



SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
Civil Division – Civil Actions Branch
500 Indiana Avenue, NW, Suite 5000, Washington, DC 20001
(202) 879-1133 | www.dccourts.gov

INSTRUCTIONS FOR CHANGING THE NAME OF AN ADULT

1. The process of applying for a name change involves filling out court forms, appearing before a judge, and may also involve notifying third parties. If you do not understand how to fill out the forms and follow the court procedures, you should talk to a lawyer.
2. The Application for Change of Name of an Adult must be filed in the **Civil Actions Branch of the Superior Court of the District of Columbia, 500 Indiana Ave. NW, Suite 5000, Washington, DC 20001.**
3. The completed Application must be accompanied by:
 - Proof of current residence in the District of Columbia
 - Valid photo identification
 - Other Supporting Documentation
4. Applicants must be current residents of the District of Columbia, regardless of where they were born.
5. The following are some examples of what may be accepted to establish DC residency:
 - Lease
 - Utility Bill (water, gas, electric, oil, or cable) issued within the last 60 days
 - Telephone Bill issued within the last 60 days
 - DC Property Tax Bill issued within the last 12 months
 - Letter with picture from Court Services and Offender Supervision Agency (CSOSA) or DC Department of Corrections verifying the Applicant's name and residence
 - Pay stub or W-2
 - Home Security System Bill issued within the last 60 days
 - Supplemental Security Income benefits notification issued within the last 12 months
 - Bank Statement issued within the last 60 days
6. When determining residency, the Court may require additional supporting documentation.
7. The following are examples of additional supporting documentation that the court may require:
 - An original or certified copy of Applicant's birth certificate
 - Marriage certificate
 - Divorce decree
 - Previous name change orders
 - Certificate of citizenship
 - Certificate of naturalization
 - School Records

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8. Valid photo identification may not be expired and may include:
 - Driver license
 - ID card
 - Passport
9. Certified translations must be submitted for all foreign language documents. The translator must certify that she/he/they is competent to translate and that the translation is accurate.
 - The certification format must include the translator's name, signature, address, and date of certification.
 - A suggested format is:

Certification by Translator

I [typed name], certify that I am fluent (conversant) in the English and [enter appropriate language] languages, and that the above/attached document is an accurate translation of the document attached entitled [enter title of document].

- Signature
 - Typed Name
 - Date
 - Address
 - Phone number
 - Email
10. The Deputy Clerk will make copies of all documents submitted for the court record and will return all originals or certified copies to the Applicant.
 11. The cost the filing and Application for Change of Name of an Adult is \$60.00 Payment may be made by cash; credit card; check or money order made to "Clerk of the Courts". If you cannot pay, you can ask the Court to **waive this fee** by filling out a form (called Application to Waive Court Costs and Fees).
 12. The Applicant must provide the reason(s) for a change of name.
 13. The Applicant will be provided with an Order and Notice of Final Hearing date and time.
 14. The Applicant must serve a copy of the Application and the Order and Notice of Final Hearing on all creditors and on each interested party as designated by the Court. Service must be by personal service or by registered/certified mail, return receipt requested.
 15. Examples of creditors include, but are not limited to:
 - Landlords to whom applicant makes rent payments
 - Utility Companies including gas, water and electricity providers
 - Lenders on mortgages, car purchase loans, student loans, financing company loans or any other loan
 - Credit Card Companies (even if there is a zero balance)
 - Store charge accounts
 - Insurance companies to whom applicant makes premium payments
 - Telephone companies with whom applicant has a landline or cell phone account

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- Providers of internet and cable TV services
 - Banks or credit unions with which applicant has a checking or savings account, or outstanding loan
 - Hospitals, doctors, dentists, contractors, lawyers, accountants or others to whom applicant owes money for services rendered
 - Any state or federal tax department to whom applicant owes money for unpaid taxes
16. Before the Final Hearing, the Applicant must file an Affidavit/Declaration of Service for each interested party and creditor showing proof of delivery of the application and Order and Notice of Final Hearing. The Applicant must include any return receipts or U.S. Postal Service tracking numbers/information. Examples of proof of delivery are the signed green return receipt (Form 3811) which includes the tracking number of the certified or registered letter, or a screenshot or printout from the U.S. Postal Service's website (www.USPS.com) showing the letter with that tracking number was delivered.
17. Even if the Applicant's credit card company has issued a credit card in the Applicant's requested name, the Applicant still must notify this creditor of the requested name change by registered/certified mail (return receipt requested) and must file an Affidavit/Declaration of Service prior to the Final Hearing showing proof of delivery.
18. If the Applicant has been convicted of a felony, or is on probation, parole, or supervisory release in any jurisdiction, including the District of Columbia, the Applicant must serve the appropriate law enforcement and/or supervisory agencies or officials, either personally or by registered/certified mail (return receipt requested). An affidavit/Declaration of service showing proof of delivery must be filed before the Final Hearing.
19. If the Applicant is currently incarcerated, but was a resident of the District of Columbia immediately prior to incarceration, a name change application may be processed remotely. Residency prior to incarceration must be established through supporting documentation. Examples of supporting documentation are: a letter from the Applicant's current case worker explaining their residency status prior to incarceration, or copies of documents from their criminal case showing the Applicant's address prior to incarceration. Applications should be mailed to the **Civil Actions Branch of the Superior Court of the District of Columbia, 500 Indiana Ave. NW, Suite 5000, Washington, DC 20001**. Additional information or notifications may be required by the Court. The Final Hearing will be conducted by video or telephone conference and coordinated with the appropriate facility.
20. If the Applicant has an ongoing bankruptcy case, or has been the subject of a bankruptcy, receivership, or insolvency proceeding, the Applicant must notify the appropriate bankruptcy court personally or by registered/certified mail (return receipt requested). An Affidavit/Declaration of Service showing proof of delivery must be filed prior to the Final Hearing. When filing the Application for Change of Name of an Adult, the Applicant must file a copy of the Discharge Order, if one exists.
21. If the Applicant has an ongoing immigration case, the Applicant must notify the appropriate agency or court personally or by registered/certified mail (return receipt requested). An

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Affidavit/Declaration of Service showing proof of delivery must be filed prior to the Final Hearing.

22. If the Applicant fails to notify an interested party or appear for the Final Hearing, the Application for Change of Name of an Adult may be denied and dismissed without prejudice.
23. If any person desires to oppose the Application for Change of Name of an Adult, that person or their attorney must be present at the Final Hearing or must file a written detailed objection at least five (5) business days in advance of the Final Hearing. If a written objection is filed, it also must be served on the Applicant or Applicant's counsel.
24. The approval of the Application for Change of Name of an Adult requires a Final Hearing which will be held in remote courtroom 400.
25. If an Application for Change of Name of an Adult is granted, the applicant will be provided at least five (5) certified copies of the Order for Name Change of an Adult. Requests for additional copies as appropriate may be made at the Final Hearing.