

# MINOR NAME CHANGE INFORMATION

To ask the court for a legal name change for a minor child, complete the following.

The clerk has given you the documents necessary for this court appearance. You should have one document entitled Petition for Change of Name of Minor Child, and one entitled Consent of Natural Parent for Change of Name of Minor Child.

**All documents must be filled out completely and legibly.** Please read the statements carefully as you will be signing this document, swearing to the statements made, under penalty of perjury.

1. Begin by printing the child's current legal name on the top line above the word "Minor" and your name on the next blank line under that. The clerk will put in the case number for you.
2. On the next blank line under 1, enter the child's current legal name, then under that, put the full name you are asking for.
3. On line 2, check all that apply, and enter the child's date of birth.
4. Print the child's legal parent's names under 3.
5. Under number 4, check the applicable boxes and add the explanation if you checked the second box.
6. Line 5 states that you are a resident of Clark County. This means that the place you consider "home" is in this county. This is a requirement, and you should not file in this court if you do not live in Clark County. Print your address on the available lines.
7. If the minor is 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. Please mark box 7 accordingly. You must fill out a return of service form and file it with the court. The return of service form may be obtained from District Court.
8. On line 8 and 9, clearly and briefly print your answers.
9. 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.** If you can not obtain the consent of the natural parent, you need to have them personally served with notice of the hearing date and time or service by publication if you do not know of their whereabouts. (RCW 12.04.100).
10. File the petition, consent form, and order, and pay the \$145 filing fee in CASH.
11. 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.
12. If your petition is denied for any reason, you may not receive a refund.

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.