

NAME CHANGE PROCEDURE

HOW TO PROCESS:

- STEP #1:** File these documents with the court Clerk or through eFiling:
- Completed Petition (Individual or Minor)
 - Proof of ID
 - Proof of Washington State residency if your ID does not show residency in Washington State
 - A certified copy of the birth certificate for minor children

Pay the Following Costs:

Filing Fee.....	\$ 83.00
Administrative Costs.....	\$ 10.00
Certified Copies.....	\$ 5.00 (each copy)
Recording – For 1 st Page.....	\$203.50*
*OR <u>Per Name</u> if more than one family member on the Order	
Recording – additional pages.....	\$ 1.00

- STEP #2** You will attend a court hearing where the case will then be presented to a judge for approval and signature.

- STEP #3** You may purchase certified copies of the signed order for your records.

If you were born in Washington State and wish to change your birth certificate, send certified copies of all paperwork to:

Dept. of Health
Center for Health Statistics
PO BOX 9709
Olympia, WA 98507-9709

- STEP #4:** The Court will record your Name Change with the King County Recorder's Office. Only the Order needs to be recorded.

Recording takes 6 to 8 weeks to process.