

NAME & GENDER MARKER CHANGE GUIDE FOR MARYLAND RESIDENTS

DISCLAIMER: This guide provides information about the legal and administrative steps associated with changing one's name and gender marker on identity documents. Please note that specific steps may have changed since this guide was printed and every individual may have unique name and gender marker change needs. This guide is to be used as a resource only and does not constitute legal advice.

Need further assistance? Come to the
NAME & GENDER CHANGE LEGAL CLINIC

Whitman-Walker Health Legal Services Program and Trans Legal Advocates of Washington (TransLAW) hold monthly Name & Gender Change Clinics to assist clients navigating the name and gender change process. Clinic attendance is by appointment only! For more information about upcoming Clinics and to make an appointment, please visit contact Whitman-Walker Health Legal Services at (202) 939-7630.



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INTRODUCTION

This guide provides an outline for Maryland Residents who wish to change their name and/or gender marker on identity documents and other records. Below are the most common steps taken to make these changes in Maryland. You will find information regarding when and where we recommend completing each step, what documents you will need to bring, how long the process should take, and any additional requirements that may apply.

For most clients, we recommend pursuing these steps in the order listed. We understand, however, that you may have unique needs/goals, which may require a different approach to pursuing name and gender marker changes on your identity documents.

We encourage you to make an appointment with staff from the Whitman-Walker Legal Services Program to discuss your specific situation and goals. We know starting the name and gender marker change process can be daunting, and we are happy to guide you through the necessary steps. Together, we can create a name/gender marker change strategy that fits your unique needs. Call us at (202) 939-7630 or visit our Legal Intake office on the 5th floor of 1525 14th Street NW, Washington DC 20009.

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I. OBTAINING A COURT ORDER FOR CHANGE OF NAME

You have the right to change your name so long as you are not changing it for fraudulent purposes (such as, evading creditors, child support obligations, or criminal charges), or in a way that interferes with the rights of others.

The process of changing your name through a court order¹ is governed by Maryland Rule 15-901 and its requirements are outlined below.

A. When should I petition for a Court Order for Change of Name?

An Order for Change of Name is often a requirement for changing your name on other documents and with other entities and organizations. Thus, it should be the first step you take when starting your name change process.

B. Where do I go to get a Court Order for Change of Name?

You will fill out and sign petition and file supporting documents in order to obtain a Court Order for Change of Name at the Circuit Court for the county (or city) in which you live. You can find the address and contact information of your Circuit Court at <http://www.courts.state.md.us/circuit/>.

Once at the courthouse, look for the division that handles name changes—in almost every Circuit Court in Maryland, that will be either the Civil or Family Division. If in doubt, the Clerk of the Court should be able to direct you to the right division/office.

Virtually every Maryland Circuit Court allows you to file your name change by mail. To do so, mail all of your documents and the relevant fee to the appropriate court division. See *Appendix A: County Notes* for more information about the specifics for each county.

C. What do I need to bring to file for a Court Order for Change of Name?

To file for a Court Order for Change of Name, you will need to have:

1. A Completed Name Change Packet, which includes:

- a. A completed, signed **Petition for Change of Name**, also known as Form DR 60 (available at <http://www.courts.state.md.us/family/forms/dr60.pdf>).

¹ While Maryland follows the common law for name changes, meaning that you can legally change your name simply by adopting a new name and using it consistently, we highly recommend acquiring a Court Order for Change of Name. A court order is a tangible record of your name change and will facilitate changing your name on other identity documents and with other entities.

- When deciding how to answer Question 4, please keep in mind that whatever you write will likely appear verbatim (exactly as you wrote it) in your local newspaper as part of the publication requirement (discussed in greater detail below). If you're worried about revealing your gender identity, consider writing "This is my name of common usage" or "This is my preferred name." You can also simply write "Personal."
 - Make sure to sign your petition for name change with your *current* legal name.
- b. **Notice for Publication**, also known as Form DR 61 (available at <http://www.courts.state.md.us/family/forms/dr61.pdf>).
- Fill out the top section and first paragraph only; leave the second paragraph (regarding objections) blank.
 - Some courts allow petitioners to request a waiver of the publication requirement and/or to post the name change notice at the courthouse by the Sheriff. See more on this later in this Chapter.
2. **A copy of an official document reflecting your current legal name** (such as a valid passport, state-ID card, birth certificate, etc.).
 3. **The relevant filing fee.** If you are representing yourself, the Maryland name change petition filing fee is \$165. If you are represented by an attorney, there may be an additional \$10 or \$20 notice of appearance fee.
 4. **The court may ask for additional documents or information** in addition to what is listed here. For example, most Maryland Circuit Courts require a photocopy of your birth certificate. Please check Appendix A: *County Notes* for more information about the specifics for each county.
 5. **A request for additional certified copies.** When you file these materials with the Clerk, be sure to request at least four (4) extra certified copies of the final court order. You will need these extra copies to make later name changes to various identity documents. If you forget to do this when you file, you can always purchase them from the Clerk later.

D. What do I do after I file my materials with the court?

After you submit your initial petition, there are two additional steps to receive your Court Order for Name Change.

1. Order of Publication:

After you file or mail in the documents listed above with the Clerk, they will sign the Notice of Publication, which gives members of the public a legally required opportunity to object to the petition. At least 15 days before the objection deadline, you must publish notice of the name change in a local newspaper. Publication requirements differ from county to county. In some jurisdictions, publication arrangements are the responsibility of the petitioner asking for publication. In other jurisdictions, the Clerk of Court will arrange to have the Notice published. Ask the Clerk if publication is your responsibility. Also, see *Appendix A: County Notes* for more information about publication procedures in specific counties.

The newspaper that publishes your name change will send you an invoice to have the Notice published. You are required to pay this invoice. The cost will vary from county to county but can run as high as \$200. When your name change is published, you should buy a copy of the paper and keep it for your records.

After the notice is published, you and the Clerk should receive a confirmation letter from the newspaper – this is called the “Certificate of Publication.” In some jurisdictions, the Certificate of Publication is only sent to you and not to the Court. You will need to check with the Clerk of your Circuit Court to determine if you need to send in or file the Certificate of Publication separately.

2. Waiver of the Publication Requirement and/or Notice by Posting at the Courthouse:

Most (if not all) counties in Maryland will allow petitioners to satisfy the publication requirement by having the Sheriff’s Office post the Notice at the courthouse, rather than having the Notice published in a local newspaper.

