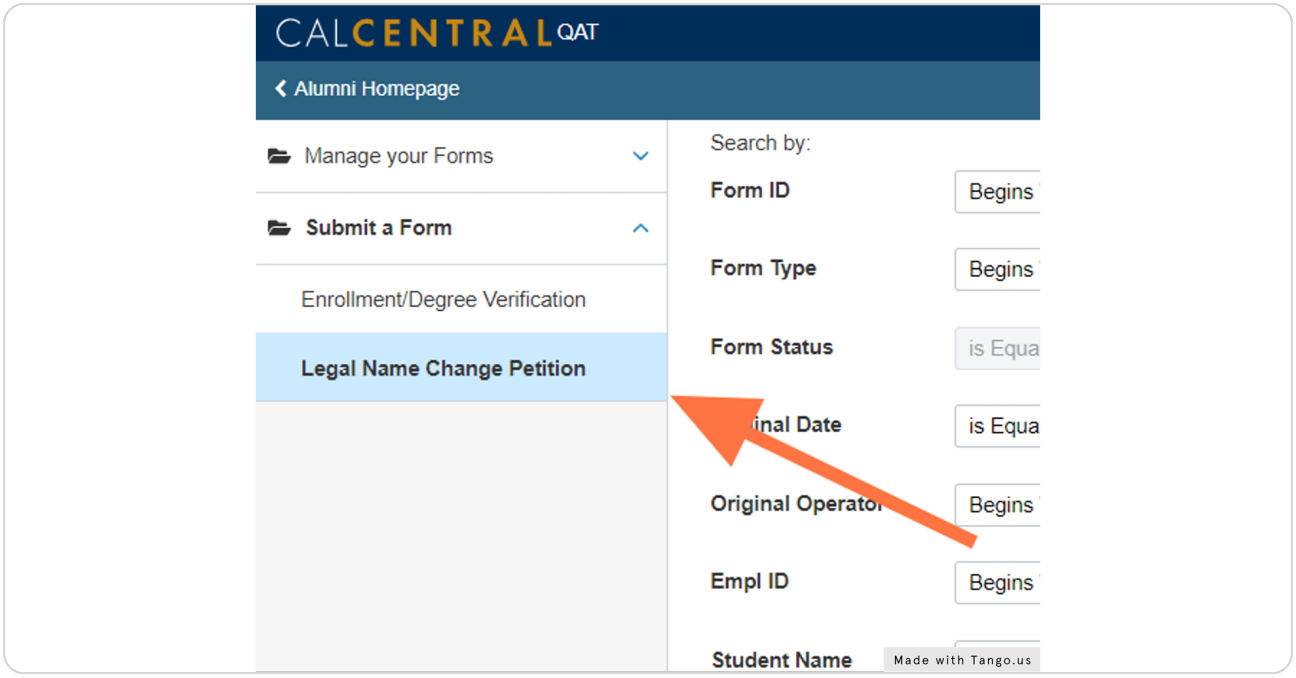
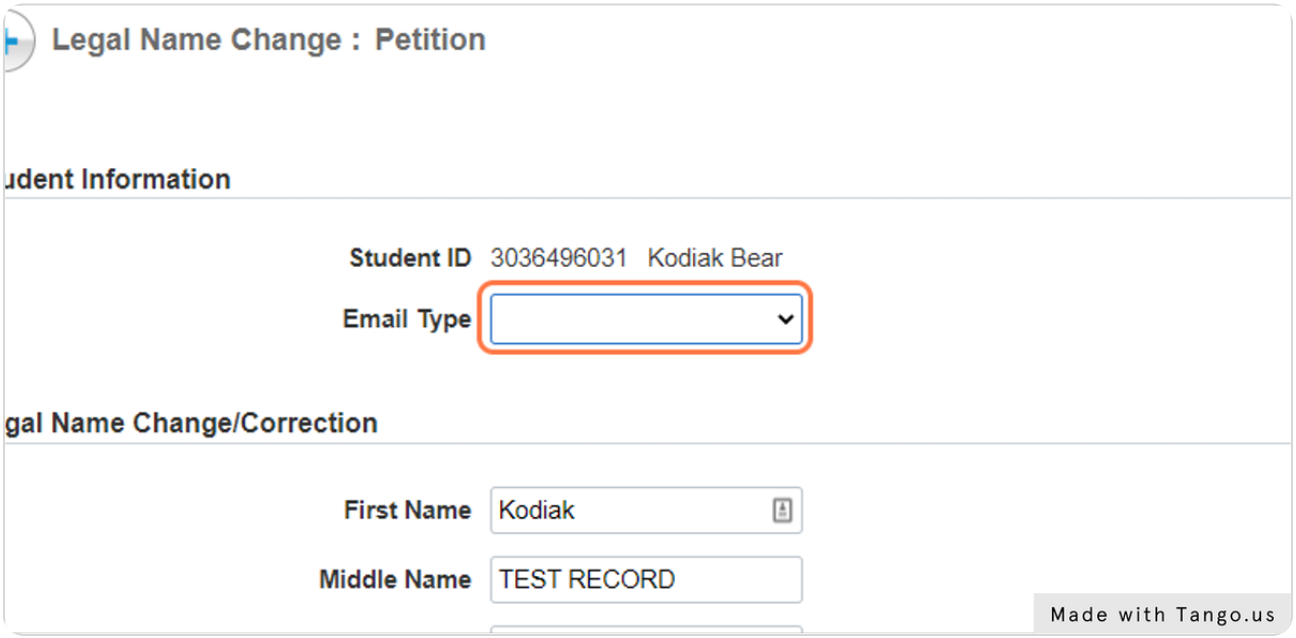
STEP 3

