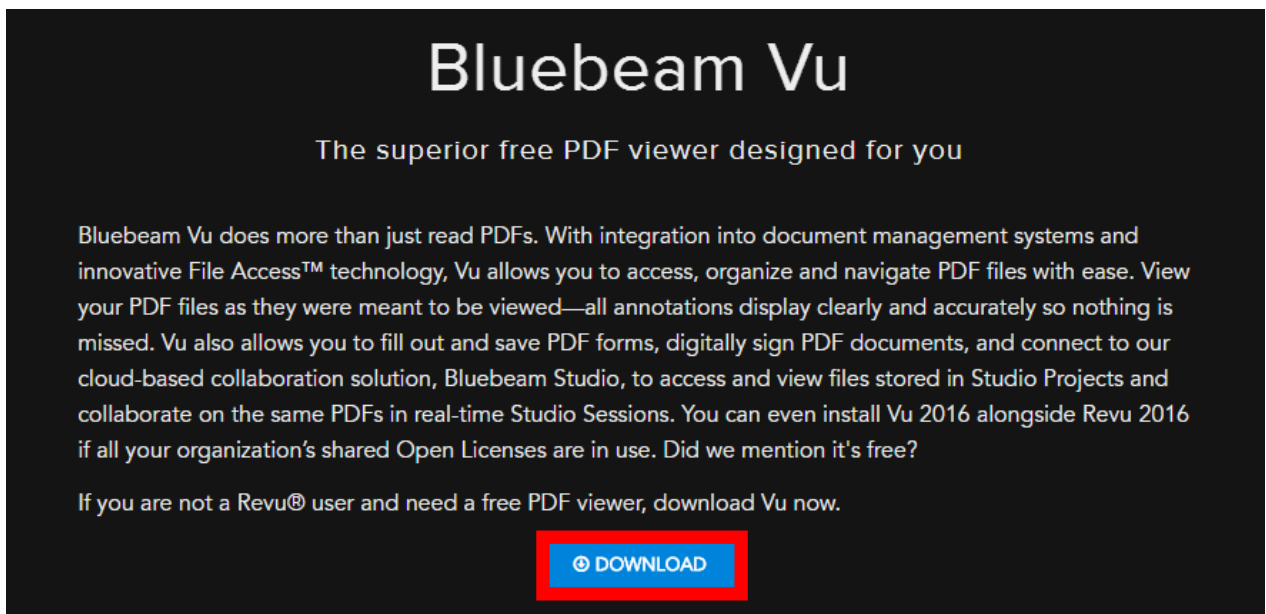
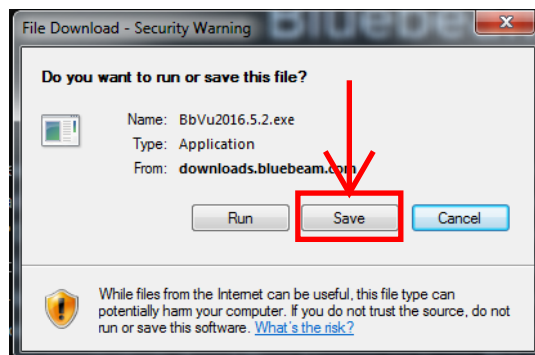


# SC NAME CHANGE INSTRUCTIONS FOR PC

The name change packet was designed to be used with "Bluebeam VU". It's a free pdf reader. Download from the link below:



The image shows a dark-themed webpage for Bluebeam Vu. At the top, the text "Bluebeam Vu" is displayed in a large, white, sans-serif font. Below it, the tagline "The superior free PDF viewer designed for you" is centered. A paragraph of text describes the software's features, including PDF reading, form filling, and digital signing. At the bottom of the page, a blue button with the text "© DOWNLOAD" is highlighted with a red rectangular border.