To request this option, you will need to file a motion. Some Courts require petitioners to file a “Motion for Notice by Posting in Lieu of Publication” or a “Motion to Waive Publication.” If the Judge grants this motion, the Sheriff will post notice of your name change in the courthouse. The fee for posting your Notice at the courthouse will be a \$40 payable to the Sheriff’s Office.

E. Final Steps

After the Clerk receives the Certificate of Publication from the newspaper (or confirmation from the Sheriff’s Office that they posted your Notice at the courthouse), the clerk will send your

Petition to the Judge for approval. The Judge will review all the information. If someone has objected to your name change or if the Judge has any questions about your petition, a hearing may be scheduled. If this happens, please contact Whitman-Walker Health for guidance.

If no one has objected to the name change and the Judge has no questions about your paperwork, then the Judge will approve and sign the Order for Name Change. You will typically receive only one copy of the Order in the mail. You can purchase additional certified copies (recommended because you will need to show certified copies to other entities) from the Clerk of the Court.

F. How long will the process take?

Because there are several steps you must complete, including the publication requirement, receiving a Court Order for Name Change can take upwards of one to two months. That time may be longer if the judge in your case decides to hold a hearing or if the Court is backlogged.

G. Can I get the fees waived?

Depending on your income, you may qualify for a filing fee waiver. The process to apply for a fee waiver may be different in each county (see **Appendix A, County Notes**), but the majority of counties require you to submit the following documents:

- 1. Request for Waiver of Prepaid Costs**, also known as Form CC-DC-089 (<https://mdcourts.gov/sites/default/files/import/courtforms/joint/ccdc089.pdf>).
- 2. Any documents that support your financial hardship.** It is up to the judge to deny or grant (in whole or in part) your request so it is important to attach as much proof of your financial necessity for the waiver as possible. If you are receiving a needs-based benefit (ex: Medicaid, TANF, SNAP, SSI, etc) or if you are experiencing homelessness, please include this information and supporting documents in your fee waiver request.

If your fee waiver is granted, the court will process your name change petition without charge. If your fee waiver is denied, your case will be closed. You can reopen the case by returning to the Court and paying the filing fee.

Please Note: waiving the prepayment of the filing fee does not waive the fee itself; in many counties, you will be expected to pay the cost at the closure of your case. You may also submit a waiver of final costs. See **Appendix A: County Notes** for information about your county.

H. How do I file if I am a minor (under age 18)?

Persons under the age of 18 may change their name in Maryland using the following minor-specific forms:

1. **Petition for Change of Name (Minor)**, also known as form DR-62 (available at <https://www.courts.state.md.us/sites/default/files/import/family/forms/dr62.pdf>).
2. **Notice (Minor)**, also known as form DR-65 (available at <https://www.courts.state.md.us/sites/default/files/import/family/forms/dr65.pdf>).
3. **Consent to Change of Name**, also known as form DR-63 (available at <https://www.courts.state.md.us/sites/default/files/import/family/forms/dr63.pdf>) or DR-64 (available at <https://www.courts.state.md.us/sites/default/files/import/family/forms/dr64.pdf>).

The same publication requirements and costs apply. We encourage minors and their parents/legal guardians to speak to an attorney before pursuing the name change of a transgender minor as special legal issues surround this decision, especially if the parents/legal guardians split legal or physical custody of the minor.

A minor's petition for a legal name change must include signed consent from both parents. If signed consent from a parent/legal guardian cannot be obtained, then they must be served with the name change documents you have filed with the court (Petition for Change of Name, Notice, Order for Change of Name, all attachments filed with these documents, and Writ of Summons) or provide the court with a Death Certificate. You can speak to someone at Whitman-Walker Health or to an attorney about how to properly serve that parent/legal guardian.

Please Note: a Minor's petition for name change is a matter of public record. You can request a Motion to Seal from the Clerk, which can be filed at the same time as your name change petition.

I. Should I also file for a court order for change of gender marker?

A court order legally changing your gender marker in MD is not necessary for changing your gender marker on your driver's license or other forms of identification. While a Court Order for a Change of Gender Marker guarantees you the ability to change your gender marker on your identity documents, most clients can update their gender marker administratively (without needing a Court Order for Change of Gender Marker).

Depending on the laws in the state where you were born, a Court Order for Change of Gender Marker may be necessary to amend your birth certificate to reflect your correct gender. See Section IV for more information about amending your birth certificate.

Almost every Maryland court will allow you to file for a name and gender marker change in the same filing. Thus, if you are planning to complete both, it makes sense to submit your petition for a gender marker change at the same time as you submit your petition for a name change, so that you only have to pay the filing fee once.

While there is a court-issued form and procedure to change your name in MD, there is no similar procedure for changing your gender marker. To do so, you will need to draft a paragraph to add to your name change petition. You should attach any relevant supporting evidence, such as an affidavit from your physician that you have received “appropriate treatment for gender transition to male/female.”²

J. Where can I get more information?

Maryland Courts have published a guide for completing a petition for a name change, which you can find at <https://www.courts.state.md.us/sites/default/files/import/family/forms/drin60.pdf>. You may also ask the Clerk of the Court for assistance with any part of the process. Please do not hesitate to contact Whitman Walker Health Legal Services if you have any questions.

Once you have a Court Order for a Name Change, you can change your name with Social Security, with the MVA, on your Birth Certificate, on your Passport, and with all financial institutions and entities where you have an account.

² Prior to 2015, the standard for a Court Order for Change of Gender Marker was having undergone a medical procedure that “permanently and irreversibly changes your gender.” The Maryland Court of Appeals established this standard in the 2003 case *In re Heilig*, but the court did not elaborate on what type of medical procedures qualified. The court drew its standard from Maryland Code § 4-215(b), which required a “surgical procedure” in order to change the sex designated on a birth certificate. However, in 2015, the Maryland State Legislature amended the Maryland Code, moving the relevant code to § 4-211 and requiring only “appropriate treatment” based on “generally accepted medical standards.” While the Maryland Court of Appeals has not revisited its 2003 decision in light of these statutory changes, you no longer need to show proof of gender-affirming surgery in order to obtain a Court Order for a Gender Change.

II. CHANGING YOUR NAME AND/OR GENDER MARKER WITH THE SOCIAL SECURITY ADMINISTRATION

The process for changing your name and gender marker with the SSA is described below.

Please Note: Although your Social Security card does not show a gender marker, other government agencies look to your Social Security records (including gender marker on your SSA account) in order to verify your identity.

A. When should I update my name and gender marker with the SSA?

Once you have obtained a court order recognizing your name change, you must report your name change to the Social Security Administration (SSA). Your gender marker update with SSA requires a letter from your physician (more on this below). You want to change your name and/or gender marker with the SSA before updating your Maryland identification or driver's license (because the MVA will ask for your updated SSA card, see Section III).