Click on Legal Name Change Petition



STEP 4

Select an Email from Email Type



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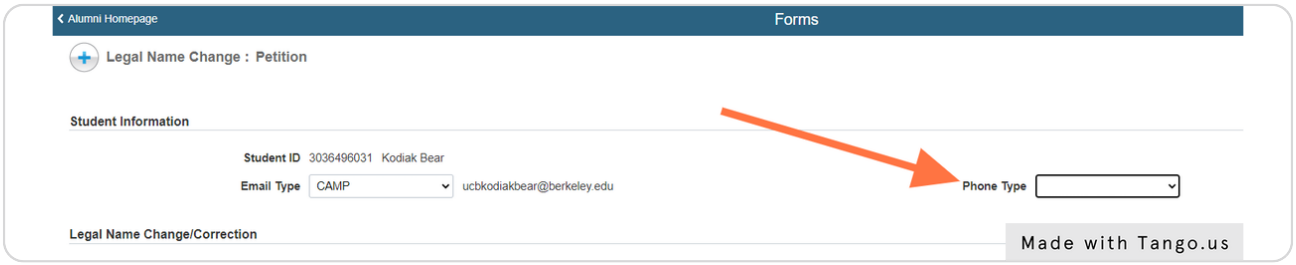
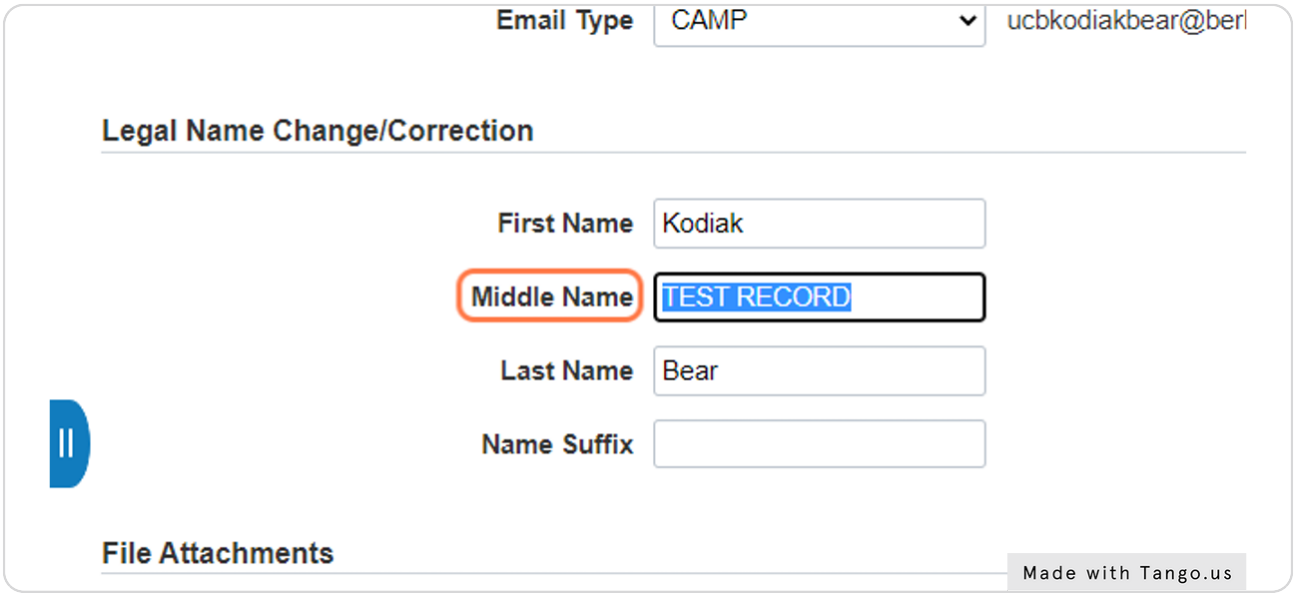
STEP 5

