

Whitman-Walker Health Legal Services Guide to

NAME & GENDER MARKER CHANGES

in the District of Columbia

SEPTEMBER 2023



In partnership with



DISCLAIMER:

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

INTRODUCTION

This guide provides an outline for District of Columbia residents who wish to change their name and/or gender marker on identity documents and other records. Below are the most common steps to make these changes in the District. 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.

For most clients, we recommend pursuing these steps in the order listed. You may, however, have unique needs/goals that require a different approach to pursuing name and/or gender marker changes on your identity documents. For example, if you only want to change your gender marker, you can skip Section 1: Obtaining a Court Order for Name Change and proceed to Section 2 instead.

If you have questions or concerns about the process, we encourage you to contact the Whitman-Walker Legal Services Program to discuss your specific situation and goals. Starting the name and/or 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 email contact-legal@whitman-walker.org.

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DC ADULT NAME & GENDER MARKER CHANGE ROAD MAP

STEP 1: File Name Change with DC Superior Court

- ✓ Completed name change packet
- ✓ Valid photo ID with current legal name
- ✓ Birth Certificate (not required, but recommended)
- ✓ Proof of current DC residency
- ✓ \$60 filing fee **or** fee waiver if you qualify

Receive the Order and Notice of Final Hearing by mail or email.

STEP 2: Notify Your Creditors After You Receive Order and Notice of Final Hearing

SEND WITHIN 10 DAYS BY USPS CERTIFIED MAIL:

- ✓ A copy of your name change application and Order and Notice of Final Hearing (**double check with Court clerk that you have the correct Order**) to each interested party
- ✓ Keep all receipts, tracking numbers and return receipts as proof for final hearing
- ✓ Email to Judge-in-Chambers (JICOffice@dcsc.gov) 2-3 days prior to the final hearing, or bring in person if you have an in-person hearing

STEP 3: Request Gender Marker Letters from medical provider if necessary

- ✓ Only required for birth certificates

STEP 4: Attend Final Hearing either virtually or in person

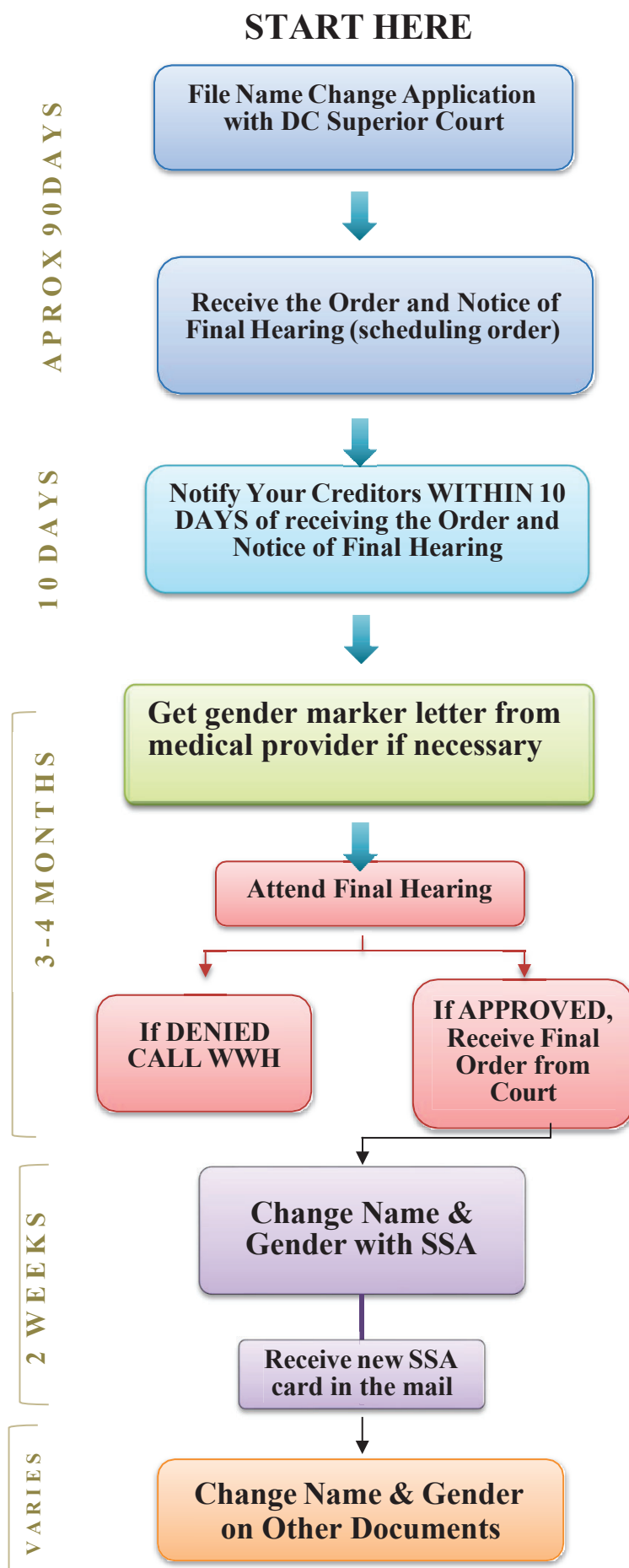
- ✓ Request extra certified copies of the Name Change Order

STEP 5: Update Name & Gender Marker at SSA

APPLY IN-PERSON AT YOUR LOCAL SSA OFFICE (<https://secure.ssa.gov/ICON/main.jsp>):

- ✓ Application for Social Security Card (form SS-5)
- ✓ Certified copy of Court Order
- ✓ Identity document (*see inside for details*)
- ✓ Proof of US citizenship or lawful immigration status (*see inside for details*)

STEP 6: Update Other Documents



DC NAME & GENDER MARKER CHANGE CHECKLIST

STEP 1. File the Application for Change of Name with the Court: Submit the following documents to DC Superior Court in person, via mail, or online via eFileDC for adults 21+, or CaseFileXpress for minors under 21

- Completed Name Change Application;
- Copy of valid identification (current driver's license, ID card, or passport);
- The original or copy of your birth certificate¹ - note that non-English birth certificates must be translated;
- Proof of current D.C. residency (DC ID/driver's license or other documentation with DC address, such as recent paystub, utility bill, official mail);
- The \$60 filing fee (cash, or certified check or money order payable to "Clerk, DC Superior Court") **or** a completed Fee Waiver Application;
- [*if applicable*] Motion to Seal and \$20 motion fee, unless you're filing a Fee Waiver Application

STEP 2. Mail notices to interested parties/creditors as indicated on the signed Order and Notice of Final Hearing

- You will receive an Order and Notice of Final Hearing after filing. You must mail the Order and Notice to creditors/interested parties **within 10 days** of receiving it.
 - Note that the Initial Order you will likely receive setting the final hearing date and time **cannot** be used to notify interested parties. Please email the Court at JICOoffice@dcsc.gov to request the appropriate Order & Notice of Final Hearing.
- Mail the Application and Order & Notice of Final Hearing by USPS Certified Mail with return receipt requested to all interested parties including creditors.
- Keep all U.S. Postal Service receipts.
- Combine the signed Affidavit of Services by Mail with the USPS certified mail receipts into one PDF. Name the PDF file with your current legal last name and case number. This will need to be emailed to Judge-in-Chambers (JICOoffice@dcsc.gov) 2-3 days prior to the final hearing. Alternatively, you can also file this in person at the courthouse prior to your final hearing.

