



FIRE PROTECTION BUREAU
LICENSING AND CERTIFICATION PROGRAMS
PO Box 42642
Olympia WA 98504-2642
(360) 596-3914 FAX: (360) 596-3934



THIS PACKET IS ONLY FOR THOSE
SEEKING TO:

CHANGE THEIR LEGAL NAME
FOR A CERTIFICATE OF
COMPETENCY RECORD

THIS FORM CAN ONLY BE USED BY THE
ACTUAL RECORD HOLDER – THE PERSON THE
CERTIFICATION WAS ISSUED TO.

PLEASE READ ALL ASSOCIATED INSTRUCTIONS



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Please read all of these instructions carefully. Incomplete and/or illegible documentation may delay our ability to process a request and can result in immediate denial/rejection of your application. ANY missing information associated with an attempt to update your information will delay the update or may even prevent it outright.

In order to **update the certification record attached to your legally changed name** with this office, you must:

- 1) **BE CURRENTLY** certified by this office. If you are currently expired, your request will be discarded.
- 2) Include relevant documentation, such as a copy of the legal writ documenting the change. Please note this is a matter of the legal record bearing your identification. No records or details concerning the change are necessary. Just the legal standing.
- 3) You must return the originally issued certification(s) in their entirety so they can be reissued. ANY certification document issued by this office or any portion thereof that cannot be returned **MUST** be accounted for by the record holder.
- 4) The record holder must fill this form out completely and sign the form. Unsigned or undated requests are considered incomplete, and incomplete paperwork can be rejected outright.
- 5) This form is only used to change the legal name as reflected in our records. Should your name change “coincide” with an employment transfer or other such action, contact our office for any additional steps.
- 6) There is no cost involved with this action. It is an administrative action and matter of record keeping.
- 7) Leave **NOTHING** blank in this application. Use “NOT APPLICABLE,” “DOES NOT APPLY,” or other similar mark. You are responsible for accurately using the full legal and licensing names of all involved in this documentation.
- 8) Print legibly, complete electronically, or have it typed. If it cannot be read, it **CAN BE REJECTED**.
- 9) Return **ALL** portions of this document marked “**MUST RETURN AS PART OF THE APPLICATION.**” Unless otherwise instructed, partial or incomplete submissions – on any level – **WILL** be discarded.
- 10) Include a copy of a valid government-issued photo identification that possesses a sample of your signature. Just for clarification, though we would prefer the new ID, your previous one will suffice.
- 11) Submit the application **completed** in its entirety, along with any and all relevant, necessary, and/or supporting documentation to:

Fire Protection Bureau, Licensing Programs at Post Office Box 42642 in Olympia, WA 98504-2642.
- 12) A completed and otherwise legal to issue application can take between two (2) and ten (10) working days to process and issue, depending on the circumstances.

CHANGE OF LEGAL NAME/IDENTITY

INCOMPLETE/ILLEGIBLE SUBMISSIONS WILL BE DELAYED OR SUMMARILY REJECTED



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Date Received

LEGAL NAME CHANGE: CERTIFICATION RECORD

*This form is **ONLY** used to change the legal name of an individual certified by this office under [RCW 18.160](#) and/or [RCW 18.270](#).*

INCOMPLETE OR ILLEGIBLE SUMISSIONS WILL BE SUMMARILY REJECTED

CURRENT/PREVIOUS/OLD RECORD HOLDER INFORMATION

Certification Number: _____ (As issued by this office)

Complete Name of Certificate Holder: _____

Complete Mailing Address: _____

Phone Number: _____ **FAX Number:** _____

E-Mail Address: _____

NEW RECORD HOLDER INFORMATION

Certification Number: _____ (As issued by this office)

Complete Name of Certificate Holder: _____

Complete Mailing Address: _____

Phone Number: _____ **FAX Number:** _____

E-Mail Address: _____

Indicate Which Certifications You Possess and are Returning:

Level 1* Level 2* Level 3* Level U* Level ITT

*Certifications issued under RCW 18.160 are 8 1/2" x 14" documents perforated to be separated into a Wall Mount, Employer Index Card, and Wallet Card. For each certification issued, all three original pieces **MUST** be returned for reissuance and any pieces that cannot be returned otherwise accounted for. Failure to do so will delay the process.*

Residential Journey Trainee

Fitter certifications issued under RCW 18.270 are 8 1/2" x 11" documents perforated to be separated into a Wall Mount, Wallet Card, and Replacement Request Card. All three pieces should be returned and we ask to be notified of the whereabouts of any portion that cannot be returned.

Remember to Include:

Legal Paperwork Documenting the Name Change Copy of the New (preferably) Photo ID

*The Associated Certification Stamp Has been DESTROYED

Signature of Record Holder (the person carrying the certification)

Date of Signature

CHANGE OF LEGAL NAME/IDENTITY



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Date Received

FEE SUBMITTAL: CERTIFICATION LEGAL NAME CHANGE

Previous Certificate Holder Name: _____	
New/Current Certificate Holder Name: _____	
Licensing and/or Certification Costs	Total Cost of Change
ALREADY PAID	\$ 0.00

This form is completed by certificate holder who has changed their legal name and works for those who carry certification as a Certificate of Competency Holder under RCW 18.160, certification as a Fitter under RCW 18.270, or those who carry certifications from both laws. Complete this form by:

- 1) Providing your previous and current name. This is the name of the individual certified under RCW 18.160 and/or RCW 18.270.
- 2) Include ALL forms marked MUST RETURN AS PART OF THE APPLICATION. Unless otherwise instructed, partial or incomplete submissions – on any level – WILL NOT be accepted and may be discarded.
- 3) Submit NO PAYMENT, as this is merely an administrative action.
- 4) Your status as a legally compliant certificate holder is NOT affected by this process. Your certification status remains intact and without interruption, as this is not a revocation, suspension, or other punitive action.
- 5) Once received and verified that issuance is valid and legal, the new documentation can be on its way in as little as two (2) working days, but allow up to ten (10) working days on the outside.
- 6) For those normally allowed to order a certification stamp (Levels 1, 2, 3, or U), the instructions for doing so will be provided with the newly issued certification and provided to you with it.

CHANGE OF LEGAL NAME/IDENTITY