Select a phone type



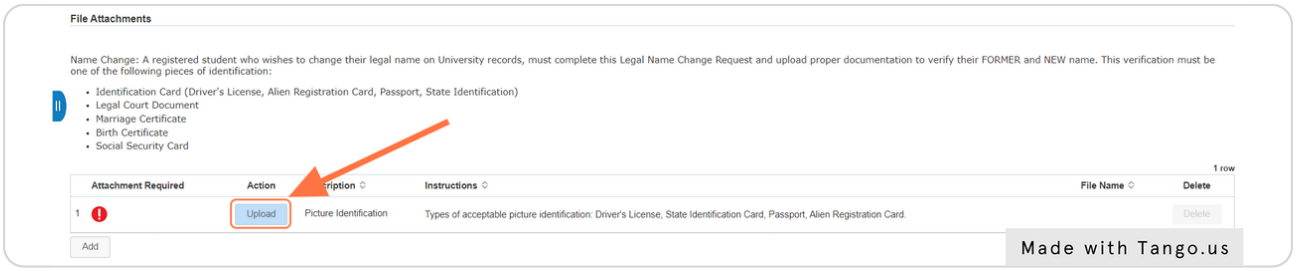
STEP 6

Type your name as it appears on your legal documents



STEP 7

Click on Upload



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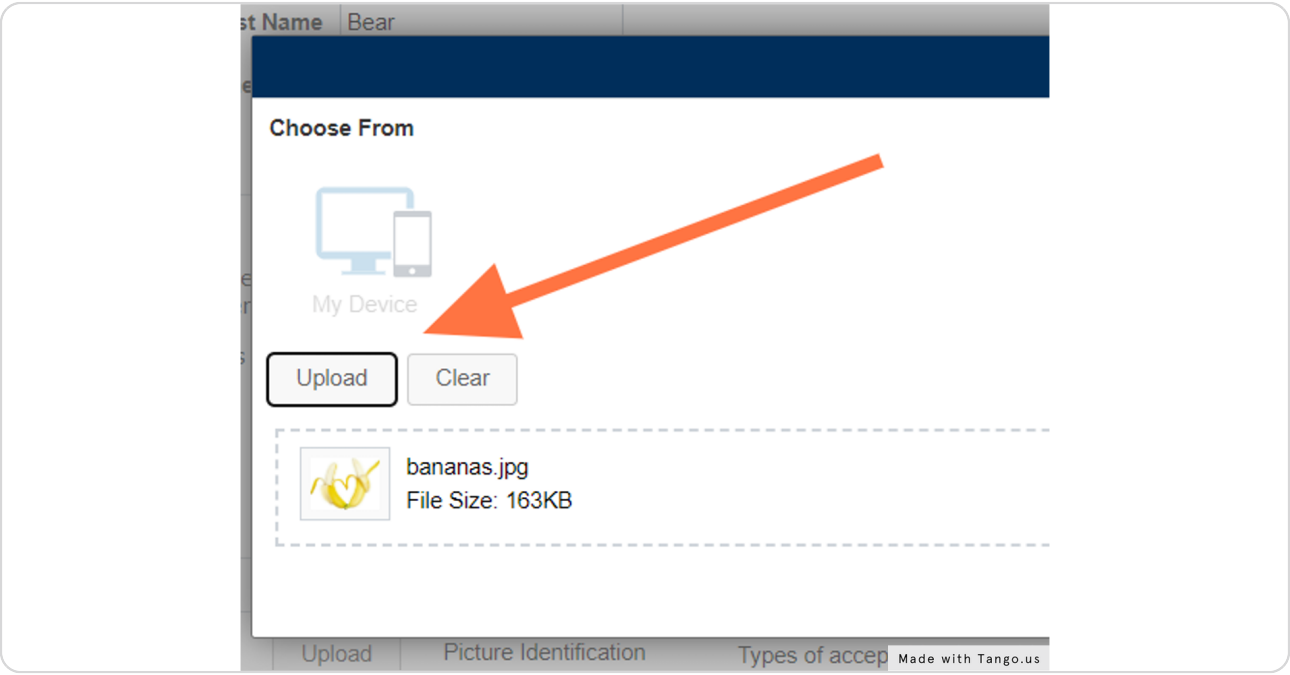
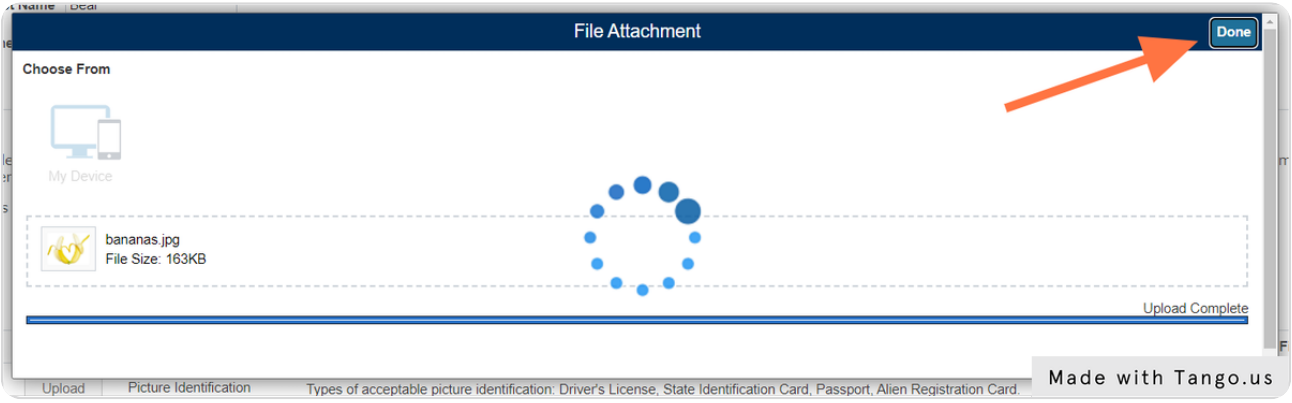
STEP 8

Find your file and click Upload



