

Whitman-Walker Health Legal Services Guide to

# NAME & GENDER MARKER CHANGES

in Maryland

**JULY 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 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/or gender marker changes on your identity documents. For example, if you only want to change your gender marker on identity documents, you can skip Section 1. Obtaining a Court Order for Name Change and proceed to the subsequent sections.

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/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 us at [contact-legal@whitman-walker.org](mailto:contact-legal@whitman-walker.org).

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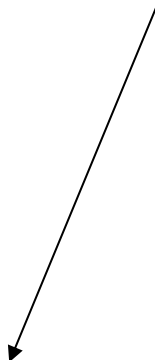
**MARYLAND ADULT NAME & GENDER  
 MARKER CHANGE ROAD MAP**

**STEP 1: File Name Change Court  
 Order**

**Order**

**FILE AT THE COURTHOUSE**

- ✓ Completed name change packet
- ✓ Copy of an official document with current legal name (unexpired state ID, passport, birth certificate, etc.)
- ✓ Filing fee or fee waiver if you qualify
- ✓ A request for certified copies of the final Order (at least 4) to update other IDs



**STEP 2: Update Name and Gender at  
 SSA**

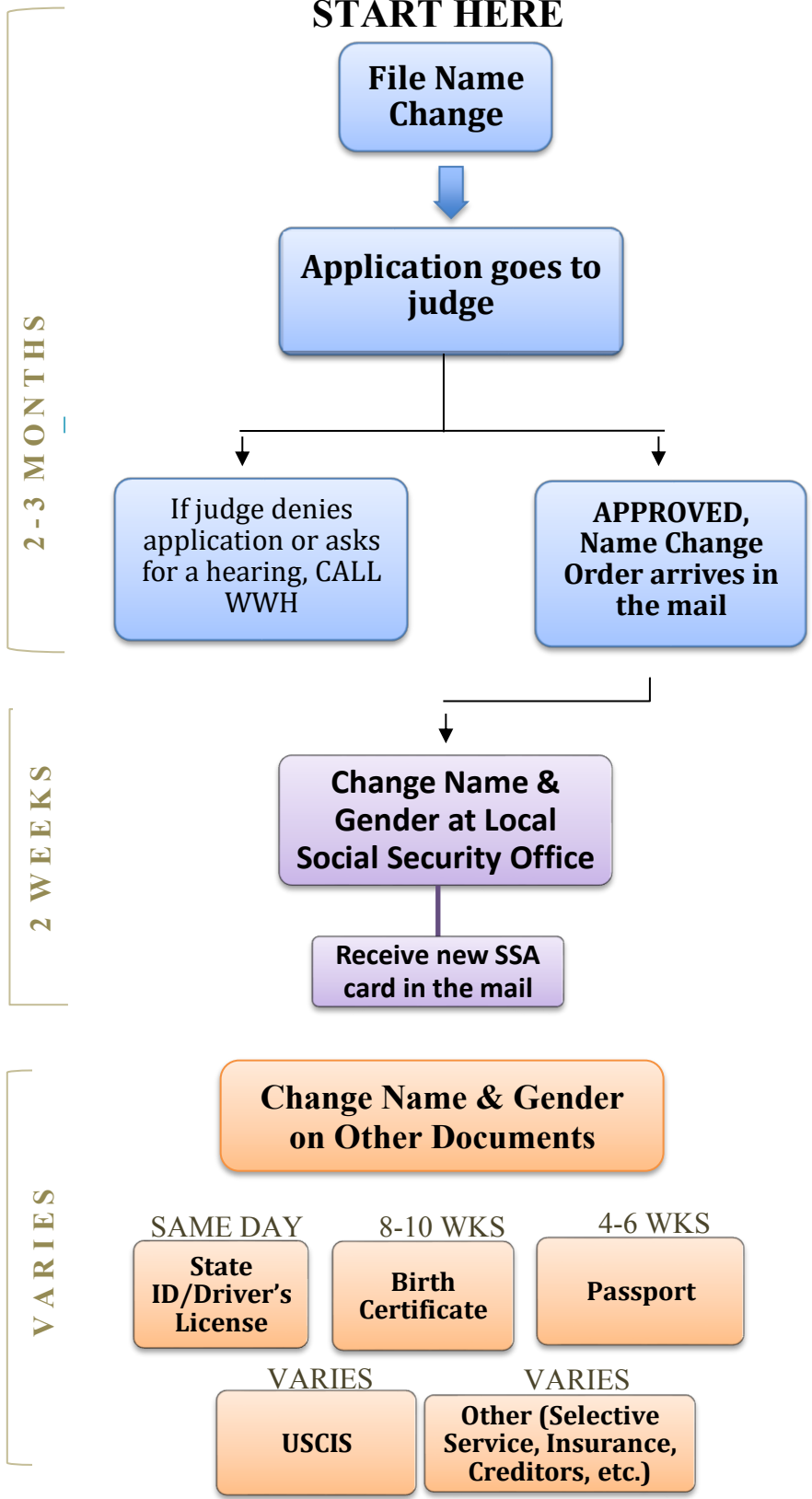
**FILE AT YOUR LOCAL SSA OFFICE:**

- ✓ Application for Social Security Card (form SS-5)
- ✓ Certified copy of Court Order
- ✓ ID document (valid state ID or passport)
- ✓ Proof of US citizenship or lawful immigration status (original passport, birth certificate, immigration documents)

**STEP 3: Update Other Documents**

SEE RELEVANT SECTIONS FOR DETAILS

\*Application processes and wait times vary by agency.



## **MARYLAND NAME & GENDER MARKER CHANGE CHECKLIST**

### **STEP 1: File the following with your local Court, either in person or by mail: \_\_\_\_\_**

1. Completed and signed Petition for Change of Name **or** Petition for Judicial Declaration of Gender Identity with/without Name Change;
2. Copy of valid identification, e.g., driver's license, ID card, passport, or birth certificate; and
3. The filing fee of \$165, OR a completed fee waiver petition.

### **STEP 2: Judge signs Court Order**

1. Generally, judges decide name changes without a hearing and will mail you the signed Order. If a hearing is scheduled, please call Whitman-Walker Health Legal Services.
2. The Court will provide certified copies of the signed Order for Change of Name. You should call to ask for at least 4 copies, but you may have to pay a fee for additional copies. Make sure that you received certified copies, not "True Test Copies."

### **STEP 3: Visit your local Social Security Administration Office in person and bring:**

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

1. Application for Social Security Card ([SS-5 Form](#), available at SSA office) with your changed name;
2. Certified copy of the Court Order for Change of Name;
3. An unexpired identification document, such as driver's license, state-issued identity card, or U.S. Passport (it is okay if your ID document includes your former name); and
