

**NAME CHANGE PETITION
FILING PROCEDURES for MINOR CHILD**

An applicant who applied to the Court for a change of name, pursuant to RCW 4.24.130 must meet the following requirements:

1. File a completed petition with the Island County District Court, 800 SE 8th Avenue, Oak Harbor, WA 98277. The Petitioner must live within our judicial district. **PLEASE TYPE OR PRINT CLEARLY ON YOUR PETITION. USE FULL NAMES – NO INITIALS** (unless the initial is how you want to be known)
2. A separate petition must be filed for each applicant. Each application must be accompanied by the filing fee of \$83.00.
3. A Petition for Name Change must be notarized. **A NOTARY IS NOT AVAILABLE AT THE COURT.**
4. In the case of a minor, parental consent is required. All applicants under the age of eighteen (18) must be represented by a parent or legal guardian and both biological or legal parents or guardian must approve the change of name by notarized affidavit, unless good cause is shown. (A notary is not available at the Court.) If one biological parent's whereabouts is unknown, the court must be satisfied that the petitioner made attempts to provide notice to the absent parent by sending notice, via certified mail, to the last known address. (Requests for exceptions to this policy must be made to the Judge.)
5. A certified copy of any minor applicant's birth certificate of suitable identification must be presented to the Judge/Commissioner for verification.
6. The clerk will give you a hearing date and time to go before the Court, if the name change is granted, the following fees will be due: 1) a recording fee **of \$203.50 in the form of check or money order** made payable to **Island County Auditor**. Cash will *not* be accepted for this payment. 2) An administrative fee & one single certified copy of the Name Change Order for **\$5** or you may purchase three (3) certified copies for \$10 which includes the administrative fee. We accept cash, check, money order or credit card plus convenience fee. Please make check payable to Island County District Court. You may purchase additional certified copies at \$5 each.
7. You may request a waiver of fees and surcharges by filling out the form GR34 (the clerk will provide the form at the counter) and if you **qualify** the fees would be waived once the Court enters an Order Waiving the fees.
8. The court will forward a signed copy of the Order to Island County Auditor for recording with the recording fee. You will receive a recorded copy of the Order in the mail with a recording number, so it is important that you provide a current and correct mailing address.
9. If you were born in Washington State and wish to change your birth certificate, send certified copies of ALL paperwork to the Department of Health, Center for Health Statistics, PO Box 9709, ET-14, and Olympia, WA 98504.
10. You may also wish to notify the following agencies or parties of your name change:
 - Department of Licensing
 - Vital Statistics
 - Social Security Office
 - Insurance companies
 - Military or Schools