

# ADULT NAME CHANGE INFORMATION SHEET

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THURSTON COUNTY DISTRICT COURT  
2000 Lakeridge Drive SW, Building 3  
Olympia, WA 98502-6045  
Telephone (360) 754-4102

## ◆ WHERE TO FILE:

If you are a Thurston County resident and wish to change your name, you may petition the Thurston County District Court. You may obtain petition and order forms and other important information from the District Court Civil Clerk at the address noted above. **If you are the victim of domestic violence, and you wish to have the name change file sealed** because of a reasonable fear for the safety of yourself, you may file your Petition for Name Change with the **THURSTON COUNTY SUPERIOR COURT**.

## ◆ WHAT TO FILE:

**Adult Name Changes:** You must present (1) a piece of identification which contains your photograph; (2) a Petition for Name Change; and (3) a proposed Order Changing Name (this order will be prepared by the County Clerk upon filing of the petition).

## ◆ WHO MUST BE PRESENT AT THE COURT HEARING:

You must attend the hearing unless your attendance has been waived by the judge hearing the Petition for Name Change.

## ◆ IF YOU ARE A PERSON CURRENTLY UNDER JURISDICTION OF DEPARTMENT OF CORRECTIONS:

You must show the court proof that you have submitted a copy of your Petition for Name Change to the Department of Corrections DOC at least five (5) days before the court hears your petition.

## ◆ IF THE PETITIONER IS REQUIRED TO REGISTER AS A SEX OFFENDER:

The petitioner must show the court proof that he has submitted a copy of the Petition for Name Change to the sheriff of the county of residence and to the Washington State Patrol at least five (5) days before the court hears the petition. If the petition is granted then the petitioner must submit a copy of the Court's Order to the same agencies within five (5) days of the entry of the Order.

## ◆ FEES:

The fee to file a Petition for Name Change is \$131.00. This fee is broken down as follows:

\$63.00 Filing Fee  
\$62.00 Auditor's Recording Fee  
\$ 6.00 Administration Fee

## ◆ COPIES OF ORDER CHANGING NAME:

You will receive one (1) certified copy of the Order Changing Name without additional cost. Each additional certified copy of the Order will cost \$5.00.

## ◆ HEARING AND COURTROOM PROCEDURE:

When you file your Petition for Name Change, the Clerk will assign a courtroom hearing date.

On the hearing date, please come to the front of the courtroom when the judge calls your name. The judge will ask you some general questions. If the judge allows the name change, please return to the Clerk's office where the paperwork will be processed and you will be given your certified copies of the Order Changing Name.

Additional certified copies of the order will cost \$5.00 each and if applicable, additional pages \$1 per page in addition to the \$5 fee.

## ◆ WHO SHOULD RECEIVE COPIES OF THE ORDER:

The Court will transmit the Order Changing Name to the Thurston County Auditor to be recorded as a public record. The fee for recording the Order is included in your filing fee.

The Department of Vital Records requires a certified copy of your Order. You should mail the certified copy to the Washington State Department of Health, Center for Health Statistics, PO Box 9709, Olympia, WA 98507-9709. You may wish to request from Vital Records a copy of your birth certificate reflecting the name change. The charge for this is \$20.00. Include a stamped, self-addressed envelope.

If you are reverting to a maiden name after a dissolution of marriage, there is no need to change your name through Vital Records.

The Social Security Administration requests and keeps a certified copy of the Order Changing Name. The address of the local office is: 402 Yauger Way, Olympia, WA 98502.

You must change the name on your driver's license. The Department of Licensing will require that you show them a certified copy of your Order Changing Name to issue a new driver's license.

If you are in the military service, you will need a certified copy of your Order for your military records.

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.