4. Proof of U.S. citizenship or lawful immigration status, such as a passport, birth certificate or immigration document.
5. Medical certification or a letter from a doctor is no longer necessary to change your gender designation. Simply mark the gender designation you want when completing the form.

### **STEP 4: Go to the MD Motor Vehicles Association and bring the following documents:**

1. A certified copy of your Court Order for a Name Change;
2. Your newly issued SSA card reflecting your new name;
3. Your current driver's license or ID card (which you must surrender); and
4. Cash, check, money order, or credit card to pay the fee for a new ID.

If changing your gender marker, MVA allows you to self-identify your gender marker during the application process. There are no required forms or documentation.

## 1. **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), to interfere with the rights of others, or for any other improper purpose. All name changes begin with filing a petition with your local court (more information below). Maryland has a detailed webpage providing guidance on how to file for and complete a change of name, with links to the necessary forms: <https://www.courts.state.md.us/legalhelp/family/namechange>. Maryland also has a new process allowing people to petition for a Judicial Declaration of Gender Identity with/without Name Change: <https://www.courts.state.md.us/genderidentity>.

### ➤ **Where do I go to get a Court Order for Change of Name?**

In Maryland, name changes are decided by county or city Circuit Courts. You can file the name change petition and supporting documents with the Circuit Court for the county/city where you live in. Maryland also allows people to file in the county/city where they study or work, or where they were born in. This also applies to people living outside of Maryland. For example, if you live out-of-state but work, study, or were born in Maryland, you can file in the appropriate Maryland county or city. \*\*\*You can find the address and contact information of your Circuit Court at <http://www.Courts.state.md.us/circuit/> and in the *County Notes* section at the end of this guide.\*\*\*

If you file in person, 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.

Maryland also allows you to file your name change by mail. To do so, mail all your documents and the relevant fee to the appropriate Court division. \*\*\*See the *County Notes* section at the end of this guide for more information about the specifics for each county.\*\*\*

### ➤ **What do I need to file with the Court?**

Maryland had significantly reformed its name change laws in January 2023. One major change was removing the requirement to publish notice of your pending name change in a newspaper. As of January 2023, the publication requirement has been erased. Moreover, there are now two ways to file for a name change in Maryland:

- (a) You can file a **Petition for Change of Name** only, **or**
- (b) You can request a name change as part of filing a **Petition for Judicial Declaration of Gender Identity**.