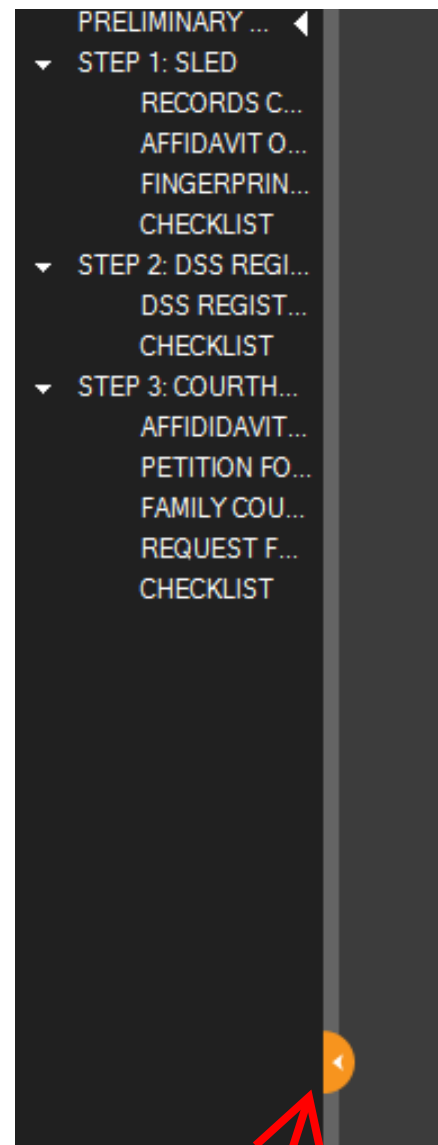
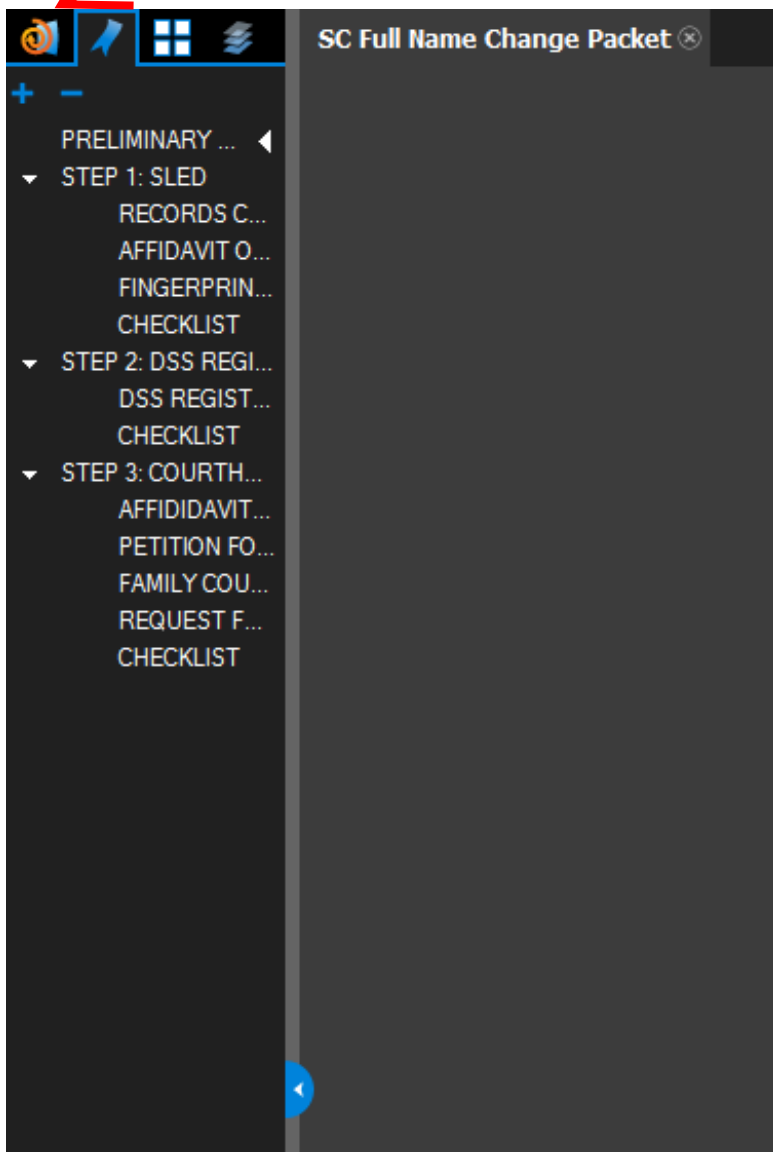


Once the .exe file downloads from the link, open it from your "downloads" folder and walk through the download.

