

## NAME CHANGE PROCEDURE

### HOW TO PROCESS:

STEP #1: Complete the **Petition and Order**, and file the original Petition with the Clerk.

Pay the following costs

|   |                     |
|---|---------------------|
| Filing Fee.....   | \$ 73.00            |
| Administrative Costs.....                                 | \$ 10.00            |
| Certified Copies.....                                     | \$ 5.00 (each copy) |
| Recording - For 1 <sup>st</sup> Page.....                 | \$ 62.00*           |
| *OR <u>Per Name</u> if more than<br>one name on the Order |                     |
| Recording - additional pages.....                         | \$ 1.00             |

STEP #2: The case will then be presented to a judge for approval and signature.

STEP #3: You may purchase certified copies of the signed order for your records.

If you were born in Washington State and wish to change your birth certificate, send certified copies of all paperwork to:

Dept. of Health  
Center for Health Statistics  
PO Box 9709  
Olympia, WA 98507-9709

STEP #4: The Court will record your Name Change with the King County Auditor. Only the Order needs to be recorded.

Recording takes 6 to 8 weeks to process.