B. Where do I go to update my name and/or gender marker?

You can either take the required documents in person to your nearest Social Security office during normal business hours or submit them via mail. We recommend going in person. You can find your nearest Social Security office at <https://secure.ssa.gov/ICON/ic001.do#officeResults>.

C. What do I need to bring to update my name and/or gender marker with the SSA?

1. Updating Name: to update your name with the SSA, you will need:

- a.** An **Application for a Social Security Card**, also known as Form SS-5 (available at <http://www.ssa.gov/online/ss-5.pdf>), that includes your legal name).
- b.** A certified copy of your **Court Order for Change of Name**.
- c.** An **identification document**, such as an unexpired driver's license or state-issued identity card (it is ok if your ID document includes your former name).
- d.** **Proof of U.S. Citizenship or lawful immigration status** (such as a passport, birth certificate or immigration documentation). This is required for first-time applicants only.

2. Updating Gender Marker: in addition to the items required to process a name change, listed above, you will need one of the following items to prove your correct gender marker:

- a. Passport: A valid, 10-year U.S. passport with the updated gender marker (**Please Note:** passports with less than 10 years of validity will not be accepted).
- b. Birth Certificate: An original, state-issued birth certificate reflecting your updated gender marker.
- c. Court Order: An original court order directing legal recognition of change of gender marker.
- d. Physician Letter: A signed letter on letterhead from your licensed physician stating that you had appropriate clinical treatment for gender transition and including the following language:

[DATE]

U.S. Social Security Administration

I, [physician's full name, physician's medical license or certificate number], issued by [U.S. State/Foreign Country], am the physician of [patient name], with whom I have a doctor/patient relationship and whom I have treated [or with whom I have a doctor/patient relationship and whose medical history I have reviewed and evaluated].

[Patient name] has had appropriate clinical treatment for gender transition to [female or male].

I declare under penalty of perjury under the laws of the United States that the forgoing is true and correct.

[Signature]

Typed Name of Physician

Address

Telephone Number

D. How long will this process take?

You will receive a new Social Security Card in the mail with the amended name in approximately two weeks and your Social Security account will reflect your correct gender marker.

E. Where can I go for more information?

See the following resources on updating your Social Security records:

- The National Center for Transgender Equality’s Know Your Rights page on the Social Security Administration: <https://transequality.org/know-your-rights/social-security>
- SSA’s Gender Change Policy: <https://secure.ssa.gov/poms.nsf/lnx/0110212200>.

III. CHANGING YOUR NAME AND/OR GENDER MARKER WITH MARYLAND MOTOR VEHICLE ADMINISTRATION (MVA)

A. When should I apply to update my name and/or gender marker with the MVA?

Maryland law requires that you notify the MVA of a name change within 30 days. This change must be reported in person and only after you have changed your name with the SSA. The update with the SSA will trigger a system update with the MVA as well within approximately 24 hours.

If you need to change *both* your name and gender marker, it is most efficient to update them both at the same time with the MVA. We understand that some clients will only need to change one or the other, so we have provided separate instructions for each change below. To change both items at the same time, follow the instructions for changing each separately and take all necessary documents and forms of evidence to a full service MVA location.

B. Where do I go to update my name and/or gender marker with the MVA?

Both name and gender marker changes are processed in person at a full service MVA facility. You will need to bring all relevant documents and the required fees. You can find the MVA office nearest you at <http://www.mva.maryland.gov/locations/mvabranchesandveiplocations.htm>.

C. What should I bring to update my name and/or gender marker with the MVA?

1. Updating Name: To update your name, you will need:

- a. Your current driver’s license or ID card.
- b. A court Order for Name Change (make sure that it is a certified copy).
- c. The relevant correction fee (\$20). If this is a new application or a renewal, please see the applicable fees here: <http://www.mva.maryland.gov/about-mva/fees/index.htm>.

- 2. Updating Gender Marker:** To update your gender marker with the MVA, you will need to show ONE of the following documents:
- a. A court Order for Gender Change (make sure that it is a certified copy); also bring your court Order for Name Change if you have one.
 - b. A valid federal- or state-issued ID that shows your updated gender marker.
 - c. A birth certificate showing your updated gender marker.
 - d. If you don't have any of the above documents, you can apply for a Gender Change Authorization Letter from the MVA's Driver's Wellness and Safety Division.
 - i. You can obtain this letter by providing the MVA with either a completed DC-222 form, available at <http://www.mva.maryland.gov/DC-222.pdf> (or three letters confirming your gender change from: you, your physician, and your psychotherapist.)
 - ii. For more information about this option, visit <http://www.mva.maryland.gov/Changing-Gender-Designation/index.htm>.
 - e. Regardless of which document you use, you will also need to bring the relevant correction fee (\$20). If this is a new application or a renewal, please see the applicable fees here: <http://www.mva.maryland.gov/about-mva/fees/index.htm>.

Please Note: Updating your title – If you change your name with the MVA, you will also need to update the name on your vehicle title, if relevant. To do so, complete form VR-448 (available at <http://www.mva.maryland.gov/resources/docs/VR-448.pdf>) and either bring it in person to an MVA office or mail it to 6601 Ritchie Highway N.E., Glen Burnie, MD 21062 along with proof of identification (such as a driver's license) and the relevant fee (\$40).

D. How long will the process take?

The MVA can process both name and gender marker changes during your visit. The MVA will also provide you with an updated vehicle title during your visit (if you mail in your title correction materials, you will receive your updated title by mail).

E. Are there any other requirements?

The new Real ID Act requires a one-time review of your **original documents** in order to renew, duplicate, or obtain a new Driver's License or Non-Driver's ID card.

If you do not already have a Real ID driver's license or ID card, you will also need to bring original versions of the Real ID required documents listed below, in addition to all required documents for updating your name and/or gender marker:

1. A proof of age and identity (such as U.S. Passport, permanent resident card or birth certificate).
2. Your newly issued social security card.
3. Proof of U.S. lawful status (such as a visa), if relevant.
4. Two documents showing proof of MD residency (such as utility bills or bank statements; please note: these documents must show your name and residential address).

F. How do I obtain a Federally Non-Compliant Driver's License?

If you don't satisfy the Real ID requirements, you can acquire a Federally Non-Compliant driver's license, learner's permit, and ID card. The federally non-compliant driver's license and learner's permit allow you to legally drive, but none of the limited purpose credentials can be used for official federal purposes (such as boarding commercial airline flights, accessing federal buildings or purchasing firearms). Your ID will be marked to reflect these limitations.