# Download the SC Full Name Change Packet .pdf and open it with "Bluebeam Vu"

When you open the .pdf for the first time, it may give you a dialog box about layers, click "YES". If you accidentally click "NO", it won't matter.

There are 4 toolbars on the left that you can toggle between. Most likely, you won't need more than one of these.



Clicking and dragging this toggle expands the toolbars on the left.

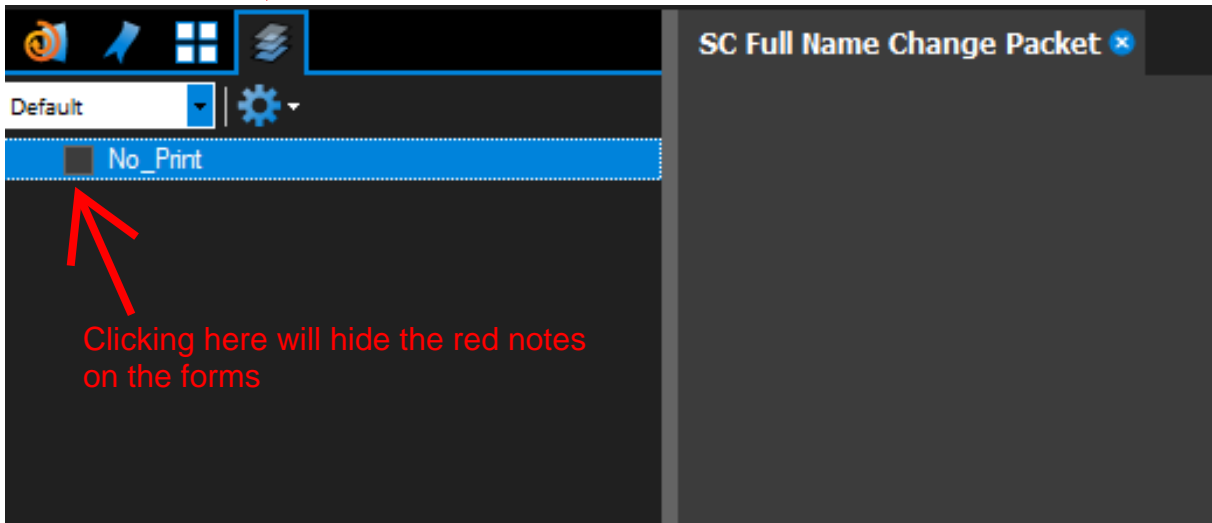
The "ribbon" represents the BOOKMARKS toolbar.

The screenshot shows a web application interface with a dark theme. At the top, there is a header bar with a title "SC Full Name Change Packet" and a close button. Below the header is a sidebar menu with a list of items. A red arrow points to the top of the sidebar, which is labeled as the "ribbon" or "BOOKMARKS toolbar". Another red arrow points to the "AFFIDAVIT OF CONVICTIONS" item in the sidebar. A third red arrow points to the main content area, which is currently empty, with the text "Clicking on any of these will take you directly to that page." below it.

- PRELIMINARY INFO FORM
- STEP 1: SLED
  - RECORDS CHECK
  - AFFIDAVIT OF CONVICTIONS
  - FINGERPRINT CARD CHECKLIST
- STEP 2: DSS REGISTRY CHECK
  - DSS REGISTRY CHECK CHECKLIST
- STEP 3: COURTHOUSE SECTION
  - AFFIDAVIT FOR CHILD SUPPORT
  - PETITION FOR NAME CHANGE
  - FAMILY COURT COVERSHEET
  - REQUEST FOR HEARING CHECKLIST

Clicking on any of these will take you directly to that page.

This icon represents the LAYERS toolbar.



