

**OKANOGAN COUNTY DISTRICT COURT**  
149 N Third Ave  
PO Box 980  
Okanogan, WA 98840

**Petitioners for name changes in District Court must be at least 18 years of age.**

Any person desiring to change their name or that of their child or ward may apply to any District Court.

**District Court name changes are public record.**

**TOTAL FEES: \$306.50**

The filing fee of \$88.00 must be paid at the time of filing the petition. **NOTE:** If the Name change is granted, an additional fee of \$218.50 will be assessed, which will cover the Auditor's recording fee and 3 certified copies.

**Please be prepared to pay the fees on your court date.**

If you are indigent and cannot afford to pay the required fees, you can seek a GR34 waiver of all filing, administrative and recording fee. District Court can provide you the proper form to seek a waiver.

**Sealed Name Changes:** If you would like to have your name change sealed, you will need to file in Superior Court. You would file a petition with the Okanogan County Clerk's Office. *RCW 4.24.130(5)*

**NOTIFICATION TO OTHER AGENCIES**

**Birth Certificate:** If you were born in Washington State **and wish to change your original birth certificate,** contact the Department of Health Statistics, PO Box 9709, Olympia, WA 98507-9709 or call (360) 236-4300. If you were born in a different state, look up that state's procedures for changing the name on a birth certificate.

**Social Security:** The Social Security Administration requires a certified copy of the Order Changing Name. They will return your certified copy after they have documented the change. The address is: Social Security Department, Social Security Unit, Federal Building, 301 Yakima Street, G-301, Room 212, Wenatchee, WA 98807. 1-800-772-1213

**Department of Licensing:** The Department of Licensing requires a certified copy of the Order Changing Name. They will return your certified copy. There is a fee to change your current license or ID card.

**Military:** If you are in the military, a certified copy of the Order Changing Name will be needed to correct your military records.

**Sex Offender:** If you are required to register as a sex offender pursuant to RCW 9A.44.130, you must submit a copy of this application to the County Sheriff in the County of your residence and to the State Patrol **at least five (5) days before** entry of the order. You will be required to show proof of the notification.

**Department of Corrections:** If you are under the jurisdiction of the Department of Corrections, you are required to submit a copy of the petition to the Department **not fewer than five (5) days** before the hearing. You will be required to show proof of the notification.

## HEARING AND COURTROOM PROCEDURES

Petitions for Change of Name are heard on Tuesday afternoons at 1:30 p.m. You will be given a court date when you complete the Petition for Name Change and pay the filing fee.

When the Judge calls your name, report to the front of the Courtroom. The Judge will then ask you some general questions and review your identification documents. If the Judge allows the Name Change, you will return with the file to the District Court office (Room 306 on the 3<sup>rd</sup> floor), pay the recording fee and certification costs of \$218.50, the clerk will process the paperwork and will certify your copies and return the copies to you.

The District Court Office will file a copy with the Okanogan County Auditor's Office for recording. You will be responsible to notify the necessary agencies to get your name changed with Department of Licensing, Social Security, Military and Vital Statistics (if you are requesting your name to be changed on your birth certificate).

**Required Documents:** Adults – Photo identification card. Child – copy of birth certificate and photo identification card for the parent requesting the name change.

**Parties that need to be present for the name change of a child:** Both parents must be present unless there is a notarized signature showing the non-petitioning has joined the petition. Children over 10 years of age also must be at the hearing. If the non-petitioning party has had their parental right officially terminated by a court order then that party's presence is not required. However, such a termination is different from a parenting plan or custody order that simply does not allow visitation.

If a non-petitioning party has not agreed to the name change, then the non-petitioning party must be personally served with notice of the time and date of the hearing, along with a copy of the Petition. A Notice of Hearing form is available for such use. Personal service must be made at least 20 day before the scheduled hearing and proof of service must be filed with the Court. If personal service cannot be made then the petitioning party may wish to seek an alternative form of service authorize under CRLJ Rule 4, such as service by publication. There are specific requirements regarding when such alternative service is authorized and how it must be made. A party may wish to seek legal advice to be certain they have properly complied with the rule.