



## Instructions For Changing the Name of an Adult

If the applicant is requesting a change of name as a result of marriage and is **only** changing his or her last name, the applicant may go to the nearest Social Security Administration Office to change his or her last name. The applicant must bring his or her marriage certificate, birth certificate and valid identification. There is no charge for this service.

### To File for Name Change

1. Only a **District of Columbia** resident may request a change of name regardless of where they were born.  
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2. The Application for Change of Name of an Adult must be filed in Judge-in-Chambers, District of Columbia Superior Court, 500 Indiana Avenue, NW, Room 4220, Washington, DC 20001.  
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3. The application will be reviewed for completion, clarity and proper supporting documentation.  
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4. The applicant must be a current resident of the District of Columbia and must be able to provide proof of residency (e.g., utility bill {water, gas, electric, oil or cable} or telephone bill {no cell phone, wireless or pager bills acceptable} issued within the last 60 days, a real property tax bill, pay stub, W-2 statement, letter with picture from Court Services and Offender Supervision Agency "CSOSA" or DC Department of Corrections certifying the applicant's name and residence).  
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5. The applicant must have an original or certified copy of his or her birth certificate. The clerk will make a copy for the court record and return the original or certified copy to the applicant.  
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6. Foreign birth certificates must be translated into English by a professional translator who swears to the accuracy of the translations and who provides the translator's name, address, telephone, number and email address, if any.  
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7. The applicant must present valid photo identification. The clerk will make a copy for the court record and return the original to the applicant.  
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8. The cost of filing an Application for Change of Name of an Adult is **\$60.00 (cash, money order, or credit card)**.

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9. In a addition to the birth certificate, the following supporting documentation, if applicable, is required:

- Marriage Certificate
  - Divorce Decree
  - Proof of U.S.A. Citizenship/ Certificate of Citizenship
  - Child Support Order(s)
  - Acknowledgment of Paternity (The application must provide all acknowledgment(s) of paternity that the applicant has signed.)
  - Adjudication of Paternity (The applicant must provide all Adjudication(s) of Paternity).
  - Order Terminating Parental Rights (The applicant must provide all Order(s) Terminating Applicant's Parental Rights.)
  - Other documentation that the court may require
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10. Any applicant requesting a change of name as a result of becoming a citizen of the United States of America must present proof of citizenship.

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11. It is the applicant's responsibility to submit all of the applicable supporting documents for the court's consideration.

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12. The applicant must provide the reason(s) for the request to change his or her name.

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13. The applicant will be provided with a Final Hearing date on which to return to complete the process for change of name.

### Service of Process

14. Within ten (10) days of filing the Application for Change of Name, the applicant must mail or personally serve all interested parties, with a copy of the Application for Name Change of an Adult and the Notice of Final Hearing. Failure of the applicant to comply with this ten (10) day requirement will result in a dismissal of the Application without prejudice.

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15. By the date of the Final Hearing, the applicant must file the Affidavit(s) of Service by Mailing and/or the Affidavit(s) of Personal Service for each interested person.

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16. If the applicant is not a United States citizen, he or she must notify **Homeland Security-US Immigration and Customs, Washington Field Office - 7, MS 2480, US Citizenship and Immigration Services, 2675 Prosperity Avenue, Fairfax, Virginia 20598-2480** personally or by certified or registered mail. An Affidavit of Service must be filed prior to the Final Hearing.

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17. The applicant will be required to notify his or her creditors via certified or registered mail and provide a certified letter receipt.

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Examples of creditors include:

- Mortgage Companies
  - Landlords
  - Student Loan Companies
  - Finance Companies
  - Loan Companies
  - Credit Card Companies (even if there is a zero balance)
  - Utility Companies
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18. Even if the applicant's credit card company has issued a credit card in the applicant's requested name, the applicant is still required to notify this creditor of the requested name change by certified or registered mail, with a return receipt and must file an Affidavit of Service prior to the Final Hearing.

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19. If the applicant has a criminal record, the applicant must serve the Department of Corrections, the Court Services and Offender Supervision Agency and the Chief of the Metropolitan Police Department either personally or by certified or registered mail. An Affidavit of Service must be filed before the Final Hearing.

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20. If the applicant has a criminal record in a jurisdiction other than the District of Columbia, the applicant must send notice to the appropriate law enforcement official in the state and county where the conviction was entered, including the police chief or sheriff and the department of corrections either personally or by certified or registered mail. An Affidavit of Service must be filed before the Final Hearing.

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21. If the applicant has a current criminal case, he or she must send notice to his or her probation, parole or supervision officer personally or by registered or certified mail. An Affidavit of Service must be filed before the Final Hearing.

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22. If the applicant is incarcerated in a jurisdiction other than the District of Columbia, he or she must send notice to the Federal Bureau of Prisons personally or by registered or certified mail. An Affidavit of Service must be filed before the Final Hearing.

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23. If the applicant either has a current bankruptcy case, or has previously filed for bankruptcy, he or she must notify the Bankruptcy Court personally or by certified or registered mail. An Affidavit of Service 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.

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24. If the applicant fails to notify an interested party, the Application for Change of Name an Adult will not be processed and may be dismissed without prejudice.

### Final Hearing & Applicant Requirements

25. If any person desires to oppose the Application for Change of Name of an Adult, that person, or his or her attorney must be present at the Final Hearing or must file a written detailed objection in Judge-In-Chambers at least five (5) business days in advance of the Final Hearing. If a written objection is filed, it also must be mailed to the applicant or applicant's counsel.

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26. The approval of the Application for Change of Name of an Adult requires a Final Hearing that will be held before the Judge-In-Chambers.

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27. The process may take approximately 5 weeks to complete.

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28. If an Application for Change of Name of an Adult is granted, the applicant will be provided with two certified copies of the Order for Name Change of an Adult. It is the applicant's responsibility to provide a copy of the court's Order to officials in the State/jurisdiction in which the applicant was born.