**We recommend applying for a Judicial Declaration of Gender Identity** because this form and process allows you to **both legally change your name and obtain a legal recognition of your gender marker** or designation. While updating your gender marker can be done administratively for the most part, having a legal recognition of gender marker can be helpful to update the gender marker on Maryland birth certificate (or other state's birth certificate where a court order sex/gender marker change is required). Another benefit of applying for a Judicial Declaration of Gender Identity is that it **will be sealed automatically**, and your case record will not be available to the public. By comparison, to seal a standard name change record, you will

need to file a Motion to Seal separately. Notably, requesting a Judicial Declaration of Gender Identity should not require any additional documentation than what you would file for a standard name change.

**To file for a Judicial Declaration of Gender Identity**, you will need:

**1. Completed Petition for Judicial Declaration of Gender Identity:**

- a. A completed, signed **Petition for Judicial Declaration of Gender Identity** (available at <https://www.courts.state.md.us/sites/default/files/court-forms/ccdr120.pdf>). The first thing to do is indicate whether you are also requesting a name change, and the court will assign the “case number” after filing.
- b. When answering question 2, choose whichever option is appropriate. Most often, you will file in the Circuit Court for the county where you live.
- c. When deciding how to answer question 3, we recommend writing something to the effect of “I am requesting this declaration in order to affirm my gender identity and so that I can update my identity documents.”
- d. Medical documentation is not required, but the judge has discretion to ask for it. If that happens, please let Whitman-Walker Health Legal Services know. Below is a template medical documentation your medical provider may provide to the Court:

<p>COURT NAME Circuit Court Court’s Address</p> <p>To Whom It May Concern:</p> <p>I, PROVIDER (Medical License number ###, issued by the JURISDICTION), am the physician of LEGAL NAME, DOB ###, whose medical history I have reviewed and evaluated.</p> <p>I hereby attest that LEGAL NAME has undergone appropriate clinical treatment for gender transition to MALE/FEMALE/NONBINARY. I support his/her/their efforts to change the gender marker on his/her/their identity documentation to MALE/FEMALE/NONBINARY.</p> <p>I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.</p> <p>Sincerely,</p> <p>Provider Signature Provider’s contact info</p>
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- e. If you are not requesting a name change, you can skip section 4.

**2. If you are also requesting a name change as part of the Petition for Judicial Declaration of Gender Identity:**

- a. Complete section 4. When answering question 4.c., we suggest writing something to the effect of “This is my chosen name, and I wish to obtain accurate identity documents.”
- b. You will need to include a copy of an ID document with your current name when you file the Petition, such as driver’s license, passport, or birth certificate.

**3. The relevant fee(s):**

- c. Complete section 4. When answering question 4.c., we suggest writing something to the effect of “This is my chosen name, and I wish to obtain accurate identity documents.”
- d. You will need to include a copy of an ID document with your current name when you file the Petition, such as driver’s license, passport, or birth certificate.

**To file for a Court Order for Change of Name only**, you will need:

**1. Completed Petition for Change of Name:**

- a. A completed, signed **Petition for Change of Name**, available at: <https://mdCourts.gov/sites/default/files/Court-forms/ccdr060.pdf>. The court will assign the “case number” after filing.
- b. When answering question 2, choose whichever option is appropriate. Most often, you will file in the Circuit Court for the county where you live.
- c. When deciding how to answer question 5, we suggest writing something to the effect of “This is my chosen name, and I wish to obtain accurate identity documents.”

**2. A photocopy of your birth certificate, driver’s license/ID, or passport**

**3. A Motion to Seal (optional):**

- When you apply for a name change, your petition (including your birth/former name and chosen name, address, and other information) may be accessible to the public online via the Court’s website: <http://casesearch.Courts.state.md.us/casesearch/>.
- To prevent this disclosure, you may file a Motion to Seal using this state form CC-DC-053 (<https://www.courts.state.md.us/sites/default/files/court-forms/courtforms/joint/ccdc053.pdf/ccdc053.pdf>) asking the Court to protect your privacy by sealing the entire record of your case. You need to show a special and compelling reason to seal the record and should describe in detail why you are worried about your personal information, including your birth/former name, chosen name, address, other contact information, etc. being publicly available. Include examples of any past harassment/discrimination you have encountered or may happen if your information is publicly accessible. You can attach additional pages if the form does not provide you with enough space to describe your fears/concerns.

- If the Court denies your request to seal your case, contact WWH Legal Services to talk about filing another motion to seal.