STEP 3. Attend Final Hearing

- The judge will hold a brief hearing via WebEx, and you will receive instructions on how to join within the Order and Notice
- Receive certified copy of Court Order for Change of Name by mail.
- Call the Civil Division at 202-879-1133 or email CivilDocket@dcsc.gov to request additional certified copies of the Court Order for Change of Name. Additional copies may cost a fee.

STEP 4. Visit your local Social Security Administration office in person and bring:

(<https://secure.ssa.gov/ICON/main.jsp>):

- Application for Social Security card (<https://www.ssa.gov/forms/ss-5.pdf>) with your changed name;
- Certified copy of the Court Order for Change of Name;
- An unexpired identification document, such as driver's license, state-issued identity card, or U.S. passport (it is OK if your ID document includes your former name);
- Proof of U.S. citizenship or lawful immigration status, such as a passport, birth certificate, or immigration documentation.
- Medical certification or a letter from a doctor is no longer necessary to change your gender designation. Simply mark the correct gender designation when completing the form.

STEP 5. Go to the D.C. Department of Motor Vehicles and bring the following documents:

- A completed DMV application for license or identification card;
- A certified copy of your Court Order for a Name Change;
- Your newly issued Social Security card with your new name;
- Your current driver's license or ID card (which you must turn in) and updated residency documents if you have moved;
- Cash, check, money order, or credit card to pay the fee for a new ID.

¹ This is no longer a mandatory requirement, but some judges may exercise their discretion and ask for the birth certificate. We recommend either presenting your birth certificate at filing or bringing it with you to the final hearing (in case the judge asks for it).

1. **OBTAINING A COURT ORDER FOR CHANGE OF NAME**

The first step in changing your name in D.C. is to apply for a court order from the Superior Court of the District of Columbia recognizing your name change. This is a straightforward but time-consuming process. It will take at least two months to complete.

NOTE: If you do not follow the deadlines below, your application to change your name may be denied, delayed, or you may need to re-file a new application.

- **What are the steps I will need to take to change my name in DC?**

1. You will file the Name Change Application Packet.

NOTE: The Name Change Application does not need to be notarized.

2. You will receive the Order and Notice of Final Hearing (scheduling order) by mail or email.

NOTE: DEFECTIVE INITIAL ORDER: As of the publication of this Guide (September 2023), applicants receive an Initial Order after they file; this Order sets the final hearing date but has no information about notifying interested parties. When you receive the Initial Order, take a clear photo of it, and email it to the Court at JICOffice@dcsc.gov. In your email, note that you have received the Initial Order scheduling your final hearing, but have not yet received the appropriate Order and Notice of Final Hearing to notify your interested parties such as your creditors (if any). In response to your e-mail, the Court will send you a second order (Order and Notice of Final Hearing), which is the document that you will send by Certified Mail (along with your Application for Name Change) to your interested parties, as described in the next paragraph (#3).

3. Within 10 days of receiving the Order and Notice of Final Hearing, you must notify, by U.S. Postal Service (USPS) Certified Mail, any interested parties such as creditors (if applicable) about the pending name change. For more on who are interested parties, see page 11.
4. You must email the Affidavit of Service by Mail and USPS Certified Mail proofs (the green cards that are mailed back to you) to the Court 1-3 days before the hearing.
5. You must attend the final hearing.
6. You will receive your Name Change Court Order by mail and can request additional certified copies.

STEP ONE: Filing the Name Change Application Packet

Filing Process for Adults OVER 21:

If you are over 21 you will fill out the Adult Form, linked below and file with the Judge-in- Chambers Office (JIC). This form can be accessed using the following link: <https://www.dccourts.gov/services/judge-in-chambers/application-change-name>.

When filling out the Application for Change of Name of an Adult:

- On Page 1 of the Application, when the Application asks for Telephone Number, make sure that you type in your email next to your telephone number. Email is the primary way that the Court is communicating with you, so it is very important that the email is included and spelled correctly.
 - If you need an ASL or foreign language interpreter at the final hearing, please note this next to your phone number and email.
- On Page 4 of the Application packet, “Applicant’s Current Name Being Used” means your chosen name.
- On Page 5, Line 3 of the Application packet, you are required to list reasons for your name change. We suggest: “This is my chosen name and I want to obtain proper identification.”
- On Page 5, Line 6 of the Application packet, you must list each of your parents’ names **exactly** as the names appear on your birth certificate. If your parents’ names are not on your birth certificate, put “Not Listed on Birth Certificate”.

NOTES about discrepancies within the Application:

- Page 2, number 14 of the Application packet states that within 10 days of filing the Application, you must serve personally or by registered/certified mail a copy of the Application and the Order and Notice of Final Hearing on their creditors and on each interested party as designated by the Court. However, **the 10-day window starts on the day that the Order and Notice of Final Hearing is received.** It does not start on the day of filing.
- Page 7 of the Application packet says that notarization of the Application is required. This is not necessary. You can sign or e-sign the application. It does not need to be notarized.
 - There are three methods to e-sign the application:
 - You may use the “/s/” method to sign the Application,
 - Example: “/s/ John Doe”
 - You may use an electronic image of your signature, or
 - You may use a scanned signature.
 - If you are filing in person, sign the application in front of the clerk when you go to file.

The completed Application must be accompanied by the following supporting documentation and payment:

- a. Identity Documents, such as an original certified copy of your birth certificate, marriage certificate, divorce decree, previous name change orders, certificate of citizenship, or certificate of

naturalization.

NOTE: Foreign birth certificates must be translated word-by-word to English. The translator must certify the accuracy of the translation and provide their name, address, phone number, and email. We recommend including the following paragraph at the end of the translation:

Certification by Translator

I [typed name], certify that I am fluent (conversant) in the English and [enter appropriate language] languages, and that the above/attached document is an accurate translation of the document attached entitled [enter title of document]. Name, Typed Name, Date, Phone Number, Address, Email.

- b. Proof of current residency in the District of Columbia. Page 1 of the Application provides examples of what may be accepted to establish DC residency. We recommend bringing 2 proofs of residency, if possible. These include:

- Utility bill issued within the last 60 days
- Telephone Bill used within the last 60 days
- DC Property Tax Bill issued within the last 12 months
- Letter with picture from Court Services and Offender Supervision Agency (CSOSA) or DC Department of Corrections verifying your name and residence
- Pay stub or W-2
- Home Security System Bill issued within the last 60 days
- Supplemental Security Income benefits notification issued within the last 12 months
- Bank Statement issued within the last 60 days

NOTE: Some judges and clerks may ask for proof of DC residence for at least six months. There is no legal requirement that name change applicants must have lived in DC for at least six months. The requirement is “current DC residency” and all current DC residents can file. If you have not lived in DC for six months and the judge or clerk is pressing for this information, you may politely tell them that you followed the instructions of the name change application, which specifically say that current residents may file for a name change. The name change application instructions do not mention a six-months residency requirement. Please let WWH Legal Services know if this issue comes up when you file or at the final hearing.