STEP 9

Click on Done



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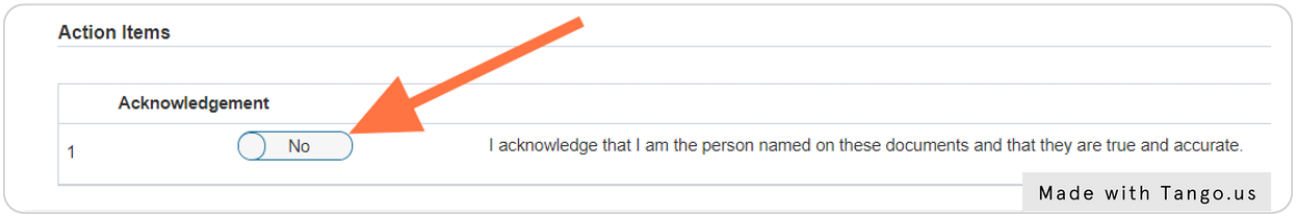
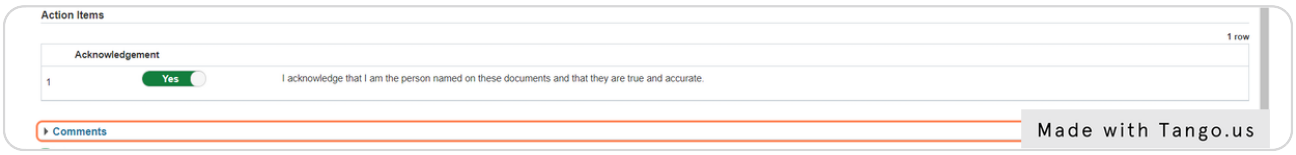
STEP 10

Toggle the acknowledgment button to affirm that you are the person named on these documents and that they are true and accurate.



