



Pierce County District Court
930 Tacoma Ave S., Room 239
(County-City Building)
Tacoma, WA 98402
(253) 798 – 7487
www.piercecountywa.gov/districtcourt

NAME CHANGE INFORMATION

You may qualify for a fee waiver. Contact the court for your options.

Any person seeking to change their name or that of their minor child must be a resident of Pierce County. Name changes are accepted by Pierce County District Court, 8:30 am – 4:00 pm, Monday through Friday. Name changes must be initiated online and then filed at the public counter located at 930 Tacoma Ave S (County-City Building), Room 239, Tacoma, WA 98402. Name changes are public records. *If you or your minor child(ren) have been victims of domestic violence and wish to have the name change sealed, you will be referred to Pierce County Superior Court to proceed with your name change.*

Use this convenient checklist to apply for a name change with the Pierce County District Court:

- ❑ Complete the name change interview process online at www.piercecountywa.gov/districtcourt (Click on 'File a Petition') or at one of the kiosks in the law library at the County-City Building.
- ❑ Pay the non-refundable fee of \$308.50* and provide proof of Pierce County residency** in person at the Pierce County District Court Clerk's Office within 72 hours of completing the online interview process to receive a hearing date and copy of the Petition for Change of Name. All adults on the petition must appear in person to complete the interview process.
 - *The fee may be paid using cash, Visa, or Mastercard only. The fee is broken down into the following categories: \$83.00 filing fee, \$15.00 certification fee, \$7.00 administrative fee, and \$203.50 auditor's recording fee.
 - **A Washington state photo ID or driver's license or a copy of a current household bill must be presented as proof of Pierce County residency. Petitioners requesting a minor name change must present the child's certified birth certificate and official ID.
- ❑ Attend your scheduled hearing where the Judge will review your name change petition and ask you and your minor child(ren) (age 10 and over) a series of questions.
- ❑ If the Judge grants the name change, you will return to the counter (room 239) where you will receive two certified copies of the Order Changing Name.
 - The Court will send a third copy of the Order Changing Name to the Pierce County Auditor. After recording the Order Changing Name, the Auditor will mail the certified copy to the petitioner at the address listed on the Order.
 - Additional certified copies of the Order Changing Name are \$5 each.
- ❑ If you have been convicted of a felony, you may be asked to supply proof that you are no longer under the jurisdiction of the Department of Corrections.
 - If you are still subject to the penalties of said conviction and are under the jurisdiction of the Department of Corrections, reference RCW 4.24.130(2), RCW 4.24.130(3), and RCW 9a.44.130(7) for further information.
 - If you have outstanding cases in Pierce County District Court or other courts, you may be required to resolve those cases before your name change will be considered.

FAMILY NAME CHANGES

- If a family name is changed (i.e. mother, father, minor children*), each additional family member included on the name change petition will be issued a separate Petition for Change of Name. An additional \$218.50 fee will be assessed for each additional family member changing their name, which covers the auditor's certification and recording fees.
 - *Petitioners requesting a name change for minor children are required to present a certified copy of their birth certificate at the time of filing.

MINOR NAME CHANGES

- See "Minor Name Change Information" sheet for further information.

REQUIRED NOTIFICATION TO OTHER AGENCIES

- If you or your minor child were born in Washington State and you wish to change your name on the birth certificate, the **Center for Health Statistics/Washington State Department of Health** requires a certified copy of the Order Changing Name.
 - If reverting to a birth name, there is no need to change your name through the Center for Health Statistics.
- The **Social Security Department** requests and keeps a certified copy of the name change.
- **Department of Licensing** requires a copy (not certified) of the name change to issue a new license.
- **Military members** will need an additional certified copy for their military records.