- c. A valid photo identification. This includes a current (not expired) driver’s license, ID card, or passport. It may be from another state or country (passport).
- d. The \$60 name change fee.

NOTE: For adults 21+, E-file is the Court’s online filing system and is discussed further under “How to File”. If you are filing through E-file, then additional charges apply, totaling \$66.88 with fees.

- e. **Motion to Seal (Optional):** A Motion to Seal is necessary if you want to keep your name change record private and not available to the general public. Without a motion to seal, the name change case (like other court cases in general) and redacted supporting documents will be accessible to the public on DC case search: <https://portal-dc.tylertech.cloud/Portal>.

The Motion to Seal fee is \$20.

If you mail in the Name Change Application or file in person: You can include the Motion to Seal with the appropriate fee when filing.

If you use E-file: you can submit the motion to seal in a separate “envelope” (filing) after the Name Change Application is filed.

- f. **Fee Waivers:** Use the fee waiver form if you have no income or receive public benefits such as Medicaid/DC Alliance, SSI, TANF, and/or SNAP/food stamps. The list of public benefits eligible for a waiver is very comprehensive. The form is available in English and Spanish at: <https://www.dccourts.gov/services/fee-waiver-application>.

NOTE: If you receive a public benefit as listed on the first page, you only need to fill out the first page: the caption, your name, and check the box for the public benefit that you receive in section 1. You do not need to fill out sections 2 through 9. You may skip to the “Declaration” on page 3.

- If you require a fee waiver and are filing online, you must upload the fee waiver form and proof that you receive the public benefit when filing the name change application.
- If your fee waiver has not been approved after a week of filing, we recommend following up on the email submission at Civilefilings@dcsc.gov and calling the Civil Division at 202-879-1133.

How to File:

You can mail in, file in person, or file online using E-file for name change filings. The most effective way to file is in person.

- **In Person Filing:** Take your filing to the DC Superior Court Judge-In-Chambers office, located in the Moultrie Courthouse, 500 Indiana Ave., NW, Room 5000, Washington, DC 20001; phone: (202) 879-1450; fax: (202) 879-1579.
 - The nearest Metro stop is Judiciary Square on the Red Line. The office is open from 8:30am to 5pm, Monday through Friday.

- **Mail [not recommended]:** Send to: DC Superior Court ATTN: CIVIL DIVISION, 500 Indiana Ave. NW, Washington DC 20001.
- **E-file:** As of 2023, the Court uses Odyssey E-filing system for online applications. Applicants can register for an account and complete the application here: <https://efiledc.tylertech.cloud/OfsEfsp/ui/landing>.
 - Set location as “Civil Actions”, case type as “Name Change/Vital Record Amendment” and attorney info as “pro se”.
 - Upload lead document (Name Change Application) and supporting documents as separate PDFs.
 - Select payment option, or, if using fee waiver, select “no payment” and upload fee waiver
 - The Order and Notice of Final Hearing will be mailed to you 2-3 weeks after submitting the application.

Filing Process for Minors UNDER 21:

If you are under 21, you will have to use the Minor Form and file with Family Court. The Application for Change of Name of a Minor Form can be accessed using the following link: [https://www.dccourts.gov/sites/default/files/Minor%20\(Name%20Change\).pdf](https://www.dccourts.gov/sites/default/files/Minor%20(Name%20Change).pdf).

There is a parental consent requirement on page 8 of the Application packet. If you are over 18, this portion does not need to be completed.

NOTE: You must include a Cross Reference Sheet, available at this link: <https://www.dccourts.gov/sites/default/files/2019-07/CROSS%20REFERENCE%20INTAKE%20FORM.pdf>. This is a requirement for everyone filing in Family Court so they can check and see if any cases have to be assigned under the “one family, one judge” rule. (The Family Court is mandated to keep all cases involving one family with the same judge whenever possible.)

NOTE: If you are involved in an open Family Court case, an ongoing child support order, or an open Civil Protection Order, you may be required to file your name change application with the Family Court Central Intake Center.¹

The completed application must be accompanied by the same supporting documentation and payment as explained in the OVER 21 Section.

How to File:

You can file by mail, in person, or online using CaseFileXpress. We recommend filing in person.

- **In person filing [recommended]:** Take your filing to the DC Superior Court Judge-in-Chambers office, located in the Moultrie Courthouse, 500 Indiana Ave., NW, Room 5000, Washington, DC 20001; phone: 202-879-1450; fax: (202) 879-1579. The nearest Metro stop is Judiciary Square on the Red Line. The office is open from 8:30am to 5pm, Monday through Friday.

¹ D.C. Superior Court Administrative Order 11-14.

- **Mail [not recommended]:** For mailing, send to: DC Superior Court ATTN: FAMILY DIVISION, 500 Indiana Ave. NW, Washington DC 20001
- **CaseFileXpress (CFX):** Please watch the two CFX training videos: Self-Represented Litigant Registration and Single Party Cases both accessible on the following website; also see the FAQ's if you scroll down the page: <https://www.fileandservexpress.com/dc/>.

If you are submitting a motion to seal and/or fee waiver, you must first email your application to the Family Division at FamilyCourtCIC@dcsc.gov. If the motion is granted, you will receive an order that needs to be included when you file your name change application online. If the waiver is granted, you will receive a promo code to use when prompted for payment.

- You should create your own account based on the training videos.
- Accounts should always be created by selecting the “pro se non-attorney filer” option on the registration page (by type of filer dropdown).
- Remove the instruction pages from the Name Change Application form before filing. If the instruction pages are included, the filing may be rejected. Name change application (without the instructions) **MUST** be the leading document.

NOTE: supporting documents should be attached to the name change packet as photocopies or bundled into one PDF document. CFX can merge or bundle the uploaded application form and supporting documents into one PDF. **PDFs of supporting documents MUST be legible if uploaded on CFX. Blurry PDFs will be rejected. Documents uploaded as pictures/JPEGs will also be rejected.**

STEP TWO: Receiving the Signed Order and Notice of Final Hearing

You will receive Order and Notice of Final Hearing (the scheduling order) from the Court. If you filed on E-file, the default is to receive it by mail, but you can opt-in to be “e-served” by following the directions here: <https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/360048955832>. If you filed in person, you will receive this by mail. If you filed on CFX (under 21 name change applicants), you will receive this by email.

This document sets the hearing date and time, and provides instructions on how to join the hearing. It also starts the 10-day clock to notify interested parties, such as creditors, if applicable.