#### 4. The relevant fee(s).

- **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.
- **Fee Waiver:** Depending on your income, you may qualify for a waiver of the filing fee. If your fee waiver is granted, the Court will process your name change petition without charge. If your fee waiver is denied, you will be required to pay the fee. To file for a fee waiver, you need to submit:
  - **A Request for Waiver of Prepaid Costs** (form CC-DC-089). This form waives the filing fee up front. You will need to file a **Request for Final Waiver of Open Costs** (form CC-DC-090) after the name change is granted. These forms and additional information are available at: <https://www.mdcourts.gov/legalhelp/filingfeewaivers>.
  - **Documents that support your financial hardship** (proof of income, Medicaid, TANF, SNAP, SSI, homelessness, outstanding bills, etc.).

5. **A request for additional certified copies.** When you file these materials with the Clerk, we recommend that you 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 your Fee Waiver was approved, extra certified copies will be provided to you at no cost. If you did not get a Fee Waiver, then extra certified copies cost \$5.50 per copy (\$5 for the certification and \$0.50 per page). If you forget to ask for extra certified copies when you file, you can always purchase them from the Clerk later. Make sure that you are getting certified copies, **not** “True Test Copies.” Note that some counties/clerks will accept these requests after the order is signed.

#### ➤ **What do I do after I file with the Court?**

No action needed. The Court may reach out to you if they need additional information to decide your petition.

#### ➤ **How do I receive my Court Order?**

The clerk will send your Petition to the Judge for approval. They will review all the information in your petition. If the Judge has any questions about your petition, a hearing may be scheduled. This is very unlikely, but if this happens, please contact WWH Legal Services for guidance.

If everything is in order, 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 (which you will need to change your name with other agencies) from the Clerk of the Court.

#### ➤ **How long will the process take?**

Maryland has a required 30-day waiting period before the Court can grant a name change application. As such, it usually takes 4-6 weeks to receive a decision on your application.



If your case has been pending for over 2 months after filing, you should call the Clerk's office (see *County Notes*) to inquire about your name change case.

➤ **How do I file if I am a minor (under age 18)?**

People 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 CC-DR-62 (available at <https://mdCourts.gov/sites/default/files/Court-forms/ccdr062.pdf>)
2. **Minor's Consent to Change of Name**, also known as a form CC-DR-119 (available at <https://www.courts.state.md.us/sites/default/files/court-forms/ccdr119.pdf>)
3. **Parent's/Guardian's/Custodian's Consent to Change of Name**, also known as a form CC-DR-063 (available at <https://www.courts.state.md.us/sites/default/files/court-forms/ccdr063.pdf>).

**The same requirements and costs as an adult name change also apply to a minor name change.** We encourage minors and their parents/legal guardians to speak to an attorney before pursuing the name change of a 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 filed with the Court. You should speak 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. Parents/guardians may file a Motion to Seal using this state form CC-DC-053 (<https://www.courts.state.md.us/sites/default/files/court-forms/courtforms/joint/ccdc053.pdf/ccdc053.pdf>) asking the Court to protect the Minor's privacy by sealing the entire record. Please refer to the Motion to Seal subsection above for more information.

➤ **I have my Court Order, what's next?**

Once you have a Court Order, you can use it to update 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. **To start this process, you must update your name on your Social Security record.**

Once you have received your updated Social Security card, you should go to the MVA to obtain an updated ID. All other updates can be done in the order that you prefer.

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. 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 Maryland ID or driver's license** because the MVA 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 at SSA?**

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?**

Visit your local SSA field office to submit your application for a new Social Security card and to update your record. 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) should be available at the office.<sup>1</sup>

➤ **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/lnx/0110212200>.

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

➤ **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 within approximately 24 hours but you will also need to present your updated Social Security card (which usually takes 2 weeks to arrive in the mail).

If you need to change your gender marker as well, you may do so at the same time as you change your name. Maryland allows residents to self-identify their gender as part of the application process and it does not require any additional documentation – meaning you can indicate your gender marker on the application without additional proof.

➤ **What gender markers can I choose from?**

As of October 1, 2019, Maryland allows residents to self-identify the gender on a license or ID and offers “F” (female), “M” (male), and “X” (non-binary) gender markers. No additional documentation is needed to choose your gender marker.

If you choose the non-binary “X” option, **it should not impact** your other identification documents or your health insurance. Most federal agencies (which issue social security cards, immigration documents, etc.) only offer female and male gender marker options, so they will retain whatever gender marker you already have

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<sup>1</sup> You can also apply for a replacement Social Security card by mail. We do not recommend 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/lnx/0110210420>. **Never mail original immigration documents.**

on file. If you have questions or encounter difficulties, please call Whitman-Walker Legal Services at (202)-939-7630.

