

**NAME CHANGE PETITION
FILING PROCEDURES for ADULT**

An applicant who applied to the Court for a change of name, pursuant to RCW 4.24.130 must meet the following requirements:

1. File a completed petition with the Island County District Court, 800 SE 8th Avenue, Oak Harbor, WA 98277. The Petitioner must live within our judicial district. **PLEASE TYPE OR PRINT CLEARLY—DO NOT USE INITIALS BUT FULL NAMES ONLY** (unless the initial is to be how you are known).
2. **You must present to the Court a picture identification e.g. driver's license or a Washington State ID card showing your current name at the time of the hearing.**
3. A separate petition must be filed for each applicant. A filing fee of **\$83.00** for each application is charged. If you request a waiver of the fees and surcharges, the clerk at the counter will provide you with the Waiver of Fees and the waiver form must be completed and filed with your petition. The Court will review your request for waiver of fees and surcharges and determine if you qualify for the waiver of fees.
4. A Petition for Name Change must be notarized. **A NOTARY IS NOT AVAILABLE AT THE COURT.**
5. If you are under the supervision of the Washington State Department of Corrections (DOC) you must file a copy of your petition with DOC at least five (5) days before the hearing on your name change. We suggest that you personally take two copies of your petition to DOC, file one and have the second one "copy received" and dated by the DOC office. This copy will be filed with the Court.
6. If you are a registered sex offender, you must file a copy of your petition with **both** the Island County Sheriff and the Washington State Patrol at least five (5) days before the hearing on your petition. We suggest that you personally take two copies of the petition to the Sheriff and two copies to the Washington State Patrol. Leave one copy with each office and have the second marked "copy received" and dated. This copy will be filed with the Court.
7. The clerk will give you a hearing date and time to go before the Court, if the name change is granted, the following fees will be due: 1) a recording fee **of \$203.50 in the form of check or money order** made payable to **Island County Auditor**. Cash will *not* be accepted for this payment. 2) An administrative fee & one single certified copy of the Name Change Order for **\$5** or you may purchase three (3) certified copies for \$10 which includes the administrative fee. We accept cash, check, money order or credit card plus convenience fee. Please make check payable to Island County District Court. You may purchase additional certified copies at \$5 each.
8. You may request a waiver of fees and surcharges by filling out the form GR34 (the clerk will provide the form at the counter) and if you **qualify** the fees would be waived once the Court enters an Order Waiving the fees.
9. The court will forward a signed copy of the Order to Island County Auditor for recording with the recording fee. You will receive a recorded copy of the Order with a recording number, so it is important that you provide a current and correct mailing address.
10. If you were born in Washington State and wish to change your birth certificate, send certified copies of ALL paperwork to the Department of Health, Center for Health Statistics, PO Box 9709, ET-14, and Olympia, WA 98504.
11. You may also wish to notify the following agencies or parties of your name change:
 - Department of Licensing
 - Vital Statistics
 - Social Security Office
 - Insurance companies

- Military or Schools