



INSTRUCTIONS FOR APPLYING FOR CHANGE OF NAME

1. Only District of Columbia residents may request the DC Superior Court to have their name changed regardless of where they were born.
2. Applications are filed either in the Civil Actions Branch, Room 5000 of the District of Columbia Superior Court located at 500 Indiana Avenue, NW, Washington, DC 20001 or in Family Central Intake Center, Room JM-540 of the District of Columbia Superior Court.
3. After filing, the Application for Change of Name will be reviewed in Judge-In-Chambers, Room 4220 of the District of Columbia Superior Court located at 500 Indiana Avenue, NW, Washington, DC 20001.
4. The application will be reviewed for completion, clarity and proper supporting documentation.
5. A minor cannot file an Application for Change of Name without the consent or knowledge of their parent(s).
6. The applicant should have been a resident of the District of Columbia for at least six months or be able to provide proof of residence (i.e., rental lease, bill, pay stub, W-2 statement).
7. The applicant must have an original birth certificate.
8. Foreign birth certificates must be translated into English through their designated Embassy or a certified translator.
9. The applicant must have valid identification.
10. The cost of the filing fee is \$60.00 (cash or money order) plus the cost of publication.
11. The applicant is responsible for the cost of publication.
12. In addition to the birth certificate and depending on the request for change of name, the applicant may be required to submit the following supporting documentation to support their request:
 - Marriage Certificate
 - Divorce Decree
 - Citizenship Certificate
 - Child Support Order
 - Acknowledgement of Paternity
 - Adjudication of Paternity

- Order Terminating Parental Rights
 - Notarized letter of consent of a parent
 - Other documentation that the court may require
13. It is the applicant's responsibility to submit all of their required supporting documents for the court's consideration.
 14. If the applicant fails to submit all of their required supporting documents, the application will not be accepted for filing.
 15. The applicant will be required to provide an adequate reason for their request to change their name.
 16. The applicant will be required to provide the name of a designated newspaper for publication purposes. The selected newspaper must cover the metropolitan area (Maryland, District of Columbia and Virginia).
 17. The purpose of the Order of Publication is to provide notice to the public that a request for change of name has been filed and to provide anyone with an opportunity to file a written objection or opposition to the applicant's request.
 18. There is no provision in the Court Rules to waive the Order of Publication.
 19. The Order of Publication will be signed by the assigned judge in Judge-In-Chambers. The applicant will be provided with two certified copies of the order and the application along with instructions.
 20. It is the applicant's responsibility to contact the designated newspaper in a timely fashion regarding the Order for Publication for change of name. Applicant's failure to provide a copy of the order to the newspaper will delay the processing of the request for change of name.
 21. MARRIAGE: If the applicant is requesting a change of name as a result of marriage and is only changing their last name; the applicant may go to the nearest Social Security Administration Office to complete the process. The applicant must take their marriage certificate, birth certificate and valid identification. The cost to complete the process is "**FREE**".
 22. Applicant's requesting a change of name as result of becoming a U.S. citizen must have their proof of citizenship.
 23. CHILD: Unless both parents are requesting that the minor's name be changed, the filing parent must obtain the consent of the other parent.
 24. If the applicant believes that they cannot locate or have not had any contact with a parent, they will be required to file a notarized affidavit noting what steps were taken to notify that parent.

25. If the applicant has met all of the requirements, their application will be referred to either the Family Court or Civil Division for resolution.
26. The applicant will be provided with a date on which to return to complete the process for change of name. No application for change of name will be processed prior to the date provided by the court.
27. It is the applicant's responsibility to notify the designated newspaper in the event that an error is discovered during the publication process. The final Order for Change of Name will not be forwarded to the judge for approval if any mistake(s) is/are detected by the clerk upon return to the court; the Order of Publication may be subject to republishing at the applicant's expense.
28. The applicant will receive a "certified proof of publication" from the designated newspaper once the publication costs has been paid and after the three weeks time frame has expired. The Court will need this.
29. The applicant will be required to notify any and all of their creditors via certified or registered mail, with a return receipt, if applicable.

Example:

- Mortgage Companies
 - Student Loan
 - Finance Companies
 - Loan Companies
 - Credit Card Companies
 - Utility Companies
30. If the creditor(s) has already changed the applicant's name, it is the applicant's responsibility to provide to the court with verification of the change.
 31. The applicant will be required to notify the Department of Corrections and Chief of Police if they have a criminal record via certified mail or registered mail, with a return receipt, if applicable.
 32. The applicant will be required to notify Bankruptcy Court via certified mail or registered mail, with a return receipt, if applicable. The applicant should provide a copy of the Discharge Order.
 33. If the applicant is not a United States citizen they will be required to notify The Homeland Security-Immigration and Customs Enforcement Agency by certified mail or registered mail, with a return receipt, if applicable.
 34. If the applicant's fails to notify any designated entity, the application will not be processed until the applicant has provided the required verification.
 35. Any written objections or oppositions filed will require a hearing prior to the completion of the application for change of name and the approval of the Application for Change of Name will

require either a Status or Show Cause Hearing that will be held before a judge in Family Court, Civil Division or Judge-In-Chambers.

36. The process generally takes approximately 6 to 8 weeks to complete.
37. Upon the court's resolution of the Application for Change of Name, the applicant will be provided with two certified copies of the Order for Name Change. It is the applicant's responsibility to ensure that the State in which they were born or the District of Columbia receive a copy of the court's order.