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

Both name and gender marker changes can be 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: <https://mva.maryland.gov/locations/Pages/default.aspx>

➤ **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 (see below for additional requirements if you do not already have a "Real ID").
- b. A Court Order for Name Change (make sure that it is a certified copy).
- c. Your Social Security card with your updated name.
- d. The relevant correction fee (\$20). If this is a new application or a renewal, please see the applicable fees here: <https://mva.maryland.gov/about-mva/Pages/fees.aspx>

2. **Updating Gender Marker:** Maryland allows residents to self-identify the gender on a license or ID and offers a male, female, and non-binary option. To update your gender, you will need:

- a. Your current driver's license or ID card.
- b. The relevant correction fee (\$20). If this is a new application or a renewal, please see the applicable fees here: <https://mva.maryland.gov/about-mva/Pages/fees.aspx>

When you check in, you will show your documents and wait to be called. An employee will take a new picture for your driver's license or ID and then you will use a touch screen to finish the application process through the Driver Licensing System. When it asks if you want to change your gender, select "yes" and choose the appropriate gender designation (F, M, or X).

➤ **How do I update my car title and registration?**

**Please Note:** If you change your name with the MVA, you will also need to update the name on your vehicle registration and title. You can print an updated registration at any MVA desk or electronic kiosk (where available) without requesting a formal name change for the registration. For vehicle titles, complete form VR-448 (available at <https://mva.maryland.gov/about-mva/Pages/fees.aspx> ) 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 the existing title, proof of identification (such as a driver's license) and the relevant fee (\$40).

➤ **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). You can request expedited service for your license for an additional \$15 fee and will receive it in the mail the following day (signature is required for accepting the delivery).

➤ **Are there any other requirements?**

The new Real ID Act requires a one-time review of your **original documents** 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:

4. A proof of age and identity (such as U.S. Passport, permanent resident card or birth certificate);
5. Your newly issued social security card;
6. Proof of U.S. lawful presence (such as a visa), if applicable; and
7. 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).

➤ **How do I obtain a Federally Non-Compliant Driver's License?**

If you do not 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 <https://mva.maryland.gov/drivers/Pages/non-compliant-drivers-licenses.aspx>

➤ **Where can I find more information?**

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" <https://mva.maryland.gov/about-mva/Pages/changing-gender.aspx#:~:text=%E2%80%8BChanging%20Gender%20Designation,are%20required%20for%20your%20visit.>

## **4. CHANGING NAME AND/OR GENDER DESIGNATION ON A 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. An updated birth certificate,

however, is not mandatory; and not all states permit changes to birth certificates issued in that state. The National Center for Transgender Equality's ID Documents Center can provide more information: <https://transequality.org/documents>.

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

You may elect to update your birth certificate any time after you receive your Court Order for Change of Name. An updated birth certificate can be used as proof of a name or gender marker change in some instances. For example, you can use an updated birth certificate to amend your SSA or educational records (in most circumstances).

➤ **What gender markers can I choose from?**

Most states' vital records offices (including Maryland) only allow you to choose either an "F" (female) or an "M" (male) gender marker on your birth certificate. Although there is no non-binary "X" option in Maryland, you still can choose an "X" for your Maryland driver's license or ID (see section above).

➤ **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 – usually the state vital records office.

➤ **What do I need 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 updating your birth certificate. Some states allow you to update your birth certificate with relative ease, while others will not update birth certificates at all. Some states require that an applicant for an updated/amended birth certificate present a Court order for a gender change before your birth state is willing to amend the gender marker on a birth certificate.

Of the states that will amend birth certificates, some insist that the information on the original birth certificate (name and gender at birth) remain on the newly amended birth certificate and will 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 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**

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). You will need to submit the following documents:

- a. A certified copy of your Name Change Court Order (if changing name);
- b. A completed and signed Application for Change in Sex Designation on a Certificate of Live Birth (if you are updating your gender marker)  
([https://health.maryland.gov/vsa/Documents/Corrections/Birth/Gender%20Reassignment/Gender%20Re-Assignment%20instructions%2009\\_01\\_2016.pdf](https://health.maryland.gov/vsa/Documents/Corrections/Birth/Gender%20Reassignment/Gender%20Re-Assignment%20instructions%2009_01_2016.pdf));
- c. A completed and signed Statement of Licensed Healthcare Practitioner  
([https://health.maryland.gov/vsa/Documents/Corrections/Birth/Gender%20Reassignment/Gender%20Re-Assignment%20instructions%2009\\_01\\_2016.pdf](https://health.maryland.gov/vsa/Documents/Corrections/Birth/Gender%20Reassignment/Gender%20Re-Assignment%20instructions%2009_01_2016.pdf)) **or** a Judicial Declaration of Gender Identity;
- d. A copy of your photo ID; and
- e. A check or money order payable to the State of Maryland for the total cost (the change fee is \$10, and each copy of the birth certificate costs \$10).

