



CHRISTOPHER M. NANCARROW

Clerk of the Allen Circuit and Superior Courts

Allen County Courthouse ♦ 715 S. Calhoun Street ♦ Fort Wayne, Indiana ♦ 46802

Name or Address Change

In order to provide you with the most efficient service, it is very important that support payors and recipients inform the Clerk's Office of any changes in name or address.

You may notify the Clerk's Office of a change of name or address either:

- in person at the Support Office in Room 200 of the Allen County Courthouse,
- in writing by mail, or
- in writing by fax.

If you choose to notify in writing, please submit a letter containing your case number, date of birth, Social Security number, both the old and new addresses, and your signature. In addition, you must submit a copy of a photo ID.

The copy of the letter and the ID may either be emailed to copyrequestsupport@allencounty.us with a copy of your photo ID, faxed to (260) 449-3929 or mailed to:

**Clerk of Allen Circuit Court
Support Office - Room 200
Allen County Courthouse
715 South Calhoun Street
Fort Wayne, IN 46802**

If you choose to notify in person, please bring a photo ID with you to the Clerk's Office during normal business hours.

Questions concerning any of the above procedures should be directed to the Support Office at (260) 449-7588.