

MINOR NAME CHANGE INFORMATION

To ask the court for a legal name change for a minor child, complete the following.

The clerk has given you the documents necessary for this court appearance. You should have one document entitled Petition for Change of Name of Minor Child, and one entitled Consent of Natural Parent for Change of Name of Minor Child.

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

1. Begin by printing the child's current legal name on the top line above the word "Minor" and your name on the next blank line under that. The clerk will put in the case number for you.
2. On the next blank line under 1, enter the child's current legal name, then under that, put the full name you are asking for.
3. On line 2, check all that apply, and enter the child's date of birth.
4. Print the child's legal parent's names under 3.
5. Under number 4, check the applicable boxes and add the explanation if you checked the second box.
6. Line 5 states that you are a resident of Clark County. This means that the place you consider "home" is in this county. This is a requirement, and you should not file in this court if you do not live in Clark County. Print your address on the available lines.
7. If the minor is a registered sex offender, it is required by law that you submit a copy of this application to the Sheriff or Washington State Patrol at least 5 days prior to the hearing and submit a copy of the signed order within 5 days after the hearing. Please mark box 7 accordingly. You must fill out a return of service form and file it with the court. The return of service form may be obtained from District Court.
8. On line 8 and 9, clearly and briefly print your answers.
9. Have the legal or natural parent, who is not asking for the name change, complete the **Consent of Natural Parent form. This form must be notarized.** If you can not obtain the consent of the natural parent, you need to have them personally served with notice of the hearing date and time. If you do not know the whereabouts of the parent, you have to request for an Order Allowing Publication of the Notice of Name Change¹. (RCW 12.04.100).
10. File the petition, consent form, and order, and pay the \$165 filing fee in **cash or credit card***. The filing fee is non-refundable. If your petition is denied for any reason, you will not receive a refund.
11. A certified copy of the name change order will be available after 3:00pm 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, it will be mailed to you. If you know in advance that you will need additional copies of the order, notify the clerk when you file your paperwork and pay the fee. Certified copies are \$5 each (1st copy is free). After the date of the hearing, should you need a copy of the order, you will need to make your request at the Clark County Auditor's office. **There will be a 2-3 business day processing time before the Auditor's office will have name change recorded.** The Auditor's office is located on the second floor of the Public Service Center building and you can obtain additional certified copies of the name change order for a fee.

Court staff can explain court procedures, practices, and terminology. They can give you information about the status of your case and help you with procedures such as filing a case or scheduling a hearing before a judge. They are not qualified or permitted by law to give legal advice. This means that when there are alternative ways to proceed, they cannot advise you on which course of action to take.

*A nominal fee will be added when using a credit or debit card.