You must schedule an appointment to obtain a federally non-compliant driver's license, learner's permit or non-driver's ID card. You can learn more about the process for obtaining a federally non-compliant ID at <http://www.mva.maryland.gov/announcements/sb715-information.htm>.

G. Where can I find more information?

See the following resources on updating your MVA records:

- National Center for Transgender Equality's "Maryland ID Documents Center" guide <https://transequality.org/documents/state/maryland>.
- For more detailed information on how to change your name or gender marker on your passport, please see MVA's webpage for "Changing Gender Designation" (<http://www.mva.maryland.gov/Changing-Gender-Designation/index.htm>).

IV. CHANGING YOUR NAME AND/OR GENDER MARKER ON YOUR BIRTH CERTIFICATE

Changing your birth certificate to reflect your name or correct gender marker can be an important part of your transition process and can facilitate changing your other identity documents.

A. When should I apply to update my name and/or gender marker on my birth certificate?

You can amend your birth certificate any time after you receive your Court Order for Change of Name. You may wish to amend your birth certificate prior to updating your other identity documents, as an updated birth certificate can be used as proof of a name or gender marker change.

B. Where do I go to update my name and/or gender marker on my birth certificate?

You will need to apply for an amended birth certificate with the state in which you were born.

If you have a Maryland birth certificate, you may change your name and/or gender marker on your birth certificate by mailing your documents to or visiting the Division of Vital Records, located at 6764-B Reisterstown Road, Baltimore, MD 21215 (Telephone: 410-764-3186).

C. What do I need to bring to update my name and/or gender marker on my birth certificate?

1. Birth Certificates Issued in a State Other than MD

The law in the state where you were born governs the rules for amending your birth certificate. Some states allow you to amend your birth certificate with relative ease, while others will not amend birth certificates at all. Many states require that an applicant for an amended birth certificate present a court order for a gender change (issued in the state where you currently live) before your birth state is willing to amend the gender marker on a birth certificate.

Of the states that will amend your birth certificate, some insist that the information on your original birth certificate (your name and gender at birth) remain on the amended birth certificate, which will simply make note of the amendment.

The Office of Vital Records in the state where you were born can give you more information about what is required to amend your birth certificate to reflect your new name and gender and what an amended birth certificate would look like. You may also consult the National Center for Transgender Equality's ID Documents Center: <https://transequality.org/documents>.

2. Birth Certificates Issued in MD

Maryland allows an individual to amend their MD-issued birth certificate to reflect both a name and gender marker change. You will need to submit the following documents:

- a.** A completed and signed Application for Change in Sex Designation on a Certificate of Live Birth (https://health.maryland.gov/vsa/Documents/Sex%20change%20instructions%2009_01_2016.pdf).
- b.** A completed and signed Statement of Licensed Healthcare Practitioner (https://health.maryland.gov/vsa/Documents/Sex%20change%20instructions%2009_01_2016.pdf).
- c.** A copy of your photo ID.
- d.** A check or money order payable to State of Maryland for the total cost (the change fee is \$10 and each copy of the birth certificate costs \$10).

D. How long will the process take?

According to the MD Department of Vital Records, it will take approximately 8 to 10 weeks to receive your updated birth certificate in the mail.

E. Where can I find more information?

To learn more about different state requirements to change your name and/or gender marker on your birth certificate, please see the National Center for Transgender Equality's ID Documents Center: <https://transequality.org/documents>.

V. **CHANGING YOUR NAME AND/OR GENDER MARKER ON YOUR U.S. PASSPORT**

A. **When should I apply to update my name and/or gender marker on my passport?**

You can apply for or update your U.S. passport at any stage in the name change/gender marker update process once you have your Court Order for Name Change (see Section I above). If you have plans for international travel, you should prioritize this document update.

If you do not have a passport and do not plan to travel internationally, you may still want to apply for or update your passport because it can be used as a proof to show your U.S. citizenship. Your U.S. passport can serve as an alternative document in situations where you need to show your birth certificate in order to demonstrate your U.S. citizenship.

B. **How do I update my passport?**

The process of updating your passport will vary depending on whether you are:

- renewing your existing passport to show the name change only, **or**
- updating both your name and gender marker, whether on your existing passport or applying for the first time.

The sections below will describe the processes required for each situation.

1. **Updating your legal name only (no gender marker update) on an existing valid passport**

When you already have a valid Passport, you may submit by mail a Passport Renewal Application (DS-82 form) and supporting documents to change your legal name to National Passport Processing Center, PO Box 90155, Philadelphia, PA 19190-0155. You will need to mail in the following:

- a. Passport Renewal Application (Form DS-82: <https://eforms.state.gov/Forms/ds82.pdf>).
- b. Your most recent passport.
- c. A recent color photograph 2x2 inches in size.
- d. Order for Name Change (certified copy).
- e. Fees: \$110 for a passport book (and/or \$30 for a passport card) and a \$35 execution fee payable by check or money order to the “U.S. Department of State” (see more at: <https://travel.state.gov/content/travel/en/passports/requirements/fees.html>).

2. Updating your gender marker, whether on your existing passport or applying for the first time

In order to update your gender marker (in addition to updating your name or if you are updating gender marker only), your case will be processed as a first-time passport applicant. This means that you need to submit an initial passport application (DS-11 form) in person at a Passport Acceptance Facility. To find the closest facility to you, please search online at <http://iafdb.travel.state.gov> or call the National Passport Information Center at 1-877-487-2778.

You will need to bring with you the following documents:

- a. Application for a U.S. Passport, also known as Form DS-11 (<https://eforms.state.gov/Forms/ds11.PDF>).
- b. Current ID that includes a signature and photograph.
- c. One recent color photograph that is passport (2x2 inches) size.
- d. Certified copy of a court Order for Name Change (if you are also changing the name on your passport).
- e. Proof of U.S. Citizenship, which can be either your current U.S. passport, a certified copy of your Birth Certificate, a Certificate of Naturalization, or a Report of Birth Abroad. **Please note:** do not be alarmed that the Acceptance Facility will keep the original. The original proof of U.S. citizenship is submitted with your application, but will be mailed back to you within 4-6 weeks (depending on their processing times).
- f. A letter from a licensed physician on office letterhead attesting that you have received “appropriate clinical treatment” to transition (known as a Physician Certification). **Please note:** the letter need not describe the specific treatments you have received, and there is no surgical requirement for getting a U.S. passport. A sample Physician Certification is pasted below:

[DATE]

U.S. Department of State

I, [physician's full name, physician's medical license or certificate number], issued by [U.S. State/Foreign Country], am the physician of [patient name], with whom I have a doctor/patient relationship and whom I have treated [or with whom I have a doctor/patient relationship and whose medical history I have reviewed and evaluated].