NOTE: DEFECTIVE INITIAL ORDER: As of the publication of this Guide (September 2023), applicants receive an Initial Order automatically after filing that sets the final hearing date but has no information about having to notify interested parties. When you receive the Initial Order, take a clear photo of it, and email it to the Court at JCOffice@dcsc.gov. In your email, note that you have received the Initial Order scheduling your final hearing, but have not yet received the appropriate Order and Notice of Final Hearing to notify your interested parties such as your creditors (if any). In response to your e-mail, the Court will send you a second order (Order and Notice of Final Hearing), which is the document that you certified mail to your interested parties, as described in more detail below.

STEPS THREE AND FOUR: Notifying Interested Parties (Creditors) and Completing the Affidavit/Declaration of Service by Mail

The Order and Notice of Final Hearing form provided to you by the court when you file will require you to notify any creditors or other interested parties.

- **When:** You must notify these parties **within 10 days** of receiving the Order and Notice of Final Hearing (scheduling order) via mail or email.
- **What:** You must print out the completed Name Change Application and Order and Notice of Final Hearing.
- **How:** You must use **U.S. Postal Service (USPS) certified mail**. You will need to keep the mailing receipt and certified mail receipts to submit to Judge-in-Chambers via email prior to your final hearing.

After you have notified all relevant parties, you must complete and sign the Affidavit/Declaration of Service by Mail. This is located on page 10 of the Name Change Application packet. Include the name and address of each notified party and the date the notice was mailed. Ignore the counsel info and the notarization block on the Affidavit form. For simplicity, you may want to combine the signed Affidavit with the USPS certified mail receipts into one PDF. Also look up the tracking information on the Post Office's website and include the results: https://tools.usps.com/go/TrackConfirmAction_input. Name the PDF with your current legal last name and case number. This will need to be emailed to Judge-in-Chambers (JICOffice@dcsc.gov) 2-3 days prior to the final hearing.

Below are common parties that need to be notified. Remember, each office must be notified within 10 days of receiving the Order and Notice of Final Hearing (scheduling order).

1. **Creditors:** You must notify each of your creditors even if you do not currently carry a balance (e.g. credit cards, mortgages, car loans, student loans, personal loans, landlord, utilities). You can look up the mailing address for your creditor on your latest statement or on the creditor's website.

If you are unsure about who your creditors are, you can request your credit report online. Under federal law, you are entitled to a free credit report every 12 months from each of the three major consumer reporting companies (Equifax, Experian and TransUnion). To request your free credit report(s), visit www.AnnualCreditReport.com. You can read more about requesting credit reports here: <https://www.consumerfinance.gov/ask-cfpb/how-do-i-get-a-copy-of-my-credit-reports-en-5/>.

2. **Department of Corrections, Police, CSOSA, and Parole Officer:** *If you have been convicted of a felony in D.C.*, you must notify the following parties:

D.C. Department of Corrections
2000 14th St. NW, Seventh Floor
Washington, DC 20009

D.C. Chief of Police

Metropolitan Police Department Headquarters
300 Indiana Ave. NW, Room 5080
Washington, DC 20001

D.C. Court Services and Offender Supervision Agency (CSOSA)
633 Indiana Ave. NW
Washington, DC 20004-2902

If you have been convicted of a felony in another state, you must notify the equivalent in the state where you were convicted.

If you are currently on parole, probation, or supervised release, you must notify your current parole/probation/supervisory release officer.

3. **Federal Bureau of Prisons:** *If you are currently incarcerated in a jurisdiction other than DC*, you must notify the Federal Bureau of Prisons.

Federal Bureau of Prisons
320 First St. NW
Washington, DC 20534

4. **Bankruptcy Court:** *If you have filed for bankruptcy*, you must notify the Bankruptcy Court.

United States Bankruptcy Court
333 Constitution Ave. NW Suite 1225
Washington, DC 20001

STEP FIVE: Attending your Final Hearing and Getting your Court Order

The Court is holding the final hearings virtually and are typically scheduled for Fridays. Judge-In-Chambers or Family Division will schedule virtual/telephonic final hearings and will send the remote hearing information to you along with the scheduling order. The Court will also include step-by-step instructions on how to participate in the remote hearing.

To attend the virtual hearing, download the court's hearing software, WebEx, in advance and set up an account. If you do not have a computer, there is a WebEx application for smart phones. The Court will provide you with link to join when they send the instructions and scheduling order. If you attend with your camera on, pick a location that is not distracting with good lighting and make sure that there is nothing inappropriate in the background. If your sound or video freezes during the hearing, use the chat feature or call the Clerk's Office (202-879-1170) to let them know that you are having technical issues.

Importantly, you can also attend the final hearing by calling in. You can call the toll-free WebEx hearing phone line at 844-992-4726. Enter the WebEx Meeting ID number the court gave you, then hit the # key twice. Once you are placed in the hearing, press *6 to mute and unmute your phone.

Remember, 1-3 business days prior to the final hearing, you must email a PDF of the Affidavit of Service by Mail and USPS certified mail receipts and any other proof of service to the Judge-In-Chambers at JICOffice@dcsc.gov. The email must include: your case number,

any people who will be attending the hearing, and the phone numbers and emails of the parties who will attend the hearing. You should also note interpretation needs, if applicable.

For more information on the remote hearing (regarding WebEx and general tips when attending remote hearings), click <https://www.dccourts.gov/services/remote-hearing-parties>.

At the final hearing, the Judge may be hearing other name change cases as well. You may need to wait until your name (legal name) and case number are called. Once your case is called, the Judge will place you under oath and may ask you a few questions to verify the information you provided in the application. You must answer truthfully to all the questions as you are under oath. Typically the Judge's questioning is brief and covers basic information to verify your identity and intent to change your name. A typical final hearing lasts about 10-15 minutes.

NOTE: If the Judge is asking questions that make you uncomfortable or are unexpected, please let WWH Legal Services know. If any issues come up during the final hearing, please ask for a continuance. This will continue the case and reschedule the final hearing for a later time. This is especially helpful if the Judge thinks something is missing or something needs further explanation.

Certified Copy of Court Order for Name Change: If the Judge grants your name change at the hearing, you will receive a certified copy of your Court Order for Name Change by mail. We recommend contacting the Court to request additional certified copies as you may need them to update your name with various agencies. You may also receive a copy by email, but most agencies require a certified copy to make name change updates.

Requesting Additional Certified Copies: Call the Civil Division at 202-879-1133 or email CivilDocket@dcsc.gov for requests. You can also request additional certified copies in person. You will need to provide your former name and case number. The clerk will provide a payment link. Each additional copy is \$5.00. Currently, the only form of payment being accepted is a credit or debit card. If you were approved for a fee waiver, we recommend notifying the Court of this when you request additional certified copies; they may be able to provide these without a fee.

Let's recap the Name Change Process

STEP ONE: Filing the Name Change Application Packet

- ✓ Name Change Application Form
- ✓ Supporting Documents
 - Identity documents (e.g. birth certificate)
 - Proof of current DC residency
 - Valid photo identification
 - \$60 filing fee or fee waiver

STEP TWO: Receiving your Order and Notice of Final Hearing via mail or email – **Please double check with the Clerk that you have the proper Order and Notice of Final Hearing to notify interested parties!**

STEP THREE: Notifying Interested Parties (e.g. creditors)

- ✓ You must notify these parties **within 10 days** of receiving the Order and Notice of Final Hearing (scheduling order) via U.S. Postal Service certified mail.