➤ **How do I update my information on my child’s MD birth certificate?**

If you are a parent of children born in Maryland, you may want to update your name listed on your children’s birth certificates. To do so, bring/send the child or children’s birth certificate(s) along with your updated birth certificate (or the same forms of proof required to change your own if you are doing it at the same time as your own application).

➤ **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. If you request an updated birth certificate in person at the Division of Vital Records, you can receive your new birth certificate typically within an hour.

➤ **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>.

## **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, you may still want to apply for a passport even if you do not plan to travel internationally. 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, a certified copy of your Birth Certificate, a Certificate of Naturalization, or a Report of Birth Abroad;

**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. 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 to update your gender marker. 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 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).

### ➤ **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>).

## **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 updating your name will always require a court order.

For updating your gender designation, you can self-attest your gender marker and no longer need a medical certification or doctor's 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 U.S. Citizenship and Immigration Services, has already applied for legal status with Citizenship and Immigration Services, 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. 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 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.

#### **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 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.

### **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 your legal gender marker. You may register online at <https://www.sss.gov/register/> 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 doctor’s office and pharmacy.

When providers and pharmacies submit claims to your insurance, everything (name and/or gender marker) must match. If there’s a mismatch, your insurance may get confused and deny coverage for medical services or medications. To avoid claim denials, update your insurance information first, ask for an updated insurance card, and then change your name and/or gender marker with 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 <a href="https://www.coverva.org">https://www.coverva.org</a>, 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 (<a href="http://www.mymedicare.gov">www.mymedicare.gov</a>) 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: <a href="mailto:info@dchealthlink.com">info@dchealthlink.com</a></p>	<p><u>MD Health Connection:</u></p> <p>Phone: 1-855-642-8572</p> <p>See also: <a href="https://www.marylandhbe.com/new-law-recognizes-non-binary-gender-identification/">https://www.marylandhbe.com/new-law-recognizes-non-binary-gender-identification/</a></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](http://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.

<p style="text-align: center;"><b>COUNTY NOTES</b> <b>REGARDING NAME CHANGE PROCEDURES</b></p>
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### Anne Arundel County

- **Court Information:** <http://www.circuitCourt.org/>
  - Address: Circuit Courthouse, 8 Church Circle, Annapolis, MD 21401
  - Phone: (410) 222-1397; (410) 222-1431 (Civil /Family Support)
  - Hours: 8:30am – 4:30pm, Monday – Friday
- **File by Mail:** You may file by mail, addressing your materials to Circuit Courthouse, 8 Church Circle, Annapolis, MD 21401.
- **File Online:** You may file online (“e-file”) at this link: <https://mdcourts.gov/mdec/efilingpublic>. If an attorney is filing for you, they are required to e-file. To e-file, you must have a valid email address and credit card. If you choose to e-file, the MD Court system requires that you e-file all documents in **all** future cases. There is no registration fee. The [MDEC Policies and Procedures document](#) has instructions on registering and filing documents. If you request a fee waiver, you must also file a privacy notice, available here: <https://www.courts.state.md.us/sites/default/files/court-forms/mdj008.pdf>.

### Baltimore County

- **Court Information:** <https://www.baltimorecountymd.gov/Agencies/circuit/index.html>;  
<https://www.baltimorecountymd.gov/Agencies/circuit/family/index.html>
  - Address: Baltimore County Courts Building, 401 Bosley Avenue, Towson, MD 21204
  - Phone: 410-887-2614 (Civil Division)
  - Hours: 8:30am – 4:30pm, Monday – Friday
- **File by Mail:** You may file by mail, addressing your materials to PO Box 6754, Towson, MD 21285-6754, Attn.: Family Division.
- **File Online:** You may file online (“e-file”) at this link: <https://mdcourts.gov/mdec/efilingpublic>. If an attorney is filing for you, they are required to e-file. To e-file, you must have a valid email address and credit card. If you choose to e-file, the MD Court system requires that you e-file all documents in **all** future cases. There is no registration fee. The [MDEC Policies and Procedures document](#) has instructions on registering and filing documents. If you request a fee waiver, you must also file a privacy notice, available here: <https://www.courts.state.md.us/sites/default/files/court-forms/mdj008.pdf>.

### Baltimore City

- **Court Information:** <http://www.baltimorecityCourt.org/>; <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: 410-333-3709 (Family Division)
  - Hours: 8:30am – 4:30pm, Monday – Friday
- **File by Mail:** You may file by mail, addressing your materials to Family Division, Room 109 Courthouse East, 111 North Calvert Street, Baltimore, MD 21202.