[Patient name] has had appropriate clinical treatment for gender transition to [female or male].

I declare under penalty of perjury under the laws of the United States that the forgoing is true and correct.

[Signature]

Typed Name of Physician

Address

Telephone Number

- g. Fees: \$110 for a passport book (and/or \$30 for a passport card) payable by check or money order to the "U.S. Department of State" (see more at: <https://travel.state.gov/content/travel/en/passports/requirements/fees.html>), **and** a \$35 execution fee payable to the Acceptance Facility (some of them, especially U.S. Post Offices will accept the execution fee via credit/debit card as well).

3. How long will the process take?

Processing times for all passport services are typically between four and six weeks. If you need a passport in less time, you can pay an additional fee for expedited service; you can find more information at <https://travel.state.gov/content/travel/en/passports/apply-renew-passport/hurry.html>. To check on the status of your application, you can call the National Passport Information Center at 1-877-487-2778 or 1-888-874-7793 (TTY).

4. Where can I find more information?

For more detailed information on how to change your name or gender marker on your passport, please see the U.S. Department of State's "Gender Designation Change" page (<https://travel.state.gov/content/passports/en/passports/information/gender.html>) or the National Center for Transgender Equality's "Know Your Rights- Passports" guidance (<http://www.transequality.org/know-your-rights/passports>).

VI. CHANGING YOUR NAME AND/OR GENDER MARKER WITH THE UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)

If you are a foreign-born individual who intends to apply for legal status with USCIS, has already applied for legal status with USCIS or who has already been granted some form of legal status here in the United States, Whitman-Walker Health can help you obtain immigration documents such as green cards, work authorization cards or naturalization certificates that match your changed name and/or gender. This section does not apply to U.S. citizens who were born in the U.S., but it does apply to foreign-born persons who have been naturalized.

If this section applies to you, please contact our Legal Services Program at (202) 939-7630 for further information.

VII. CHANGING YOUR NAME AND/OR GENDER MARKER WITH OTHER ENTITIES (SELECTIVE SERVICE, INSURANCE, AND CREDITORS)

As part of your name and/or gender marker change process, you may be required or want to update your name and/or gender marker with other entities. These include:

A. The Selective Service

While you do not need to notify the Selective Service of a change in gender, you are obligated to inform them of a change in name. To notify the Selective Service of your name change you must fill out Form SSS 2 (technically a change of address form), available at your local post office. You must attach a certified copy of the court order changing your name.

1. Individuals Assigned Female at Birth:

If you were assigned female at birth, you do not have to register with the Selective Service, even if you have had gender-affirming surgery or changed your legal gender marker. However, if you are applying for federal financial aid, grants, loans, or other benefits as a male, you may be asked to provide proof that you are exempt from the Selective Service. To obtain such proof, you should request a Status Information Letter (SIL) from the Selective Service.

To request a SIL that shows you are exempt, you can either download a SIL request form from the Selective Service website (<https://www.sss.gov/Portals/0/PDFs/Status.pdf>) or call them at 1-888-655-1825. The SIL request form requires female to male individuals to identify as such and attach a copy of a birth certificate showing the birth-assigned sex. If the sex on your birth certificate has been changed, attach any documentation you have to that affect. This service is free and the exemption letter you will receive does not specify why you are

exempt so it will not force you to ‘out’ yourself in any other application process. Once you receive your SIL, keep it in your files.

2. Individuals Assigned Male at Birth:

If you were assigned male at birth, you must register for the Selective Service if you are between the ages of 18 and 26, even if you have had gender-affirming surgery or changed your legal gender marker. You may register online at <http://www.sss.gov/default.htm> or you may complete and mail a “mail-back” registration form available at any post office. In the unlikely event that the draft resumes and you receive an order to report for examination or induction, you may file a claim for exemption from service.

B. Insurance Carriers

You should inform your insurance companies (including health, property, auto, and life) immediately after you receive your court order for a name change. They may require that you submit a certified copy of your court order for a name change.

You should update your health insurance company about your name change but not necessarily a gender change, depending on whether your care providers have updated your gender marker on the claims they file. It is important that your health insurance company’s records match your doctor’s records (name and gender) in order to avoid confusion and delay or a denial of claims.

If you have changed your gender marker and encounter issues with your health insurance company due to medical care related to your transition or gender marker, contact Whitman-Walker Legal Services for assistance.

C. Banks, Creditors, and Financial Institutions

You must inform your banks, any creditors, and any financial institutions where you hold an account once you have legally changed your name. You will most likely be asked to provide a certified copy of the court order.

D. Other Legal Documents

We recommend that you also update any legal documents in which you are named as a party, such as a rental lease, wills, powers of attorney, advanced health directive, deeds, or other documents that name you as a party. This ensures that your rights and powers in the document remain intact.

Some clients also want to change their name and/or gender marker in their education records, such as high school or college transcripts and diplomas. Whitman-Walker Legal Services can assist with these changes.

APPENDIX: COUNTY NOTES REGARDING NAME CHANGE PROCEDURES

Anne Arundel County

- **Court Information:** <http://www.circuitcourt.org/> and <https://www.clerkannearundel.net/civil-family>
 - **Address:** Circuit Courthouse, 8 Church Circle, Annapolis, MD 21401
 - **Phone:** (410) 222-1397; Civil /Family Division - (410) 222-1431
 - **Hours:** 8:30am - 4:30pm, Monday - Friday
- **File by Mail:** Petitioners can file by mail, addressed to Circuit Courthouse, 8 Church Circle, Annapolis, MD 21401.
- **Filing fees:** The fee is \$165 without an attorney and \$175 with an attorney. They will accept cash, money order or personal check (payable to “Clerk of the Court”), but no credit or debit cards.
- **Fee Waiver:** To waive all filing costs they require the submission of the “Request for Waiver of Prepaid Costs” (CC-DC-089) form: <https://mdcourts.gov/sites/default/files/import/courtforms/joint/ccdc089.pdf>. If you receive Medicaid, TANF, SNAP and/or Supplemental Security Income (SSI), or if you are experiencing homelessness, please list this on the fee waiver (you may also attach proof, if you have it).
- **Supporting Documents:** include a copy of your current ID and a copy of your birth certificate.
- **Publication Requirement:** The publication must run once in The Capital (a/k/a The Capital Gazette). The paper charges \$85 and can be reached through Suzanne Scarborough, Legal Advertising, legalad@capgaznews.com, 410-268-5000 – but the court will send the order of publication directly to the paper which will then bill the client for the \$85 fee and mail the proof of publication directly to the court. Following an 18 day waiting period from receipt of the proof, the clerk’s office will forward the petition to a judge for review. Approximately four to ten weeks later, you should receive four certified copies of the order for a name change in the mail.
- **Additional copies** are available from the Court for approximately \$5.50 per copy (\$5 for the certification and \$0.50 per page).
- **Alternative to Publication:** Petitioners can file a motion to waive the publication requirement with the Clerk. If granted, Petitioners can have the Sheriff’s Office post the name change notice at the courthouse. This is a more private option as opposed to publishing the name change notice in a newspaper. There is no fee to have the Sheriff post at the courthouse in Anne Arundel County.

