

NAME CHANGE INFORMATION SHEET

ADULT/MINOR NAME CHANGE - \$195.50 filing fee

FAMILY NAME CHANGE - \$196.50 filing fee

Cash or credit card accepted (*a nominal fee will be added when using a credit or debit card*). If your petition is denied for any reason, you will not receive a refund of your filing fee.

All documents must be filled out completely and legibly. Please read the statements carefully, as you will be signing this document and swearing to it under penalty of perjury.

1. You must be a legal resident of Clark County.
2. The clerk of the court will schedule a court date and time. You **MUST** be present at the hearing. At the hearing, a District Court judge will consider the petition and make a ruling.
3. A certified copy of the name change order will be available on the same day of your hearing, at no additional cost. If you do not pick up the order by the end of the business day, the order will be mailed to you. If you know in advance that you will need additional copies of the order, please notify the clerk when you file your paperwork. Additional certified copies are \$5 each.
4. **For a MINOR or a FAMILY NAME CHANGE with a minor** – If one of the legal or natural parents is not a petitioner for the name change, that parent must complete the **Consent of Natural Parent** form. **This form must be notarized.** If you cannot obtain the consent of the other parent, you must have them personally served with the petition and hearing notice, and file proof of service. If you do not know the whereabouts of the other parent, you may ask the court to authorize service by publication under RCW 12.04.100. *This is an expensive and time-consuming process with certain requirements that must be met before the Judge will authorize it.*
5. **For a MINOR or a FAMILY NAME CHANGE with a minor** – If you have a pending parenting plan, dissolution or paternity action that involves a minor, *your name change request should be addressed in that action.*
6. If you or the minor is a registered sex offender, you must submit a copy of this application to the Clark County Sheriff's Office and the Washington State Patrol at least 5 court days prior to the hearing, **and** submit a copy of the signed order to these agencies within 5 court days after the hearing. After you have submitted the copy of the application and signed order to these agencies, you must fill out the return of service form and file it with the court. The return of service form may be obtained in District Court.

*** Court staff can explain court procedures and provide information about the status of your case, but cannot give legal advice.