### Carroll County

- **Court Information:** <https://www.Courts.state.md.us/clerks/carroll>
  - Address: 55 N. Court Street, Westminster, MD 21157-5155
  - Phone: 410-386-8710
  - Hours: 8:30am-4:30pm Monday – Friday

- **File by mail:** You may file by mail, addressing your materials to: Attn: Clerk of the Circuit Court of Carroll County, 55 North Court Street, Suite 208, Westminster, Maryland 21157. The Court does not recommend filing by mail.
- **File Online:** You may file online (“e-file”) at this link: <https://mdcourts.gov/mdec/efilingpublic>. If an attorney is filing for you, they are required to e-file. To e-file, you must have a valid email address and credit card. If you choose to e-file, the MD Court system requires that you e-file all documents in **all** future cases. There is no registration fee. The [MDEC Policies and Procedures document](#) has instructions on registering and filing documents. If you request a fee waiver, you must also file a privacy notice, available here: <https://www.courts.state.md.us/sites/default/files/court-forms/mdj008.pdf>.

### Charles County

- **Court Information:** <https://mdCourts.gov/clerks/charles/general>
  - **Address:** 200 Charles Street, La Plata, MD 20646
  - **Phone:** 301-932-3215 (Civil Clerk)
  - **Hours:** 8:30am – 4:30pm, Monday – Friday
- **File by mail:** You may file by mail, addressing your materials to P.O. Box 970, 200 Charles Street, La Plata, MD 20646. Approximately one week later the Clerk will mail you notice that the case has been initiated.
- **File Online:** You may file online (“e-file”) at this link: <https://mdcourts.gov/mdec/efilingpublic>. If an attorney is filing for you, they are required to e-file. To e-file, you must have a valid email address and credit card. If you choose to e-file, the MD Court system requires that you e-file all documents in **all** future cases. There is no registration fee. The [MDEC Policies and Procedures document](#) has instructions on registering and filing documents. If you request a fee waiver, you must also file a privacy notice, available here: <https://www.courts.state.md.us/sites/default/files/court-forms/mdj008.pdf>.

### Frederick County

- **Court Information:** <https://www.Courts.state.md.us/clerks/frederick>
  - **Address:** 100 West Patrick Street, Frederick, MD 21701
  - **Phone:** 301-600-1975 (Civil Clerk)
  - **Hours:** 8:30am – 4:30pm, Monday – Friday
- **File by Mail:** You may file by mail, addressing your materials to 100 West Patrick St., Frederick, MD 21701, Attn: Clerk of the Circuit Court/Family.
- **File Online:** You may file online (“e-file”) at this link: <https://mdcourts.gov/mdec/efilingpublic>. If an attorney is filing for you, they are required to e-file. To e-file, you must have a valid email address and credit card. If you choose to e-file, the MD Court system requires that you e-file all documents in **all** future cases. There is no registration fee. The [MDEC Policies and Procedures document](#) has instructions on registering and filing documents. If you request a fee waiver, you must also file a privacy notice, available here: <https://www.courts.state.md.us/sites/default/files/court-forms/mdj008.pdf>.

### Howard County

- **Court Information:** <https://www.Courts.state.md.us/clerks/howard>
  - **Address:** 8360 Court Avenue, Ellicott City, MD 21043
  - **Phone:** 410-313-2225
  - **Hours:** 8:30am – 4:30pm, Monday – Friday
- **File by Mail:** You may file by mail, addressing your materials to 8360 Court Avenue, Ellicott City, MD 21043, Attn: Civil Division.
- **File Online:** You may file online (“e-file”) at this link: <https://mdcourts.gov/mdec/efilingpublic>. If an attorney is filing for you, they are required to e-file. To e-file, you must have a valid email address and credit card. If you choose to e-file, the MD Court system requires that you e-file all documents in **all** future cases. There is no registration fee. The [MDEC Policies and Procedures document](#) has instructions on registering and filing

documents. If you request a fee waiver, you must also file a privacy notice, available here:  
<https://www.courts.state.md.us/sites/default/files/court-forms/mdj008.pdf>.

### **Montgomery County**

- **Court Information:** <http://montgomerycountymd.gov/cct/>
  - Address: 50 Maryland Ave., Circuit Court, Family Department, Rockville, MD 20850
  - Phone: 240-777-9426 (Family Department)
  - Hours: 8:30am – 4:30pm, Monday – Friday
- **File by Mail:** You may file by mail, addressing your materials 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 will be assigned a case number.
- **File Online:** You may file online (“e-file”) at this link: <https://mdcourts.gov/mdec/efilingpublic>. If an attorney is filing for you, they are required to e-file. To e-file, you must have a valid email address and credit card. If you choose to e-file, the MD Court system requires that you e-file all documents in **all** future cases. There is no registration fee. The [MDEC Policies and Procedures document](#) has instructions on registering and filing documents. If you request a fee waiver, you must also file a privacy notice, available here:  
<https://www.courts.state.md.us/sites/default/files/court-forms/mdj008.pdf>.