Baltimore County

- **Court Information:** <https://www.baltimorecountymd.gov/Agencies/circuit/index.html> and <https://www.baltimorecountymd.gov/Agencies/circuit/family/index.html>
 - **Address:** Baltimore County Courts Building, Room 515, 401 Bosley Avenue, Towson, MD 21204
 - **Phone:** The Civil Court Family Division can be reached at 410-887-3777
 - **Hours:** 8:30am – 4:30pm Monday through Friday
- **File by Mail:** Petitioners can file by mail, addressed to PO Box 6754, Towson, MD 21285-6754, Attn.: Family Division.
- **Filing Fees:** The fee is \$165 without an attorney and \$185 with an attorney. They will accept cash, Visa, Mastercard, or money order/personal check (made out to “Clerk of the Baltimore County Circuit Court”).
- **Fee Waiver:** To waive all filing costs they require the submission of the “Request for Waiver of Prepaid Costs” (CC-DC-089)

form: <https://mdcourts.gov/sites/default/files/import/courtforms/joint/ccdc089.pdf>. If you receive Medicaid, TANF, SNAP, and/or Supplemental Security Income (SSI), or if you are experiencing homelessness, please list this on the fee waiver (you may also attach proof, if you have it).

- **Supporting Documents:** Judges will require a copy of your birth certificate as proof of identity.
- **Publication Requirement:** To meet the publication requirement, notice of the name change must be run one once in one of these papers: *The Daily Record* (\$85), *The Jeffersonian* (\$90), or any other generally circulated local publication of your choosing. The court will send the publication notice directly to *The Jeffersonian* by default. You are responsible for sending the notice yourself to any other publication. *The Jeffersonian* will charge you \$90 and send the Certificate of Publication directly back to the court. Approximately four to ten weeks later, you should receive a single true-test copy of the order for a name change in the mail, unless you have arranged in advance to have multiple certified copies sent.
- **Additional copies** are available from the Court for approximately \$5.50 per copy (\$5 for the certification and \$0.50 per page).
- **Alternative to Publication:** Petitioners can file a motion to waive the publication requirement, available from the Clerk's office. If granted, the publication requirement is waived in its entirety.

Baltimore City

- **Court Information:** <http://www.baltimorecitycourt.org/> and <http://www.baltimorecitycourt.org/clerks-office/family-division/>
 - **Address:** Circuit Court for Baltimore City, Family Division, Room 109 Courthouse East, 111 North Calvert Street, Baltimore, MD 21202
 - **Phone:** the Civil Court Family Division can be reached at 410-333-3709
 - **Hours:** 8:30am – 4:30pm Monday through Friday
- **File by Mail:** Petitioners can file by mail, addressed to Family Division, Room 109 Courthouse East, 111 North Calvert Street, Baltimore, MD 21202.
- **Filing Fee:** The fee is \$165 without an attorney and \$185 with an attorney. They will accept cash, money order or personal check. When filing your petition for a name and/or gender change all checks or money orders should be made out to "Clerk of the Baltimore City Circuit Court."
- **Fee Waiver:** To waive all filing costs they require the submission of the "Request for Waiver of Prepaid Costs" (CC-DC-089)
form: <https://mdcourts.gov/sites/default/files/import/courtforms/joint/ccdc089.pdf>. If you receive Medicaid, TANF, SNAP, and/or Supplemental Security Income (SSI), or if you are experiencing homelessness, please list this on the fee waiver (you may also attach proof, if you have it).
- **Supporting Documents:** submit a copy of your birth certificate or passport.
- **Publication Requirement:** To meet the publication requirement, notice of the name change must be run once in *The Daily Record* or any other generally circulated local publication of your choosing. The court will send the publication notice directly to *The Daily Record* by default. You are responsible for sending the notice yourself to any other publication. *The Daily Record* will charge you \$85 and mail the Certificate of Publication directly to the Court. Approximately four to ten weeks later, you should receive a single certified copy of the order for a name change in the mail, unless you have arranged in advance to have multiple certified copies sent.
- **Additional copies** are available from the Court for approximately \$5.50 per copy (\$5 for the certification and \$0.50 per page).
- **Alternative to Publication:** Petitioners can file a motion to waive the publication requirement, available from the Clerk's office. If granted, Petitioners can have the Sheriff's Office post the name change notice at the courthouse. This is a more private option as opposed to publishing the name change notice in a newspaper. If you are interested in posting at the courthouse, please ask

the clerk for this option when you file your name change petition. The courthouse posting is done by the Sheriff's Office and their fee is \$40, which must be paid with cash or money order.

Charles County

- **Court Information:** <https://mdcourts.gov/clerks/charles/general>
 - **Address:** 200 Charles Street, La Plata, MD 20646
 - **Phone:** the civil clerk may be reached at 301-932-3215
 - **Hours:** 8:30am – 4:30pm, Monday – Friday
- **File by mail:** Petitioners may mail in their paperwork to P.O. Box 970, La Plata, MD 20646. Approximately one week later the clerk will mail notice that the case has been initiated.
- **Filing Fee:** The fee is \$165 without an attorney and \$175 with an attorney. They will accept cash, money order or personal check, but no credit or debit cards. When filing your petition for a name and/or gender change all checks or money orders should be made out to “Clerk of the Court.”
- **Fee Waiver:** To waive all filing costs they require the submission of the “Request for Waiver of Prepaid Costs” (CC-DC-089) form: <https://mdcourts.gov/sites/default/files/import/courtforms/joint/ccdc089.pdf>. If you receive Medicaid, TANF, SNAP, and/or Supplemental Security Income (SSI), or if you are experiencing homelessness, please list this on the fee waiver (you may also attach proof, if you have it).
- **Supporting Documents:** include a copy of your current ID and birth certificate.
- **Publication Requirement:** To meet the publication requirement, notice of the name change must run once (before the expiration date listed in your court paperwork) in *The Maryland Independent*; phone 301-764-2815; fax 301-932-4059, and you must arrange for publication. This paper publishes every Wednesday and Friday; the deadline to submit your paperwork is Monday at 11am and Wednesday at 11am respectively. This paper will accept a fax copy. After publication is complete, the paper will mail the Certificate of Publication (or “Printer’s Certificate”) directly to the Court. The Judge in Chambers will review the Certificate of Publication and should issue the Order for a Name Change. You will receive 3-4 certified copies in the mail.
- **Additional copies** from the Court are \$5.50 per copy (\$5 for the certification and \$0.50 per page).
- **Alternative to Publication:** Petitioners can file a motion to waive the publication requirement, available from the Clerk’s office. If granted, Petitioners can have the Sheriff’s Office post the name change notice at the courthouse. This is a more private option as opposed to publishing the name change notice in a newspaper. If you are interested in posting at the courthouse, please ask the clerk for this option when you file your name change petition. The courthouse posting is done by the Sheriff’s Office and their fee is \$40, which must be paid with cash or money order.

Frederick County

- **Court Information:** <https://www.courts.state.md.us/clerks/frederick>
 - **Address:** 100 W. Patrick Street, Frederick, MD 21701
 - **Phone:** the civil clerk may be reached at 301-600-1976
 - **Hours:** 8:30am – 4:30pm, Monday – Friday
- **File by Mail:** Petitioners can file by mail, addressed to 100 West Patrick St., Frederick, MD 21701, Attn: Clerk of the Circuit Court/ Family.
- **Filing Fee:** The fee is \$165 without an attorney and \$175 with an attorney. The fee can be paid with cash, credit card, or check or money order made payable to the “Clerk of the Circuit Court for Frederick County.”

- **Fee Waiver:** To waive all filing costs they require the submission of the “Request for Waiver of Prepaid Costs” (CC-DC-089) form: <https://mdcourts.gov/sites/default/files/import/courtforms/joint/ccdc089.pdf>. If you receive Medicaid, TANF, SNAP, and/or Supplemental Security Income (SSI), or if you are experiencing homelessness, please list this on the fee waiver (you may also attach proof, if you have it).
- **Supporting Documents:** Applicants must include a copy of their current ID and a copy of their birth certificate with their petition.
- **Publication Requirement:** To meet the publication requirement, notice of the name change must be run once in the Frederick News Post. The court will send the publication notice directly to the newspaper, which will bill you based on the length of the notice (a typical fee is between \$55 and \$85). The paper will send the Certificate of Publication to both you and the court. Approximately four to ten weeks later, you should receive a single uncertified copy of the order for a name change in the mail, unless you have arranged in advance to have multiple certified copies sent.
- **Additional copies** from the Court are available for approximately \$5.50 per copy (\$5 for the certification and \$0.50 per page).
- **Alternative to Publication:** Petitioners can file a motion to waive the publication requirement, available from the Clerk’s office. The form available is specified for minors; adults may cross off minors from the form. If granted, Petitioners can have the Sheriff’s Office post the name change notice at the courthouse. This is a more private option as opposed to publishing the name change notice in a newspaper. If you are interested in posting at the courthouse, please ask the clerk for this option when you file your name change petition. The courthouse posting is done by the Sheriff’s Office and their fee is \$40.

Howard County

- **Court Information:** <https://www.courts.state.md.us/clerks/howard>
 - **Address:** 8360 Court Avenue, Ellicott City, MD 21043
 - **Phone:** the civil clerk may be reached at 410-313-3844
 - **Hours:** 8:30am – 4:30pm, Monday – Friday
- **File by Mail:** Petitioners can file by mail, addressed to 8360 Court Avenue, Ellicott City, MD 21043, Attn: Civil Division.
- **Filing fees:** The fee is \$165 without an attorney and \$175 with an attorney. They will accept cash, money order, personal check, Mastercard, or Visa.
- **Fee Waiver:** To waive all filing costs they require the submission of the “Request for Waiver of Prepaid Costs” (CC-DC-089) form: <https://mdcourts.gov/sites/default/files/import/courtforms/joint/ccdc089.pdf>. If you receive Medicaid, TANF, SNAP, and/or Supplemental Security Income (SSI), or if you are experiencing homelessness, please list this on the fee waiver (you may also attach proof, if you have it).
- **Supporting Documents:** Petitioners must include a copy of their valid ID and a copy of their birth certificate (or any other document that is legal proof of their current name).
- **Publication Requirement:** The Clerk will send the court order for publication directly to the newspaper, the *Howard County Times*, which will invoice the client for the \$90 fee and will mail the proof of publication to the court. The entire process should take 4 to 5 weeks, after which you should receive a single certified copy of the order for a name change in the mail, unless you have arranged in advance to have multiple certified copies sent. Additional copies are available for approximately \$5.50 per copy (\$5 for the certification and \$0.50 per page).
- **Alternative to Publication:** Petitioners can file a motion to waive the publication requirement. However, the clerk’s office does not have a form available so petitioners will have to draft their own. If granted, Petitioners can have the Sheriff’s Office post the name change notice at the

courthouse. This is a more private option as opposed to publishing the name change notice in a newspaper. If you are interested in posting at the courthouse, please ask the clerk for this option when you file your name change petition. The courthouse posting is done by the Sheriff's Office. The posting fee is \$40, payable in check or money order made out to the "Howard County Sheriff's Office."

