



King County

Department of Judicial Administration

Barbara Miner

Director and Superior Court Clerk

(206) 296-9300 (206) 296-0100 TTY/TDD

RESTITUTION RECIPIENT (VICTIM) ADDRESS UPDATE INSTRUCTIONS

In Order to ensure the Clerk's Office is able to continue sending any restitution payments received, it is imperative that you notify us of any change of address or if your name or company name has changed. You will need to provide the required documentation listed below. The documentation can be delivered to the Clerk's Office, Accounting Clerk in-person or by mail. If you have any questions you can reach the Accounting Clerk at 206-477-0812 Monday-Friday, 9:00 am-12:15 pm and 1:15 pm- 4:30 pm

Below is a list of the required documentation we need to update your address or name.

Person address change:

Must provide all of the following:

1. Proof of address document for previous address
2. Proof of address document for new address
3. Proof of ID (This can also be a proof of address document if it contains the previous or new address)

Examples of Proof of Address documents:

- Payroll check stub issued by an employer
- Monthly bank statement
- Cancelled check with both name and address imprinted
- Utility bill (e.g. gas, electric, sewer, water, cable, phone, etc.)
- Automobile or life insurance bill
- Voter registration card
- Deed, mortgage, monthly mortgage statement or residential rental/lease agreement
- Homeowners/renters insurance policy or bill
- Annual Social Security statement



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- US Internal Revenue Service tax reporting W-2 or 1099 form
- US Income tax return from the previous year
- Receipt for personal property or real estate taxes
- Certified copy of school records/transcript from a school (issued by a school accredited by a US state, jurisdiction or territory)

Examples of Proof ID documents:

- Driver's license or ID card
- US Armed Forces ID card with photo and signature
- US Passport- valid, has your signature and photo
- US Passport card- valid, has your name and photo
- Immigration ID with signature
- Immigration ID with encrypted signature- valid, from the United States Citizenship and Immigration Services (USCIS)
- US Certificate of Citizenship or Naturalization- an original with your signature and photo
- Driver's license from a foreign country- valid or has expired within 60 days, has security features and is verifiable
- Foreign Passport- valid and stamped US Customs and Border Protection (USCBP)
- Tribal enrollment ID card
 - Must be federally recognized Indian Tribal enrollment card or US Bureau of Indian Affairs ID card
 - Must have your signature and photo
- Washington city or county police employee ID card- valid, has your signature and photo
- Federal or State employee ID card- valid, shows your signature and photo



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Company address change:

We need a letter requesting the change of address on company letterhead and signed by an authorized employee of the company. The letter must make reference to the case number. (The letter needs to be from the company named in the restitution order, 3rd party companies cannot make a request on behalf of their client.)

Person or company name change:

Any changes to the name of the restitution recipient will be updated with verifiable documentation, i.e. divorce decree, legal name change, etc.

Deliver or mail the above required documentation to:

Seattle King County Courthouse
516 Third Ave., Rm. E-609, Attn: Accounting
Seattle, WA 98104

By Mail: Please include a cover letter that includes the following information:

- Type of change requested
- Name and address
- Contact phone number
- Case number(s)

If you are unable to provide the required documentation, an order from the court will need to be entered directing the clerk to change the recipient's (victim's) name or address. For assistance, contact the [Prosecuting Attorney's Office-Victim Assistance Unit](#):

Monday-Friday, 8:30 am- 4:30 pm

Seattle (206) 477-3743

Kent (206) 477-3757

Juvenile (206) 296-8871