

# Minor Name Change Brochure

LEWIS COUNTY DISTRICT COURT  
345 W Main Street, 3<sup>rd</sup> Floor  
Chehalis, WA 98532-4802  
Telephone (360) 740-1203

## **INTRODUCTION**

A parent or legal guardian of a minor child can petition the Court to change the name of that minor child or ward. The Court must find that such a change of name is in the best interest of the minor child or ward to grant such a petition. Notice must be given to the natural parent(s) of said child of the request for change of name.

## **WHERE TO FILE**

A document, called a "Petition for Change of Name", must be filed in the District Court of the county in which the person seeking the change of name lives. Lewis County District Court's hours are 8:00 a.m. until 4:30 p.m., Monday through Thursday and 8:30 a.m. until 4:30 p.m. on Fridays.

## **WHAT TO FILE**

If the person whose name is to be changed is ***UNDER 18 YEARS OF AGE***:

You must:

- Present the minor's birth certificate to the clerk when filing for the name change;
- Present a piece of identification of the petitioner(s) containing a photograph and signature;
- File a completed Petition for Name Change with *signatures of both parents*

**or**

File the original written consents of each natural parent to the name change

**or**

File a written declaration by the petitioner, under penalty of perjury, as to why the consent of the natural parent(s) should not be required ***and*** the original proof of service of the summons and notice of hearing to the non-consenting birth parent(s);

- File a copy of the court order that places the custody of the minor child with the petitioner; and
- Pay a filing fee of \$83.00.

All the forms required are available from the District Court Clerk.

## **IF THE MINOR IS A PERSON CURRENTLY UNDER JURISDICTION OF THE DEPARTMENT OF CORRECTIONS**

The court clerk is ***required by law*** to ask you if the person whose name is to be changed is under the supervision of the Washington State Department of Corrections.

If the person whose name is to be changed has been convicted of a felony crime, and is under the supervision of the state Department of Corrections, the Court will not grant the petition unless you prove that you have submitted a copy of the petition to the DOC at five (5) days before the hearing, and the Court finds that the name change will not interfere with legitimate penological interests. (RCW 4.24.130(2))

Your hearing will be set five Thursdays after completion of filing, at 9:30 a.m., to allow ample time for submission of the Petition to the DOC.

You must file an Affidavit of Service, including any proof of mailing, with the court on your hearing date.

## **IF THE MINOR IS REQUIRED TO REGISTER AS A SEX OFFENDER**

The court clerk is *required by law* to ask you if the person whose name is to be changed is required to register as a sex offender.

If the person whose name is to be changed is required to register as a sex offender with state and local law enforcement, the Court will not grant the petition to change that person's name unless it is proven that a copy of the petition has been submitted to both the Lewis County Sheriff's Office and the Washington State Patrol and that the changing of the name does not interfere with legitimate law enforcement interests.

Your hearing will be set five Thursdays after completion of filing, at 9:30 a.m., to allow ample time for submission of the Petition to the Lewis County Sheriff's Office and the Washington State Patrol.

You must file an Affidavit of Service, including any proof of mailing, with the court on your hearing date.

## **COSTS**

The fee to file a Petition for Name Change is **\$83** and is due at the time of filing the petition.

An additional \$218.50 in fees must be paid if the Court signs the order for name change. These fees are broken down as follows:

\$10	Admin Fee
\$5	One Certified Copy of Order
\$203.50	Recording Fee for County Auditor

If you would like additional certified copies of the order, you may purchase them for \$5 each.

## **HEARINGS AND COURTROOM PROCEDURES**

All persons over the age of 14 years whose names are to be changed must be present. Those under 14 years of age are welcome, but need not be present.

When you file your Petition for Name Change, the Clerk will assign you a hearing date and provide you with a hearing notice containing the date and time. If both parents consent to the change of name it will be set two Thursdays after the date of completion of filing, at 9:30 a.m. If the summons and petition must be served on a non-consenting parent, the matter will be set for hearing five Thursdays after the completion of filing to allow adequate time for service and response, at 9:30 a.m.

On the hearing date, arrive early and wait in the courtroom for your name to be called. When the Judge calls your case, come to the front of the Courtroom. The Judge will ask you some questions to determine if the petition should be granted.

While the actual time to complete your hearing is minimal, you will have to wait your turn, so plan on at least an hour for your case to be completed.

If the Judge allows the name change, you will report to the Clerk's counter, pay the additional fees, and receive the certified copy.

## **Required Notification to Other Agencies**

- If the person whose name has been changed was born in the State of Washington, the Department of Vital Records requires notice of the order changing the person's name. You must mail a certified copy to: Washington Department of Vital Records, PO Box 9709 ET-14, Olympia, WA. 98504-9709. It is suggested that you request a copy of the birth certificate reflecting the name change. This will require a check for \$20.00 and a self-addressed stamped envelope.

If you are merely reverting to a maiden name after a divorce, there is no need to change your name with the Department of Vital Records.

- The Social Security Administration requires you to provide them with a certified copy of the order changing your name. The local office is located at 1821 Cooks Hill Rd., Suite 100, Centralia, WA 98531.
- If the person whose name has been changed holds a driver's license, the Department of Licensing requires a certified copy of the court order be shown to them in order to issue a new drivers' license.
- If the person whose name is changed is required to register as a sex offender, then a copy of the order must be provided to the sheriff's office of the county of residence and the Washington State Patrol within five (5) days of the date of the entry of the order.