Montgomery County

- **Court Information:** <http://montgomerycountymd.gov/cct/> and https://montgomerycountymd.gov/cct/resources/files/change_name.pdf
 - Address: 50 Maryland Ave., Circuit Court, Family Department, Rockville, MD 20850
 - Phone: the Family Department handles name changes in Montgomery County and they can be reached at 240-777 9426
 - Hours: 8:30am – 4:30pm Monday – Friday
- **File by Mail:** Petitioners can file by mail, addressed to 50 Maryland Ave., Circuit Court, Rockville, MD 20850, Attn: Family Department. Approximately one week after the court receives the petition, you will receive notice in the mail that the case has been initiated and assigned a case number.
- **Filing Fee:** the filing fee is \$165. When filing in person they will accept cash, money order or personal check, when filing by mail they accept only check or money order. When filing your petition for a name and/or gender change all checks or money orders should be made out to "Clerk of the Montgomery County Circuit Court."
- **Fee Waiver:** To waive all filing costs they require the submission of the "Request for Waiver of Prepaid Costs" (CC-DC-089) form: <https://mdcourts.gov/sites/default/files/import/courtforms/joint/ccdc089.pdf>. If you receive Medicaid, TANF, SNAP, and/or Supplemental Security Income (SSI), or if you are experiencing homelessness, please list this on the fee waiver (you may also attach proof, if you have it).
- **Supporting Documents:** include a copy of your birth certificate, passport, or current ID.
- **Publication Requirement:** To meet the publication requirement you must indicate which newspaper you plan to publish your notice in. Notice of the name change must be run once in: *The Sentinel*, *The Daily Record*, *The Washington Post* or *Washington Jewish Week*. The Court will send the publication notice to the newspaper you selected. The publication of choice will bill you directly and then you must pay this bill before the notice is published. Some newspapers will mail the Certificate of Publication (or "Printer's Certificate") directly to the Court once publication is complete and others will mail it to you. The Family Department clerks recommend running your notice in *The Sentinel*, which will send the order of publication directly to the Court. Approximately four to twelve weeks later, you should receive one plain and one certified copy of the order for a name change in the mail, unless you have arranged in advance to have multiple certified copies sent.
- **Additional copies** are available from the Court for \$5.50 per copy.
- **Alternative to Publication:** Petitioners can file a Motion for Notice by Posting in Lieu of Publication to request posting at the courthouse. This is a more private option as opposed to publishing the name change notice in a newspaper. If you are interested in posting at the courthouse, please ask the clerk for this motion when you file your name change petition. The courthouse posting is done by the Sheriff's Office. The posting fee is \$40, payable in check or money order made out to the "Montgomery County Sheriff's Office."
- **Name Changes for Minors:** see Montgomery County specific information at <http://montgomerycountymd.gov/cct/change-name.html>

Prince George's County

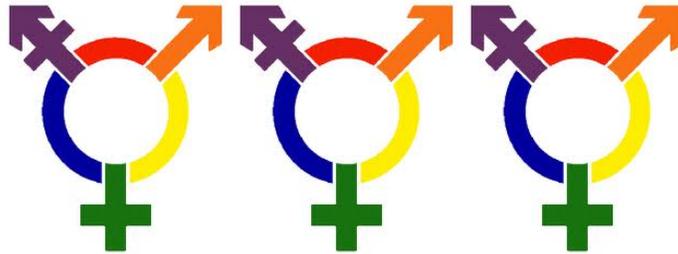
- **Court Information:** <https://www.princegeorgescourts.org/>
 - **Address:** 14735 Main Street, Upper Marlboro, MD 20772
 - **Phone:** the civil clerk can be reached at 301-952-3323
 - **Hours:** 8:30am – 4:30pm Monday – Friday
- **File by Mail:** Petitioners can file by mail, addressed to Clerk of the Circuit Court, Courthouse, 14735 Main Street, Upper Marlboro, MD 20772, Attn: D-1033.
- **Filing Fee:** The fee is \$165 without an attorney and \$175 with an attorney. When filing in person they will accept cash, money order, personal check, or credit/debit card (not American Express). When filing your petition for a name and/or gender marker change all checks or money orders should be made out to “Clerk of the Prince George’s County Circuit Court.”
- **Fee Waiver:** To waive all filing costs they require the submission of the “Request for Waiver of Prepaid Costs” (CC-DC-089) form: <https://mdcourts.gov/sites/default/files/import/courtforms/joint/ccdc089.pdf>. If you receive Medicaid, TANF, SNAP, and/or Supplemental Security Income (SSI), or if you are experiencing homelessness, please list this on the fee waiver (you may also attach proof, if you have it).
- **Supporting Documents:** Judges prefer to see a copy of your birth certificate, but copy of your passport may work too.
- **Publication Requirement:** The Clerk’s office will send the notice to the paper of your choice: *The PG Post*, or *The Sentinel*. The paper will send you an invoice which you must pay. After receipt of payment, the *PG Post* will mail the Certificate of Publication to the Court directly, while the *Gazette* and *Sentinel* will send you a Certificate of Publication which you must take back to the clerk’s office. Once approved, you will receive three certified copies of the Order for Change of Name in the mail. According to the Clerk, the process can take up to four months.
- **Alternative to Publication:** Petitioners can file a motion to waive the publication requirement. However, the clerk’s office does not have a form available so petitioners will have to draft their own. If granted, Petitioners can have the Sheriff’s Office post the name change notice at the courthouse. This is a more private option as opposed to publishing the name change notice in a newspaper. If you are interested in posting at the courthouse, please ask the clerk for this option when you file your name change petition. The courthouse posting is done by the Sheriff’s Office. The posting fee is \$40, payable in check or money order made out to the “Prince George’s County Sheriff’s Office.”

St. Mary's County

- **Court Information:** <http://www.co.saint-marys.md.us/Circuit%20Court.asp>
 - **Address:** 41605 Courthouse Drive, Leonardtown, Maryland 20650
 - **Phone:** the civil clerk can be reached at 301-475-7844, ext. 4562
 - **Hours:** 8:30am - 4:30pm Monday to Friday
- **File by Mail:** you may choose to mail the petition to Clerk of the Circuit Court, PO Box 676, Leonardtown, MD 20650. Once the petition is filed it goes to the Judge’s Chambers for approval.
- **Filing Fees:** the filing fee is \$165 without an attorney, and \$175 with an attorney, payable by cash, check or money order. When filing your petition for a name and/or gender change all checks or money orders should be made out to “Clerk of the St. Mary’s County Circuit Court.”
- **Fee Waiver:** To waive all filing costs they require the submission of the “Request for Waiver of Prepaid Costs” (CC-DC-089) form: <https://mdcourts.gov/sites/default/files/import/courtforms/joint/ccdc089.pdf>. If you receive Medicaid, TANF, SNAP, and/or Supplemental Security Income (SSI), or if you are experiencing homelessness, please list this on the fee waiver (you may also attach proof, if you have it).

- **Publication Requirement:** Once approved, you will receive two copies of the Order of Publication in the mail and you must immediately fulfill the time-sensitive publication requirement. The St. Mary's County Civil Clerk does not assist with the publication requirement and you must arrange for publication in either *The Enterprise* or *The County Times*. The publication of choice will bill you directly and you must pay this bill before the ad is run. *The Enterprise* will automatically send a Certificate of Publication to the Judge's Chambers once publication is complete. However, if you choose to publicize in *The County Times*, you will receive the Certificate of Publication and must deliver it to the Civil Clerk. The Judge in Chambers will review the Certificate of Publication and should issue the Order for a Name Change, which you will receive in the mail. The Court may take up to 3 months to process the petition.

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If you have any questions about the steps described in this guide, please do not hesitate to contact us at the numbers listed below.

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