

STATE OF NEW JERSEY DIVISION OF REVENUE AND ENTERPRISE SERVICES

ACCESS TO JUDGMENT NAME CHANGE RECORDS  
GOOD CAUSE EXCEPTION FORM

Executive Order 311 classifies judgment name change orders as confidential records. However, the Division may grant exceptions to the confidentiality provision set forth in the Order. If you are the individual who obtained a name change judgment, an authorized representative of the individual, parent, guardian, or a public official with a valid governmental reason to access the judgment, then you may submit this form, along with the required documentation, to request an exception in order to obtain a copy.

Send your completed form and documentation to:

PO Box 452

Trenton, NJ 08646

ATTN: JNC Access Exception Requests

**Requestor Information**

Name:

Address:

Check One:

- I am the individual who obtained the order  
 I am the parent or guardian of the individual who obtained the order  
 I am an authorized official or a representative of the individual who obtained the order  
 I am a public official with a valid governmental reason to access the order

**Information About Name Change Order**

Prior Name:

Current Name:

Docket Number (if known):

Judgment Date (if known):

**Documentation Requirements**

**If you are the individual who obtained the order**, attach a copy of a current government issued identification card such as a driver's license or passport.

**If you are an authorized representative, parent, guardian, or public official**: 1) use the space below to set forth the reason for your request; 2) attach a copy of a current government issued identification card such as a driver's license or passport; 3) \*attach evidence of your authority to request access to the order; and 4) **if you are a public official**, attach a sworn or attested statement that you are an employee of a government agency and have an official governmental reason to access the order.

\*Examples of evidence:

- For law enforcement, a request for a copy of the order on official letter
- For authorized representatives, parents, or guardians, copies of documents that establish authority to act on behalf of the individual involved such as trusts, court orders, retainer agreements, birth certificates, etc.

Representative's/Official's reason for this request: