



# IN THE DISTRICT COURT OF SPOKANE COUNTY WASHINGTON NAME CHANGE INSTRUCTIONS

Name Change Filing Information (509) 477-4770 Option 8  
Revised 07/25/2021

**Petitioners for name changes in District Court must be at least 18 years of age. Name changes for minors are filed in Superior Court and require different forms.**

The original Petition and Order must be filed in the Clerk's office at 721 North Jefferson in the Broadway Centre Building between 8:30 AM – 5:00 PM Monday through Friday (closed from 12:00 PM – 1:00 PM.) The instructions, Petition and Order Changing Name are available at the Clerk's office or on the internet at [www.spokanecounty.org](http://www.spokanecounty.org). **PRINT OR TYPE THE PETITION LEGIBLY. THE ORDER CHANGING NAME can be created by the clerk's office at the time of filing.**

A **\$287.00** filing fee must be paid by cash or check at the time of filing. This includes one (1) certified copy. Additional certified copies are **\$5.00 each**. The Clerk will assign a court date at the time of filing. The Judge may request to see your birth certificate, divorce decree, picture identification or other documentation. Court dates are set for Fridays at 9:00am.

**Sealed Name Changes:** If you would like to have your name change sealed, you will need to file in Superior Court. If you have any questions regarding a sealed name change, you may contact Superior Court at (509) 477-2211. *RCW 4.24.130 (5). If you file in District Court your Name Change is Public Record.*

## **REQUIRED NOTIFICATION TO OTHER AGENCIES**

**Birth Certificate:** If you were born in Washington State and wish to change your birth certificate, contact the department of Vital Records at (360) 236-4300. If you were born in a different state, you should contact that state for the fee schedule and notify them of the name change. Fee schedules vary from state to state.

**Social Security:** The Social Security Administration requires a certified copy of the Order Changing Name. They will return your copy after they have documented the change. The address of the local office is 714 N. Ironbridge Way, Suite 100, Spokane, Washington 99202. Their phone number is (800) 772-1213.

**Department of Licensing:** The Department of Licensing requires a certified copy of the Order Changing Name. They will return your certified copy. There is a fee to change your current license. Their Spokane locations are: 9107 N. Country Holmes Blvd., phone: (509) 482-3883, or 12801 E. Sprague, phone: (509) 921-2358.

**Military:** If you are in the military, a certified copy of the Order Changing Name will be needed to correct your military records.

**Sex Offender:** If you are required to register as a sex offender pursuant to RCW 9A.44.130, you must submit a copy of this application to the county sheriff of the county of your residence and to the state patrol **at least five (5) days before** the entry of an order granting the name change. If an order is granted changing your name, then you must submit a copy of the order to the county sheriff of the county of your residence and the state patrol within five (5) days of the entry of the order. You will be required to show proof of the notification.

**Department of Corrections:** If you are under the jurisdiction of the Department of Corrections, you are required to submit a copy of the petition to the Department **not fewer than five (5) days** before the hearing. You will be required to show proof of the notification.