STEP FOUR: Completing the Affidavit/Declaration of Service by Mail

- ✓ Email to Judge-in-Chambers (JCOoffice@dcsc.gov) 2-3 days prior to the final hearing along with certified mail receipts and USPS tracking information.

STEP FIVE: Attending your Final Hearing and Request Certified Copies

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

The process for changing your name and/or gender marker with the Social Security Administration (SSA) is described below.

When should I update my name and/or gender marker with the SSA?

Once you have received a court order recognizing your name change, you must report the name change to the SSA. You will also be able to self-select your gender designation if applicable. SSA no longer requires any kind of medical certification for gender designation updates. When filling out the application, you can simply check off the desired gender designation.

You will need to change your name with the SSA **before updating your District of Columbia ID or driver's license** because the DMV will need your updated SSA card.

Why should I update my gender marker with the SSA?

Although your Social Security card does not show a gender marker, other government agencies look at your Social Security records (including gender marker on your SSA account) to verify your identity. A gender marker mismatch may create issues in the future.

What gender markers can I choose from?

The SSA only allows you to choose either an “F” (female) or an “M” (male) gender marker. As of the publication date of the Guide, the SSA does not offer a nonbinary “X” option but is in the process of updating their systems to accommodate an “X” gender marker. SSA expects to implement the change in late 2023.

What do I need to include in my Social Security Administration Record Update Submission?

A. **Updating Name:** To update your name with SSA you will need:

1. A **completed and signed** SS-5 Form (<https://www.ssa.gov/forms/ss-5.pdf>);

2. An original or certified **Court Order for Name Change**;
3. **Unexpired government issued photo ID**. For a full list of documents that can be used as an identity document, see: <https://secure.ssa.gov/apps10/poms.nsf/lrx/0110210420> (Part B has the list for minors and Part C has the list for adults).

B. Updating Gender Marker: SSA no longer requires any kind of medical certification or doctor's letter to change the gender designation on your Social Security Record, so you do not need to include any additional documentation. More information is available on the SSA website: <https://secure.ssa.gov/poms.nsf/lrx/0110212200>.

If you have any issues at your local SSA field office, please ask to speak with a supervisor.

How do I submit my Social Security Administration Record Update?

You can visit your local SSA field office to submit your application for a new Social Security card and to update your record. You can locate your local SSA field office here: <https://www.ssa.gov/locator/>. Bring the materials listed above, but a copy of the application form (SS-5 form) will be available at the office as well. People also have the option to apply for a replacement Social Security card by mail. We generally recommend against this because SSA requires you to submit original documents. If you choose to apply by mail, you should use certified mail and submit something other than a license/ID or birth certificate. A full list of options can be found here: <https://secure.ssa.gov/apps10/poms.nsf/lrx/0110210420>. Never mail original immigration documents.

How long will this process take?

SSA typically processes applications within two to three weeks.

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 Designation Policy: <https://secure.ssa.gov/poms.nsf/lrx/0110212200>.

3. CHANGING NAME AND GENDER DESIGNATION WITH THE DC DEPARTMENT OF MOTOR VEHICLES (DMV)

To comply with Real ID requirements, you must update your name on your Social Security record **before** updating your state-issued identity documents. Please see Section 2 above re the Social Security Administration (SSA) before visiting your local DMV office. The DC DMV is

open on a walk-in basis. Check location days and hours of operation to specific locations by going to dmv.dc.gov or call 311 before making an in-person trip.

If you need to change both your name and gender marker on your driver's license or ID, it is best to change them at the same time at the DMV. We understand that certain folks may only need/want to change one or the other, so we have provided separate instructions for each change below, but if you are changing both items at the same time, combine the documents listed in Sections B and C below.

If you are updating your name on your existing vehicle registration, please note that this step may re-set the date/month for your vehicle registration while not re-setting your emissions / inspection renewal date/month. Late fees will apply if the vehicle owner renews either the registration or inspection processes beyond the applicable dates/months.

The DC DMV offers **two different licenses for District residents**, the REAL ID driver license and the Limited Purpose ID driver license, as well as driver permits, provisional and conditional licenses, commercial licenses, and motorcycle endorsements. Information on each type of license, license revocation and reinstatement, driver records, and other Driver Services related to licenses, is found on this webpage: <https://dmv.dc.gov/service/driver-licenses>. The REAL ID and Limited Purpose ID are explained in more detail below.

For both the REAL ID and Limited Purpose ID:

- The first step is to complete the Driver License/Identification Card application which can be found on this webpage: <https://dmv.dc.gov/node/1117687>, in English, Spanish, Amharic, French, Chinese, Korean, and Vietnamese. Driver License/Identification Card Application is used for original credentials, converting credentials from other jurisdictions, renewing credentials, and obtaining duplicate/replacement credentials.
- The second step is to collect the documents that prove you are eligible for a driver license. The documents required are listed on this webpage: <https://dmv.dc.gov/node/1119101>, and DC DMV will not accept any documents that are not listed.

A. Real ID Act Requirements

REAL IDs have a star in the top right corner. If you have one already, you should skip to Section B below. If your current ID does not have a star in the top right corner, you will need to provide the DMV with additional original documents listed below.

NOTE: Non-US citizens can obtain a DC REAL ID identification card if they have an unexpired document issued by USCIS or U.S. Department of State showing lawful presence.

Original Documents You Need to Obtain a REAL ID:

1. One Proof of Identity

- U.S. Birth certificate, Unexpired U.S. Passport, Unexpired Permanent

Resident Card, Certificate of Naturalization, etc. Your name on this document does not need to be updated but you must also present the Court Order for Name Change.

- **NOTE:** The document used for proof of identity **cannot** also be used to satisfy proof of ability to drive or Social Security number requirements.
- For a complete list of acceptable documents, go to: <https://dmv.dc.gov/node/1115566>.

2. Proof of Lawful Presence

- Documentation showing United States citizenship or lawful presence as required by federal law. Lawful presence means that a person is legally living in the United States according to federal immigration laws.
- For a complete list of acceptable documents, go to: <https://dmv.dc.gov/node/1414691>.

3. Two Proofs of DC Residency

- Utility/telephone bills (cellphone bill is accepted)/bank statement, etc., less than 60 days old, that display name and DC address.
- For a complete list of acceptable documents, go to: <https://dmv.dc.gov/node/1115502>.

4. One Proof of Valid Social Security Number

- Your new Social Security card

5. One Proof of Ability to Drive (if applying for a Driver's License)

- Valid DC license, out-of-state license not expired more than 90 days, etc.
- For a complete list of acceptable documents, go to: <https://dmv.dc.gov/node/1115487>.

