

**KITSAP COUNTY DISTRICT COURT  
STATE OF WASHINGTON**

IN THE MATTER OF THE NAME CHANGE OF –  _____.	No. _____  <b>NAME CHANGE DECLARATION OF SERVICE</b> ____ AMENDED
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My name is \_\_\_\_\_ and I hereby make the following declaration –

**1. DOCUMENT(S) SERVED**

I served a copy of the following –

- \_\_\_ Name Change Petition (Adult Petitioner)
- \_\_\_ Name Change Petition (Minor Petitioner)
- \_\_\_ Name Change Petition (Parent Or Guardian Petitioner)
- \_\_\_ Notice Of Court Date (Name Change)
- \_\_\_ Other – \_\_\_\_\_

**2. AGENCY SERVED**

[Note – Do not complete section 2 if it does not apply]

[Note – If used, go to section 6 after completing section 2. Do not complete sections 3, 4, and 5.]

I served the above document(s) on the –

- \_\_\_ Washington State Department of Corrections –
  - \_\_\_ Email at **docamendedorders@doc.wa.gov**
- \_\_\_ Washington State Patrol –
  - \_\_\_ Email at **crimhis@wsp.wa.gov**
  - \_\_\_ Mail, postage prepaid, to Washington State Patrol, Criminal History Records Section, PO Box 42633, Olympia, WA 98504
- \_\_\_ Kitsap County Sheriff’s Office –
  - \_\_\_ In person at Kitsap County Sheriff’s Office, 614 Division St., Port Orchard, WA
  - \_\_\_ Mail, postage prepaid, to Kitsap County Sheriff’s Office, 614 Division St., MS-37, Port Orchard, WA 98366

**3. OPPOSING PARTY REPRESENTATION**

[Note – Do not complete section 3 if section 2 is used]

\_\_\_ Represented – The opposing party is represented by an attorney.

[Note – Where a party is represented, service is required to be made on their attorney]

\_\_\_ Not Represented – The opposing party is not represented by an attorney.

**4. PERSON SERVED**

[Note – Do not complete section 4 if section 2 is used]

I served the above document(s) on the following person –

(name of person served) \_\_\_\_\_ .

**5. METHOD OF SERVICE**

[Note – Do not complete section 5 if section 2 is used]

I made service of the above document(s) as follows –

\_\_\_ Email Service Generally Required – Service by email is required unless – (1) the email address of the person served is unknown; or (2) District Court has found good cause to require another method of service; or (3) the parties have agreed in writing to another method of service.

On (date) \_\_\_\_\_ at (time) \_\_\_\_\_, I emailed the above document(s) to the person served by emailing the document(s) to the following email address –

\_\_\_\_\_ .

\_\_\_ Mail Service – On (date) \_\_\_\_\_, I mailed postage prepaid the above document(s) to the person served to the following location –

\_\_\_\_\_ .

\_\_\_ Personal Service – On (date) \_\_\_\_\_ at (time) \_\_\_\_\_, I personally served the above document(s) on the person served at the following location –

\_\_\_\_\_ .

\_\_\_ Other Method of Service – I served the above document(s) on the person served as follows –

\_\_\_\_\_ .

**6. SERVER CONTACT INFORMATION**

[Note – Only one telephone number must be provided]

My contact information is as follows –

My Name – \_\_\_\_\_

Mailing Address – \_\_\_\_\_

Email – \_\_\_\_\_

Cellphone Number – \_\_\_\_\_

Home Telephone Number– \_\_\_\_\_

Work Telephone Number – \_\_\_\_\_

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct, and that I am the person whose name I typed (or wrote) below.

SIGNED at (city) \_\_\_\_\_, (state) \_\_\_\_\_ on (date) \_\_\_\_\_.

*/s/ Signed Electronically* \_\_\_\_\_

\_\_\_\_\_

[Note – By typing your name, you intend to sign electronically and agree your electronic signature is the same as a handwritten signature for the purpose of validity, enforceability, and admissibility.]