NAME CHANGE PETITION FILING PROCEDURES

An applicant who applies to the court for a change of name, pursuant to RCW 4.24.130 shall meet the following requirements:

1. A Petition for Name Change may be filed in the following location:

   - Kitsap County District Court – South
     Civil Division, Room 106
     614 Division Street
     Port Orchard, Washington

   Hearings on Mondays <u>only</u>
   Check in by 8:30 am for
   9:00 am hearing

2. Petitioners must be residents of Kitsap County.

3. Separate Applications – each applicant requesting a change of name must present a separate Petition for Name Change and pay a separate filing fee and recording fee.

4. A Petition for Name Change must be notarized. **A notary is <u>not</u> available at the District Court office.**

5. A filing fee of $120.00 must be paid at the time of filing the petition, cash or check only.

6. Active DOC or Required to Register as a Sex Offender: Must comply with notification requirements of RCW 4.24.130(2) for those under the jurisdiction of Washington State Department of Corrections and/or RCW 9A.44.130(8) for those required to register as a sex offender.

7. **<u>Minors</u>:**
   Parental Consent – all applicants under eighteen (18) years of age must be represented by a parent or legal guardian and <u>both</u> biological or legal parents or guardian must approve the change of name, either by personal appearance or by verified affidavit, unless good cause is shown. Children 14 years of age and older should attend the hearing. 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, by first class mail, postage prepaid, to the last known address. (Requests for exceptions to this policy must be presented to the Judge.)

   Birth Certificate – a certified copy of any minor applicant's birth certificate must be presented to the Clerk for verification and copying.

8. Petitioners shall have petitions fully completed, **typed or clearly printed** in blue or black ink and notarized, prior to their court appearance.

Name changes must be recorded with the County Auditor's office (360-337-4935) and all applicable fees must be paid by the petitioner. Name changes are not in effect until paid and recorded.

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