

FAMILY NAME CHANGE INFORMATION

To ask the court for a legal name change for an entire family, please read and follow these directions.

The clerk has given you the documents necessary for this court appearance. You should have one document entitled Petition for Change of Name of Family.

Family name changes are designed for families consisting of a parent and their natural or legal children. It is not designed for families with stepparents or stepchildren, since the consent of the natural parents is needed. (In these situations, you will need a Petition for Change of Name of Minor Child.) If you are a single parent, you will need to have the consent of the non-petitioning natural parent for change of name of a minor child.

All documents must be filled out completely and legibly. Please note that **every person** who is applying for the name change must fall under the criteria outlined below.

1. Begin filling out the Petition for Change of Family Name by printing the full legal names of the entire family on the lines at the top. The clerk will write the case number on the top right corner for you.
2. Answer questions 1 through 6 by checking the appropriate box. It is required that you be a legal resident of Clark County. This means that the place you consider “home” is in this county.
3. If you are a registered sex offender, it is required by law that you submit a copy of this application to the Sheriff or Washington State Patrol at least 5 days prior to the hearing, and submit a copy of the signed order within 5 days after the hearing. Briefly print the reasons you desire this change.
4. Print the present full legal name, and the name desired for each family member. Tell the clerk if you need more than five spaces.
5. Each person who is able should sign their own name.
6. Have the legal or natural parent, who is not asking for the name change, complete the **Consent of Natural Parent form. This form must be notarized.**
7. Finally, the head of the family should sign as petitioner.
8. File the Petition with the District Court clerk and pay the \$106 filing fee in **cash**.
9. At the time of the hearing, you will receive at no additional cost, one certified copy of the order for your records. If additional copies will be needed, notify the clerk when you file your papers, pay the required fee, present a self-addressed, stamped envelope, and you will receive them by mail. Certified copies are \$5 each. After the hearing, should you need a copy of the order, you will need to make your request at the Clark County Auditor’s office, located on the second floor of the Public Service Center building. They will provide you with a certified copy for a fee.

Court staff can explain court procedures, practices, and terminology. They can give you information about the status of your case and help you with procedures such as filing a case or scheduling a hearing before a judge. They are not qualified or permitted by law to give legal advice. This means that when there are alternative ways to proceed, they cannot advise you on which course of action to take.