

STATE OF WASHINGTON

NAME CHANGE

MINOR PACKET

Control Number - WA-NAME-1M

This packet contains the following:

1. Instructions;
2. Forms List; and
3. Access to Washington Law Summary.

I. EXPLANATION OF PETITION FOR CHANGE OF NAME

- A. In Washington, an action for a court ordered Change of Name for a Minor begins with the filing of a Petition in the District court. The Petition must contain certain information. The forms in this packet include the necessary information for a Minor Name Change in the State of Washington.
- B. You can use this packet if:
 - ▶ If the person to receive the name change is less than 18 years of age and a resident of the county in which the Petition will be filed.
 - ▶ You have proper and reasonable cause for the requested change of name.
 - ▶ The change of name is in the best interest of the minor.
 - ▶ You are not changing your name to avoid debts or defraud creditors.

II. WHAT FORMS ARE INCLUDED

- A. Petition for Change of Name – (WA-NC-200) This document states the reasons and other required details for your name change.
- B. Order of Name Change – (WA-NC-201) This is the final statement of the legalities and terms of your name change. Once this form is signed by the Judge and filed with the court, the name change is effective.

If you did not order a completion package and need access to the download page again for any of the above forms, please check your email for a link to that will redisplay the page for you.

III. PROCEDURE FOR CHANGE OF NAME (MINOR) FOR THE STATE OF WASHINGTON

- A. Preliminary Note:
 - 1. The attached forms may be completed by:
 - a. Printing the forms and completing by hand. Use black ink and print neatly.
 - b. Printing the forms and completing using a typewriter.
 - c. By completing the forms on your computer using a word processing program and then printing the forms.
 - 2. Use complete names and not initials. Check your spelling carefully, a misspelled word can delay your name change.
 - 3. Print three (3) sets of the completed forms.

4. All forms with a heading – the name of the court, the Petitioner’s name, the case number, and the name of the document – require that the heading be completed. You will need to add the name of the court and the full name of the Petitioner. The “Action/Cause No.” will be assigned by the court clerk at the time of filing.
5. Forms that require your signature and include a notary block **MUST** be signed in the presence of the notary or court clerk who will complete the acknowledgement. Use your complete name – first name, middle name, last name.
6. When a form is filed with the court, request the clerk “file-stamp” one copy of the form for your file.
7. A Law Summary is available and can be printed for your State. To do so, go to the end of this package and select the Law Summary link under the form title and print. Review the Law Summary before beginning the process of completing the forms.

B. Procedure

1. You must file (a) a copy of the minor’s birth certificate; (b) a Petition for Name Change; (c) a proposed Order Changing Name; and (d) if the Petition is filed by only one birth parent, you must file either (1) an affidavit from the other birth parent consenting to the minor’s change of name or (2) proof that the non-consenting parent has been personally served with a Notice of Hearing for Name Change or that the notice has been published in a newspaper where the non-consenting parent was last known to reside or (3) proof that the other parent is deceased.
2. Washington law requires the court to find that change of a minor’s name will promote the minor’s best interest. When you complete the Petition for Name Change for a minor, please remember to include the reason(s) why the requested name will promote the minor’s best interest.
3. Petition is filed by only one birth parent, you must file either (a) an affidavit from the other birth parent consenting to the minor’s change of name or (b) proof that the parent has been personally served with a Notice of Hearing for Name Change or that the notice has been published in a newspaper where the non-consenting parent was last known to reside or (c) proof that the other parent is deceased.
4. Notice may be served on the non-consenting parent by personal service or by publication:

a. **Personal Service:** Personal service is used when the Petitioner knows the address or location of the non-consenting parent. The Notice of Hearing for Name Change must be personally served on the non-consenting parent at least seven (7) days before the hearing date set by the Court. You cannot personally serve the notice on the non-consenting parent. Service of the notice can be done by one of these methods:

- 1). A process server, which may be found in the Yellow Pages under the heading PROCESS SERVERS. The process server will provide the court with an affidavit of service stating that the parent has been served.
- 2). By mailing a copy of the notice to the non-consenting parent by registered mail, RESTRICTED DELIVERY, with a Return Receipt Requested, so that ONLY the non-consenting parent may sign for the notice. If someone other than the absent parent signs for the notice or refuses to sign for the notice, you must serve the Notice by Publication, which is explained in the next paragraph.

b. **Publication:** You must serve the Notice by Publication when you cannot locate the non-consenting parent or the non-consenting parent cannot be served by personal service. The Clerk will provide you with a Notice of Hearing for Name Change, which must be published in a newspaper:

- 1). The publication time is once a week for three consecutive weeks, with the last publication occurring at least seven (7) days before the scheduled court hearing date.
- 2). The notice must be published in a newspaper in the city of the last known address of the non-consenting parent.
- 3). Proof of the publication MUST be provided. Be sure that the newspaper you choose will provide you with an AFFIDAVIT OF PUBLICATION. The Affidavit of Publication should have a copy of the published notice attached to it and should state the dates the notice was published.

5. If the Minor is currently under the jurisdiction of the Washington State Department of Corrections, you must show the court proof that the minor has submitted a copy of the petition for Name

Change to the Department of Corrections DOC as least five (5) days before the court hear the petition.

6. If the minor is required to register as a sex offender, the petition must show the court proof that the minor 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 minor must submit a copy of the Court's Order to the same agencies within five (5) days of the entry of the Order.
7. At the Hearing you must bring:
 - a. The minor child if the child is ten (10) years of age or older, unless the judge hearing your petition for name change has waived that person's attendance.
 - b. Proof that both birth parents have consented to the minor's name change, or, if this is not so, proof that one birth parent is deceased or proof that the non-consenting birth parent has been served with a copy of the Notice of Hearing for Name Change either personally, by registered mail, RESTRICTED DELIVERY, with Return Receipt Requested, or by publication. If you do not have the required proof, the Court can reset your hearing to allow more time to serve the non-consenting parent.
8. After the Hearing, You will receive two (2) certified copies of the Order Changing Name without additional cost.
9. 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. 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.

10. Hearing and Courtroom Procedure:

When you file your Petition for Name Change, the Clerk will assign a courtroom hearing date. If one parent has not consented to the name change, PLEASE LET THE CLERK KNOW THIS. The hearing date will need to be set far enough in the future to allow you time to serve or publish the Notice of Hearing for Name Change.

On the hearing date, please come to the front of the courtroom (with the minor or guardian, if present) 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 counter where the paperwork will be processed and you will be given your certified copies of the Order Changing Name.

NOTES ON COMPLETING THESE FORMS

The form(s) in this packet contain “form fields” created using Microsoft Word. “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

It is also helpful to be able to see the location of the form fields. Go to the View menu, click on Toolbars, and then select Forms. This will open the forms toolbar. Look for the button on the forms toolbar that resembles a “shaded letter a”. Click in this button and the form fields will be visible.

In order to use the form fields properly, it is necessary to “lock or protect” the document. If you wish to make any changes in the body of the form, it is necessary for you “unlock” or “unprotect” the form.

This is done by clicking on “Tools” in the Menu bar and then selecting “unprotect document”. You may then be prompted to enter a password. If so, the password is “uslf”. That is uslf **in lower case letters without the quotation marks**.

It is very important to understand that, once the document is unprotected, any data entered in the form fields will be lost when the document is again protected. If changes are necessary, unlock the document, using the password “uslf” if necessary, and make any changes that you feel are required. Then protect the document once again.

After any required changes and re-protecting the document, click on the first form field and enter the required information. You will be able to navigate through the document from form field to form field using your tab key. Tab to a form field and insert your data. Inserting data will result in the default line disappearing. You will have sufficient space to enter any required information.

LAW SUMMARY

You may access the law summary by going to this URL address:

<http://www.uslegalforms.com/wa/WA-NAME-1M.htm>

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