6. Proof of Parental Approval (if applicant is 16 or 17 years old) For forms, go to: <https://dmv.dc.gov/node/136072>.

B. Changing Your Name with the DMV

After you have changed your name with SSA, bring the following original items to the DMV; DC DMV cannot accept photocopies or scanned documents.

1. Your current driver's license or ID card (which you must surrender);
 - If you do not have a Real ID driver's license or ID card, you will need to bring original versions of the Real ID required documents listed above;
2. A certified copy of your court order for a name change;
3. Your newly issued Social Security card reflecting your new name; and
4. Cash, check, money order, or credit card to pay the fee for a new ID.

You will pay applicable fees for a new or amended license or ID; and have a new

photograph taken. The DMV will change your name and will mail your ID to the address you have on file (P.O. boxes are not accepted.) See Appendix B for a list of applicable fees. If you are experiencing issues with a DMV worker, please ask for a supervisor or for the DMV Service Center Manager.

Changing your name on your vehicle registration – You can update the name on your vehicle registration at the same time you change your name on your driver’s license. When you update your name on your vehicle registration, it will renew the registration timeline and may also reset your emission inspection date – ask the DMV worker about this. You may want to get your emissions inspections done at the same time as the name change to keep your registration and emissions inspections dates in sync.

C. Changing Your Gender Marker with the DMV

Applicants establishing or requesting to change their gender designation on their driver’s license or identification card may simply check the gender box they desire to list on the application form – no extra form is required. Take the following items to the DMV:

1. Your current driver’s license or ID card (which you must surrender);
 - If you do not have a Real ID driver’s license or ID card, you will need to bring original versions of the Real ID required documents listed above; and
2. Cash, check, money order, or credit card to pay the fee for a new ID.

You will pay applicable fees for a new or amended license or ID; and have a new photograph taken. The DMV will change your gender marker and will mail your ID to the address you have on file (P.O. boxes are not accepted.) See Appendix B for a list of applicable fees. If you are experiencing issues with a DMV worker, please ask for a supervisor or for the DMV Service Center Manager.

D. Limited Purpose IDs for People Without a Social Security Number

The Limited Purpose driver’s license, learner’s permit, and ID card are official state-issued identification credentials for those who do not have a social security number or cannot establish legal presence in the U.S. The limited purpose driver’s license and learner’s permit allow you to legally drive but cannot be used for official federal purposes (such as boarding commercial airline flights, accessing federal buildings or purchasing firearms), and will be **marked** to reflect this requirement. For more information, see: <https://dmv.dc.gov/node/1120167>.

Eligibility Requirements:

- You must have never been issued a Social Security number; or previously been issued a social security number but cannot establish legal presence in the United States at the time of application; or not be eligible for a Social Security number.
- You must be a DC resident for at least 6 months from the date of application.
- You must have no outstanding debts to the District of Columbia or unpaid

finest for moving traffic violations in other jurisdictions.

Steps to Obtain Limited Purpose Identification Credentials:
<https://dmv.dc.gov/node/829352>

- i. You Must Make an Appointment
 - a. While DC DMV no longer requires an appointment to visit one of its service centers to obtain a Limited Purpose driver license, an appointment is required by everyone to take the road skills test.
 - b. To make an appointment contact a DC DMV Service Center using the following link: <https://dmv.dc.gov/node/1089402>.
- ii. You Must Take the Knowledge Test and Road Skills Test (for a driver license).
 - a. Prior to your DMV appointment, be sure to study and review the Driver Manual because you will be required to take a knowledge test. If you fail the knowledge test, you will be required to make another appointment.
 - b. DC Driver's Manuals are available in English, Amharic, Chinese, French, Korean, Vietnamese, and Spanish. Manuals can be accessed through the following link: <https://dmv.dc.gov/node/1115302>.
- iii. You Must Bring the Following Documents
 - a. For complete list of acceptable documents see the required and acceptable identification documents for limited purpose credential applicants found here: <http://dmv.dc.gov/page/limited-purpose-credential-required-and-acceptable-documents>.
 - b. Proof of Identity and Age: showing name and date of birth. For a complete list of acceptable documents, go to: <https://dmv.dc.gov/node/1115407>.
 - c. NOTE: Must be at least 16 years old.
 - d. NOTE: You cannot use the same document as proof of ability to drive AND a proof of identity. You will need separate documents for each proof.
 - e. Proof of Current DC Residency: You must provide 2 of the documents listed (utility bill, telephone bill, deed, mortgage or settlement agreement, etc.) that are not from the same business, company, or agency in which the address matches exactly on both documents. For a complete list of acceptable documents, go to: <https://dmv.dc.gov/node/1115502>.
 - f. Proof of 6-Month DC Residency: You must fill out the 6- Month DC Residency Certification form: <https://dmv.dc.gov/node/811382>. You must provide 2 of the documents listed (utility bill, telephone bill, deed, mortgage, or settlement agreement, etc.) that are not from the same business, company, or agency in which the address matches exactly on both documents. For a complete list of acceptable documents, go to: <https://dmv.dc.gov/node/1115362>.

- g. Proof of Social Security Ineligibility: You must fill out of the Social Security Declaration Form:
<https://dmv.dc.gov/node/811392>.
 - h. Driver's License Application Form (or Non-Driver ID Application Form)
 - i. Proof of Parental Approval: If you are 16 or 17 years old your parents must fill out the Parental Consent Form to Obtain a Learner Permit Form:
 - j. <https://dmv.dc.gov/publication/parental-consent-form-obtain-learner-permit-or-identification-card>.
- iv. At the DMV, you will:
- a. Provide the required documents.
 - b. Take and pass a vision screening (driver's license/learner's permits only). For more information, go to:
<https://dmv.dc.gov/node/1119377>.
 - c. Take and pass knowledge test and road skills test (driver's license/learner's permit only). For more information, including an online practice knowledge test, go to:
<https://dmv.dc.gov/node/1119296>.
 - d. Take a digital photograph: DC law and policy requires a full-frontal digital photo that shows either the ears or up to the hairline without exposing the hair.
 - e. Pay the appropriate fees. DMV accepts payments in the form of cash, check, money order, or credit card (VISA, MasterCard, American Express and Discover). For fee schedule, click here:
<https://dmv.dc.gov/node/185742>. NOTE: No cash is accepted at the Deanwood Road Test/CDL Office or the CDL test facility.

DC DMV will issue you a temporary DC DMV driver license after you have completed the process and paid the fees. The temporary license will be valid for 45 calendar days. Your actual license will be mailed to you within 10 calendar days. You can check the mailing status of your license, here: <https://dc.dmv-portal.com/home>. NOTE: DC DMV does not mail licenses or IDs to PO Box.

Where can I go for more information?

See the following resources on updating your Limited Purpose ID:

- DC DMV Credential FAQ's: <https://dmv.dc.gov/node/1120167>
- DC DMV Website Step by Step Process: <https://dmv.dc.gov/service/obtain-limited-purpose-driver-license>

4. CHANGING NAME & GENDER DESIGNATION ON A BIRTH CERTIFICATE

A. Birth Certificate Issued in a State Other than the District of Columbia

Name Change: Most states will allow you to change the name on the birth certificate upon presentation of a court order recognizing the name change. Some states will issue new birth certificates while others will issue an “amended” birth certificate which reflects the old and new names. Almost all states will accept a court order from another state to change one’s name (except for Louisiana which has a special process to execute non-Louisiana court orders).

