

Instructions for filing Petition for Change of Name

1. Read *Petition for Change of Name* thoroughly before completing and signing the form.
2. File the petition at the Whitman County District Court clerk's office located at:

Pullman Branch
325 SE Paradise Street
Pullman, WA, 99163

Whitman County Courthouse
400 N Main Street
Colfax, WA, 99111

Hours: 8:00am-12:00pm & 1:00pm-4:00pm

3. Pay the filing fees when submitting the petition.
 - \$78.00 to Whitman County District Court
Payable in exact cash, check, money order, or by debit* or credit** card for which a transaction fee of *\$2.00 or **\$5.00 will be applied
 - \$203.50 to Whitman County Auditor
Payable by money order only. Please sign the money order before giving to us.
4. Upon a granted order, District Court shall forward the order and filing fee to the Whitman County Auditor for permanent filing*** per RCW 4.24.130(4).
***District Court retains name change records for three (3) years after entry whereas the Whitman County Auditor retains a copy perpetuity.
5. Upon a signed order, District Court shall contact the petitioner to retrieve a photocopy of the order, (5) five copies with the court seal, and one (1) certified copy.
6. Additional certified copies may be purchased for \$5.00 each.
7. Visit www.washingtonlawhelp.org to obtain information on how to change name for other agencies such as the Social Security Administration, Department of License, IRS, etc.,