STEP 11

If you would like to add any additional notes Click on Comments.

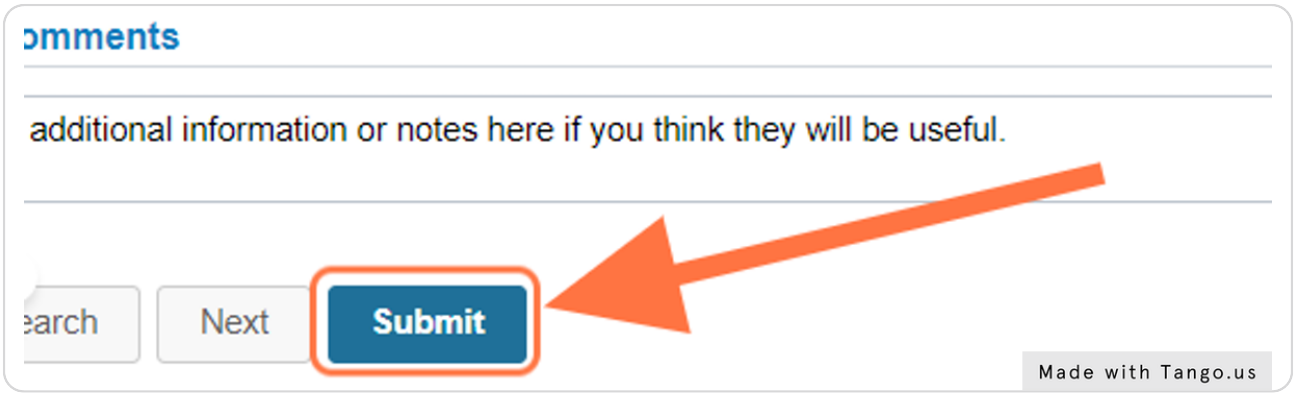


STEP 12

Add additional information or notes here if you think they will be useful.

STEP 13

Click on Submit



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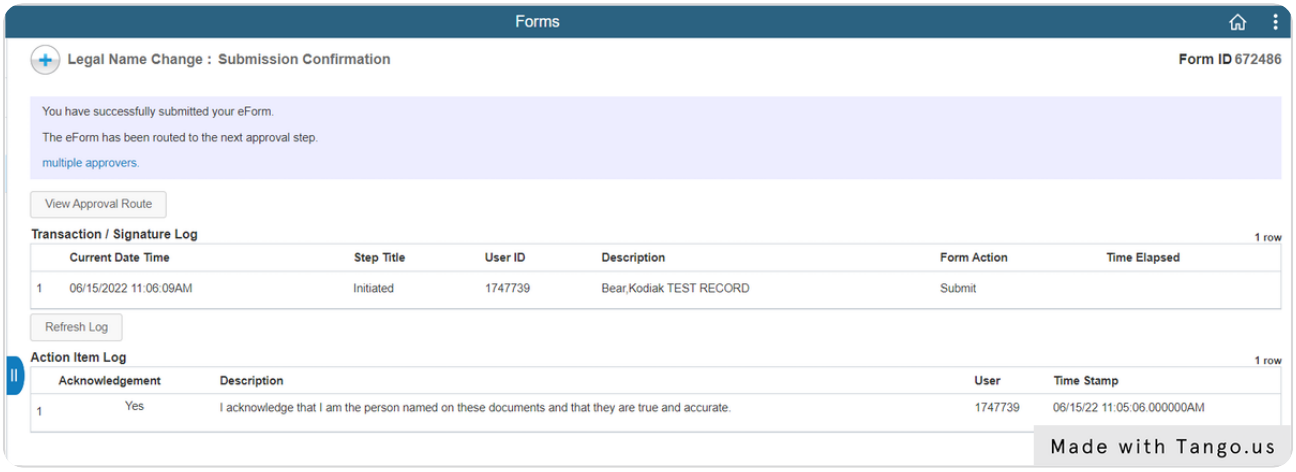
STEP 14

You should see the submission confirmation page when your form is successfully submitted. You will also receive an email notification.



STEP 15

You will receive another email when your name change is complete or with additional instructions if more information is required

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