Gender Designation Change: Many, but not all, states will allow you to change the gender marker on your birth certificate upon presentation of a court order or by submitting a specific form signed by you and/or your medical provider. Some states will issue new birth certificates while others will issue an “amended” birth certificate which reflects the previous and updated gender markers.

B. Birth Certificates Issued in the District of Columbia

Amendments to vital records may be requested in person or through mail remote order services.

Name Change: To request an amendment, you must:

1. Download and complete the Birth Amendment Application (by court order) application form. The form can be accessed here:
https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/Birth%20Amendment%20with%20court%20order_0.pdf.
2. Have your signature authenticated by a notary republic. DC Health offers an on-site notary service free of charge.
3. Prepare payment. See fee schedule here:
<https://dchealth.dc.gov/sites/default/files/dc/sites/doh/publication/attachments/Fee%20Schedule.pdf>.
4. Provide a certified name change court order.
5. Provide one form of primary photo identification plus two forms of additional identification. For full list of approved Identity Verification Requirements follow this link:
https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/Remote%20Identity%20Guidelines%20Information%20Sheet_0.pdf.
NOTE: A photocopy or electronic image will be accepted in place of many of the actual ID/documents. Pay special attention to the Identity Verification Requirements.
6. Mail in copies of the required remote amendment identity documents and supporting documents to the DC Health Vital Records Division, Customer Service and Certification Operations Unit 899 N. Capitol Street NE, 1st Floor, Washington, DC 20002.
7. For children under age 6 who desire to change only their first and/or middle name (and not their last name), the process does not require a court order. Read more here: <https://dchealth.dc.gov/service/amending-record>. The application form must be notarized and the fee starts at \$46. The form asks for “supporting documentation” which is not described; if your application is denied by Vital Records, you may petition DC Superior Court for an order directing Vital Records to make this change.

8. Amending the parents' name/s is possible following a legal court order of name change, but the applicant must petition DC Superior Court to order Vital Records to make this change.

NOTE: You may also present these in-person to the Registrar of Vital Records at 899 North Capitol Street, NE, Washington, DC 20002. Walk-up services are available, but DC Vital Records Department recommends scheduling an appointment:

<https://dchealth.dc.gov/vital-records>.

Gender Change: If you were born in DC and wish to amend your birth certificate to reflect your gender, you can mail or hand-deliver the following documents to the Registrar of Vital Records. The process takes approximately three business days.

To apply for an updated gender marker (and name, if applicable) on your DC birth certificate, you must:

1. Complete and sign the Birth Certificate Gender Designation Application Form, signed by the applicant. The address on the application should be the address where you want your certificate mailed. Access the Birth Certificate Gender Designation Application Form on page 2, here:
https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/Gender%20Designation%20Application_0.pdf
NOTE: Must be signed in front of a Notary Public. DC Health offers on-site notary services free of charge.
2. Completed and signed Statement of Licensed Healthcare Provider Certifying the Applicant's Gender Designation, signed by your healthcare provider. Access the Statement of Licensed Healthcare Provider on page 3, here:
https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/Gender%20Designation%20Application_0.pdf. All medical provider signatures must be originals. If applicant is unable to obtain this statement, you may petition DC Superior Court for an order directing Vital Records to make this change.
NOTE: The application form and certification from a healthcare provider are the only documentation of gender change required; no additional medical information will be requested.
9. Provide one form of primary photo identification plus two forms of additional identification. For full list of approved Identity Verification Requirements follow this link:
https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/Remote%20Identity%20Guidelines%20Information%20Sheet_0.pdf.
NOTE: A photocopy or electronic image will be accepted in place of many of the actual ID/documents. Pay special attention to the Identity Verification Requirements.
3. Provide an original or certified copy of the Court Order for a Name Change, if applicable.
NOTE: If you are not also requesting a name change this is not needed.
4. Payment of \$51 which includes amending the birth record (\$28) + (1) certified copy of the birth certificate (\$23).
Mail to: Department of Health, Vital Records Division, First Floor, 899 North Capitol St. NE, Washington, DC 20002.

NOTE: You may also present these in-person to the Registrar of Vital Records at 899 North Capitol Street, NE, Washington, DC 20002. Walk-up services are available, but DC Vital Records Department recommends scheduling an appointment: <https://dchealth.dc.gov/vital-records>.

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

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. If you have plans for international travel, you should prioritize this document update.

If you are a U.S. citizen and do not have a passport or international travel plans, you may still want to apply for a passport. Your U.S. passport can serve as a proof of U.S. citizenship and can be an alternative to presenting a birth certificate to demonstrate your U.S. citizenship. This is particularly important for individuals born in states that require a court order or prohibit changing the gender on birth certificates.

What gender markers can I choose from?

The State Department allows you to choose from an “F” (female), “M” (male), or “X” (nonbinary) gender marker. You are not required to provide any kind of medical certification or doctor’s letter. You can simply check off the desired gender designation.

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.

How do I update my legal name only (no gender marker update) on my 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 passport photo 2x2 inches in size (you can have passport photos prepared at most pharmacy chains, Fedex, and post offices);
- d. Order for Name Change (certified copy); and
- 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>).

How do I update my gender marker (both name & gender marker or gender marker update only)?

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, even if you already have a passport. To find the closest facility to you, please search online at <http://iafdb.travel.state.gov> or call the National Passport Information Center at (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>). On the form, check the correct (preferred) gender marker;
- b. Current ID that includes a signature and photograph;
- c. One recent passport photo 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, an original or certified copy of your Birth Certificate, a Certificate of Naturalization, or a Consular Report of Birth Abroad;

NOTE: Do not be alarmed that the Acceptance Facility will keep the original document. The original proof of U.S. citizenship is submitted with your application but will be mailed back to you within approximately 4-6 weeks (may vary depending on current processing times).

- f. 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).
- g. You can select your gender designation on your passport. You do not need a letter from a medical provider. Your options are: M, F, or X. See more at: <https://travel.state.gov/content/travel/en/passports/need-passport/selecting-your-gender-marker.html>.

How long will the process take?

Processing times for all passport services are typically between 4 - 6 weeks but can take longer depending on current processing times. If you need a passport in less time, you can pay an additional fee for expedited service; see more 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 (877) 487-2778 or (888) 874-7793 (TTY).

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/travel/en/passports/need-passport/selecting-your-gender-marker.html>.) or the National Center for Transgender Equality’s “Know Your Rights-Passports” guidance (<http://www.transequality.org/know-your-rights/passports>).

