



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/REENTRY/FIELD
FACILITY/SPANISH MANUAL

REVISION DATE
11/5/21

PAGE NUMBER
1 of 4

NUMBER
DOC 400.280

POLICY

TITLE
LEGAL NAME CHANGE

REVIEW/REVISION HISTORY:

- Effective: 2/24/97
- Revised: 2/22/02
- Revised: 2/25/02
- Revised: 2/12/07
- Revised: 4/1/08
- Revised: 1/6/09
- Revised: 1/3/11
- Revised: 5/19/14
- Revised: 9/25/18
- Revised: 12/21/18
- Revised: 11/5/21

SUMMARY OF REVISION/REVIEW:

Major changes. Please read carefully!


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

10/8/21

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 4.24.130](#); [RCW 9A.44.130](#)

POLICY:

- I. Individuals under the Department’s jurisdiction may apply to a court of competent jurisdiction to change their name per RCW 4.24.130. The Department has established a process for managing legal name changes granted by the court.

DIRECTIVE:

- I. Name Change Request
 - A. An individual under Department jurisdiction who applies to a court to change a legal name will notify the Records Department of the intent before and after the name change is ordered/received.
 1. Legal name change documents may be received from any source but must include the Court Clerk stamp indicating the date the order was filed.
 - B. An individual under Department jurisdiction who receives an order changing the individual’s legal name will submit a copy of the order to the Superintendent/ Reentry Center Community Corrections Supervisor/Field Community Corrections Supervisor within 5 days of the order being entered.
 1. The copy will be scanned into the electronic imaging system and placed in the central file and/or Field file.
 - a. If the individual is being supervised on a cause for Community Placement (CP) or Community Custody Prison (CCP), the case manager will forward a copy of the order to the assigned regional records office.
 2. Facility/regional records employees will forward notification of the name change to Victim Services and update the electronic file to reflect the new legally-changed name as the individual’s primary name.
 3. If the individual is supervised in the community and required to register as a sex offender, the case manager will contact the Sheriff’s Office in the county where the individual resides to confirm that it has been notified of the name change.

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C. If an individual fails to meet the requirements of RCW 4.24.130 and this policy, the Department may file a motion to set aside or strike the existing order or require the individual to obtain a new order.

II. Name Correction

A. When an amended/corrected Judgment and Sentence is received from the court correcting a clerical error in an individual's committed name, the facility/regional records employees will update the primary name in the electronic file.

III. Expectations

A. When the Department receives notification of a legal name change, the new name becomes the individual's primary name.

B. Individuals who obtain an order changing their name will use the name for:

1. All written or verbal communication with employees, contract staff, and volunteers,
2. All matters relating to their incarceration or community supervision, and
3. Use of the United States mail.

C. The name the individual was committed under will be listed as an "Also Known As" (AKA) designation in the electronic file.

1. AKA names will not be printed on identification cards or used in daily correspondence (e.g., callouts, mail, electronic messaging).

D. Department files (e.g., central file/medical/unit files) will be labeled with the new legal name.

E. Employees, contract staff, and volunteers will refer to individuals using their new legal name in all oral and written communications.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None



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DOC FORMS:

None