## EXAMPLE:

The form is titled 'AFFIDAVIT' and is for the State of South Carolina, County of GREENVILLE. It contains the following text:

State of South Carolina )  
County of GREENVILLE ) AFFIDAVIT

FILL OUT SPACE 1 OR 2 -- NOT BOTH! PUT YOUR BIRTH NAME IN ONE BLANK AND CHOSEN NAME IN THE OTHER BLANK.

Personally appeared before me the undersigned, who being duly sworn, deposes and says:

1. I am making the request for a background check and screening statement from the State Law Enforcement Division. I have never been arrested or convicted of a crime under a name other than the name(s) \_\_\_\_\_ ONLY FILL THESE IN IF YOU HAVE BEEN ARRESTED.
- OR 2. Below are the names I have used; however, I have never been arrested: \_\_\_\_\_
3. I understand that a person who knowingly and willfully falsifies this affidavit is subject to criminal punishment as provided by law.

SAVE THIS PART UNTIL YOU'RE WITH A NOTARY

[Signature of Petitioner]

SWORN to and subscribed before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

NOTARY  
Notary Public for South Carolina  
My Commission Expires: \_\_\_\_\_

Red annotations include arrows pointing to the 'FILL OUT SPACE 1 OR 2 -- NOT BOTH!' text, the 'ONLY FILL THESE IN IF YOU HAVE BEEN ARRESTED.' text, and the signature line. A green arrow points to the 'SAVE THIS PART UNTIL YOU'RE WITH A NOTARY' box.

Layer ON

The form is titled 'AFFIDAVIT' and is for the State of South Carolina, County of GREENVILLE. It contains the following text:

State of South Carolina )  
County of GREENVILLE ) AFFIDAVIT

Personally appeared before me the undersigned, who being duly sworn, deposes and says:

1. I am making the request for a background check and screening statement from the State Law Enforcement Division. I have never been arrested or convicted of a crime under a name other than the name(s) \_\_\_\_\_.
2. Below are the names I have used; however, I have never been arrested: \_\_\_\_\_.
3. I understand that a person who knowingly and willfully falsifies this affidavit is subject to criminal punishment as provided by law.

[Signature of Petitioner]

SWORN to and subscribed before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public for South Carolina  
My Commission Expires: \_\_\_\_\_

Layer OFF

**NOTE: The notes on the forms DO NOT print regardless of whether or not you toggle the layer**

**Now you're ready to GO!**

**Make sure you fill out the "Preliminary Info Form" FIRST because filling it out takes care of a lot of the other forms in the document.**

**PRELIMINARY INFO FORM**  
(FILLING IN THESE FIELDS WILL MAKE THE REST OF THE FORMS EASIER --- DO NOT SEND THIS PAGE IN ANYWHERE!)

FULL BIRTH NAME:

BIRTH NAME (FIRST AND LAST):

FULL CHOSEN NAME:

CHOSEN NAME (FIRST AND LAST):

FORMER NAMES, IF APPLICABLE:   
(MAIDEN NAMES, NICKNAMES)

DATE OF BIRTH:

SOCIAL SECURITY NUMBER:  -  -

TELEPHONE NUMBER: (  )  -

EMAIL ADDRESS:

SEX:  RACE:  AGE:   
(ON DMV FILE) (ON DMV FILE)

PLACE OF BIRTH:

MAILING ADDRESS: # STREET NAME   
CITY, STATE ZIP

ADDRESS ON YOUR DRIVER'S LICENSE: # STREET NAME   
CITY, STATE ZIP

PREVIOUS ADDRESS:   
(IF YOU'VE LIVED AT CURRENT ADDRESS FOR LESS THAN 1 YEAR)

COUNTY:

**NOTE:** WHEN YOU FILL OUT THIS PAGE, THE MAJORITY OF THE FIELDS ON THE FORMS BELOW WILL BE AUTO-POPULATED FOR YOU. PLEASE LOOK FOR THE **PURPLE** FLAGS FOR AREAS THAT WILL STILL NEED TO BE FILLED IN.

ON SEVERAL FORMS, YOU'LL SEE RED NOTES AND FLAGS, THESE WILL NOT SHOW UP WHEN YOU PRINT.

**GOOD LUCK!**