6. CHANGING YOUR NAME AND/OR GENDER MARKER WITH THE UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES

Generally, there are three ways to update your name and gender designation with USCIS: as part of an initial application for immigration status or other benefits, when renewing a document (such as a green card or work permit), and when applying for a replacement document. The best way to update your information will depend on your personal circumstances, and each application requires different supporting documents. Therefore, we cannot give specific advice, but to update your name with USCIS, you will always need to present your name change court order.

To update your gender designation, you can self select your gender designation. You do not need any kind of medical certification or provider letter. More information about USCIS’ policy on name and gender updates can be found here: <https://www.uscis.gov/policy-manual/volume-1-part-e-chapter-5>.

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 in the United States, Whitman-Walker Health may be able to help you obtain immigration documents such as green cards, work authorization cards, or naturalization certificates that match your changed name and/or gender designation. 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 the WWH Legal Services Program at (202) 939-7630.

7. 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 may include:

A. The Selective Service

While you do not need to notify the Selective Service of a change in gender designation, you are obligated to inform them of a name change. 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.

People 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 the gender designation on your identity documents. 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.

People 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 the gender designation on your identity documents. You may register online at <https://www.sss.gov/register/> 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. Health Insurance, Medical Providers, and Pharmacy

Once you have updated your name and/or gender marker on your Social Security card and driver’s license/ID, you should also update your name and/or gender marker with your insurance. It is important to update your insurance record before you update your information with your medical provider’s office and pharmacy.

When medical providers and pharmacies submit claims to your insurance, everything (name and/or gender marker) must match. A mismatch may cause coverage/claim denials or claim processing delays for medical services or medications. To avoid claim denials or processing delays, update your insurance information first, ask for an updated insurance card, and then change your name and/or gender marker with all of your medical providers and pharmacies.

The following table has helpful information on how to update your insurance record based on the type of insurance you have. Here are the general steps:

1. Update your name and/or gender marker with your insurance by sending them:
 - a. A copy of your Name Change Court Order,
 - b. A copy of your updated driver’s license/ID, **and**
 - c. A copy of your updated Social Security card (may not be needed)
2. Ask your insurance to send you an updated insurance card with the correct information. This is especially relevant for name changes.
3. Show your updated insurance card and driver’s license/ID to all your medical providers and pharmacies.

If you are a WWH patient and you have already updated your insurance record:

- Please show your updated insurance card and name change court order or updated driver’s license/ID, if available, to Client Services to update your medical records.
- Separately, please show your updated insurance card and updated driver’s license/ID to the WWH Pharmacy to update your pharmacy record as well.

If you have...	This is how you update your records...		
DC Medicaid	<p>Submit your Name Change Court Order and updated driver’s license/ID to the DC Economic Security Administration (ESA)’s Change Center. Please ask for an updated card to be mailed to you.</p> <p>WWH’s Public Benefits and Insurance Navigation (PBIN) department can help you submit your documents to the ESA Change Center and request a new card to be mailed to you.</p>		
MD Medicaid	<p>Upload your Name Change Court Order, updated driver’s license/ID, and updated Social Security card to your Maryland Health Connections account. Once uploaded, call MD Health Connections at 1-855-642-8572 to confirm the update and to request a new card.</p> <p>If you run into issues, you can also visit your local Department of Social Services and present your Name Change Court Order and updated driver’s license/ID.</p>		
VA Medicaid	<p>You can update your information by contacting Cover Virginia at 1-855-242-8282, by logging in to your account on https://www.coverva.org, or by visiting your local Department of Social Services.</p> <p>If the update is requested over the phone, you will need to mail in copies of supporting documents (Name Change Court Order and updated driver’s license/ID).</p>		
Medicare	<p>By updating your record with the Social Security Administration, your Medicare information is automatically updated as well. Please request an updated Medicare card by logging in to your MyMedicare account (www.mymedicare.gov/) or by calling 1-800-772-1213.</p> <p>To update your prescription (Part D) plan card, please contact your plan directly.</p>		
Insurance through Employer	<p>Please contact your Human Resources or Benefits Department to ask about the update procedure. Your HR or Benefits Department may refer you to make the update directly with your insurance.</p>		
Insurance through Marketplace	<p>Please call or log in to your account with the insurance marketplace where you purchased your insurance plan (DC Health Link, MD Health Connection, or Healthcare.gov). You will need to upload or mail/email/fax in your Name Change Court Order and your updated driver’s license/ID. You may also need to submit a copy of your updated Social Security card.</p> <p>Once the marketplace changed your information, please contact your insurance carrier (i.e. United Health Care, Aetna, BCBS, etc.) to confirm that they have accurate information and ask for a new insurance card.</p>		
	<p><u>DC Health Link:</u></p> <p>Phone: 1-855-532-5465 Fax: 202-478-1322 E-mail: info@dchealthlink.com</p>	<p><u>MD Health Connection:</u></p> <p>Phone: 1-855-642-8572</p> <p>See also: https://www.marylandhbe.com/new-law-recognizes-non-binary-gender-identification/</p>	<p><u>Healthcare.gov</u></p> <p>Phone: 1-800-318-2596</p> <p>Mailing address: Health Ins. Marketplace Attn: Coverage Processing 465 Industrial Blvd. London, KY 40750-0001</p>

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. Updating these records can help protect your privacy and ensure your credit history is consistent with your name change. Each institution will have its own policy for changing your name and/or gender on your records, so we recommend contacting them to confirm what is required. You will likely need to provide a certified copy of the name change court order and may also be asked to present updated IDs. Make sure to update any direct deposit payers as well.

Once you have updated your banks, creditors, financial institutions, and the Social Security Administration, your new information will be logged by the credit bureaus that create your credit report. It may take months for the information to transfer, and there is no guarantee that your old name will never show up again. To make sure your new information appears correctly on your credit history, please check your credit report. Under federal law you are entitled to a free credit report every 12 months from each of the three major consumer reporting companies (Equifax, Experian, and TransUnion). To request your free credit report(s), visit www.AnnualCreditReport.com.

If you find errors on your credit report, there are ways to make corrections. Confirm with your creditors and financial institutions that they have updated your name in their records. If they have done so but the error persists, then you can reach out directly to the credit bureaus. Send the three credit bureaus a letter explaining what needs to be fixed along with your social security number, name, and address. You can read more about correcting your credit report here: <https://www.consumer.ftc.gov/articles/0155-free-credit-reports>.

Despite your best efforts to update everything, your former name may remain on certain accounts (like Social Security Administration and long-time creditors). It is also possible that your former name may appear on credit or background checks.

D. Other Documents

We recommend that you also update any legal documents which you have prepared and/or in which you are named as a party, such as a rental lease, will, powers of attorney, advanced health directive, deeds, or other documents that name you as a party. Until you update these documents, you will have to present your name change court order in conjunction with the document.

If you are a member of any professional organizations (state bars, medical boards, or professional associations), you will need to change your name with these organizations.

You may also want to update your name and/or gender marker in your education records, such as high school or college transcripts and diplomas. Institutions have different policies so you will need to check on the process with the school or school district. If you run into any issues, Whitman-Walker Legal Services may be able to assist.

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If you have any questions about the steps described in this guide, please contact us at the numbers listed below.

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