

# Name Change

The first step to change your name is to file a Petition for Name Change with the Court. You must submit a separate Petition for Name Change for each person you are requesting a name change for. If a judge grants your name change request, the Court will issue a single order per petitioner.

After you file your Petition for Name Change, the Court will schedule you to appear before a judge (this appearance is called a “hearing.”) The Court will let you know when and where your hearing is held.

Photo ID is required. You must bring your photo ID to your Name Change hearing. If your Photo ID does not show that you live in Washington state, you will need to submit documentation showing you are a current Washington resident. The judge may require a certified copy of the birth certificate for minor children. The judge also may require consent of both parents either in person or with notarized written consent.

If the person for whom you are seeking a name change is a minor, 14 to 17 years old, they must attend the hearing. Children under 14 years old may be required to attend at the judge's discretion.

If a judge grants your name change request, the Court provides you with three certified copies of the name change order after your hearing. The Court also records your name change with the Pend Oreille County Auditor's Office.

Only the Order needs to be recorded, not your Petition for Name Change.

Name change costs

**There are TWO FEES you must pay for a name change: 1) Filing fee; and 2) Recording fee.**

1. Filing fee

This fee includes 3 certified copies of the name change order; additional certified copies are \$5 each.

Cost \$73 per petition

Payment method

Payable to Pend Oreille County District Court by:

Cash

Check

Money order

Credit card

## 2. Recording fee

A separate check is required for each named individual in the Petition for Name Change. You must bring this payment to your scheduled hearing.

Cost

*Individual name change petition:* \$203.50.

Payment method

This payment must be made payable to Pend Oreille County Auditor's Office in the form of a:

Check

Money order

Cashier's check

Requesting a fee waiver

If you are not able to pay the filing fee, recorder's fee, or both, you may request a waiver by completing a Motion and Declaration for Waiver of Civil Fees and Surcharges and Order Re Waiver of Civil Fees and Surcharges.

A judge will review your request for fee waiver.

## **File a name change petition**

**You can file a petition to change your name in 1 of 2 ways:**

**In person**

Fill out the appropriate form for your situation:

*Petition for Name Change Individual or Petition for Name Change Minor*

Hand in the completed form to the Pend Oreille County District Court office. Pay the Pend Oreille County District Court filing fee. You must bring the Recording fee with you to your hearing.

**By mail**

Fill out the appropriate form for your situation:

*Petition for Name Change Individual or Petition for Name Change Minor*

Mail the completed form to Pend Oreille County District Court, PO Box 5030, Newport WA 99156.

Include the Pend Oreille County District Court filing fee of \$73.00. You must bring the Recording fee with you to your hearing.

**Name change hearing timeline and schedule**

Civil hearings are held once a month in Pend Oreille County District Court.

Changing your birth certificate

If you were born in Washington state and wish to change the legal name on your birth certificate, visit the Washington State Department of Health Center for Health Statistics Changing Birth Certificates.

**Supporting Documents**

Petition for Name Change Individual 706.64 KB

Petition for Name Change Minor 821.25 KB