

Kathy S. Schroeder
Prothonotary & Clerk of Courts of Potter County
Commonwealth of Pennsylvania

Potter County Courthouse
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INSTRUCTIONS RE: NOTICE TO RESUME PRIOR SURNAME FORM

1. Please complete the enclosed form in the presence of a Notary Public in order for it to be notarized. The name you resume **MUST BE** a name that you have legally used in the past such as your maiden name or a prior married name.
2. Return the notarized form to the address listed above, together with a stamped, self-addressed envelope and a money order for \$5.00 **PAYABLE TO: Prothonotary**. You will receive one (1) certified copy of the Notice to Resume Prior Surname by return mail.

NOTE: If Notice to Resume Prior Surname is filed more than one (1) year after the date of divorce decree the fee is \$20.00.

3. If you need additional certified copies of the Notice they may be obtained at any time at a cost of \$5.00 each.
4. You are responsible for notifying all government agencies such as Social Security and your state driver's license department of your new name. you are also responsible for notifying all your social and business related contacts.
5. If you have any questions, please call the number listed above.