### **Prince George’s County**

- **Court Information:** <https://www.princegeorgesCourts.org/>
  - Address: 14735 Main Street, Upper Marlboro, MD 20772
  - Phone: 301-952-3323 (Civil Clerk)
  - Hours: 8:30am – 4:30pm, Monday – Friday
- **File by Mail:** You may file by mail, addressing your materials to Clerk of the Circuit Court, Courthouse, 14735 Main Street, Upper Marlboro, MD 20772, Attn: D-1033.
- **File Online:** You may file online (“e-file”) at this link: <https://mdcourts.gov/mdec/efilingpublic>. If an attorney is filing for you, they are required to e-file. To e-file, you must have a valid email address and credit card. If you choose to e-file, the MD Court system requires that you e-file all documents in **all** future cases. There is no registration fee. The [MDEC Policies and Procedures document](#) has instructions on registering and filing documents. If you request a fee waiver, you must also file a privacy notice, available here:  
<https://www.courts.state.md.us/sites/default/files/court-forms/mdj008.pdf>.

### **St. Mary’s County**

- **Court Information:** <https://www.Courts.state.md.us/clerks/stmarys>
  - Address: 41605 Courthouse Drive, Leonardtown, Maryland 20650
  - Phone: 301-475-7844, Ext. 4562 (Civil Clerk)
  - Hours: 8:30am – 4:30pm, Monday – Friday
- **File by Mail:** You may file by mail, addressing your materials to Clerk of the Circuit Court, PO Box 676, Leonardtown, MD 20650.
- **File Online:** You may file online (“e-file”) at this link: <https://mdcourts.gov/mdec/efilingpublic>. If an attorney is filing for you, they are required to e-file. To e-file, you must have a valid email address and credit card. If you choose to e-file, the MD Court system requires that you e-file all documents in **all** future cases. There is no registration fee. The [MDEC Policies and Procedures document](#) has instructions on registering and filing documents. If you request a fee waiver, you must also file a privacy notice, available here:  
<https://www.courts.state.md.us/sites/default/files/court-forms/mdj008.pdf>.

### **Talbot County**

- **Court information:** <https://mdcourts.gov/clerks/talbot>
  - Address: 11 North Washington Street, Suite 16, Easton, MD 21601
  - Phone: 410-822-2611



- Hours: 8:30 AM – 4:30 PM, Monday – Friday
- New forms :motion for waiver of publication.
- **File by Mail**: You may file by mail, addressing your materials to Talbot County Circuit Court Clerk’s Office, 11 North Washington Street, Suite 16, Easton, MD 21601.
- **File Online**: You may file online (“e-file”) at this link: <https://mdcourts.gov/mdec/efilingpublic>. If an attorney is filing for you, they are required to e-file. To e-file, you must have a valid email address and credit card. If you choose to e-file, the MD Court system requires that you e-file all documents in **all** future cases. There is no registration fee. The [MDEC Policies and Procedures document](#) has instructions on registering and filing documents. If you request a fee waiver, you must also file a privacy notice, available here: <https://www.courts.state.md.us/sites/default/files/court-forms/mdj008.pdf>.

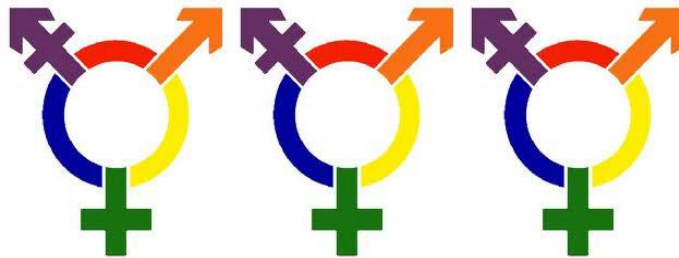
### Washington County

- **Court information**: <https://www.courts.state.md.us/clerks/washington>
  - Address: 24 Summit Avenue, Hagerstown, MD 21740
  - Phone: 301-733-8660
  - Hours: 8:30 AM – 4:30 PM, Monday – Friday
- **File by Mail**: You may file by mail, addressing your materials to Clerk of the Circuit Court, Civil Department, 24 Summit Ave., Hagerstown, MD 21740.
- **File Online**: You may file online (“e-file”) at this link: <https://mdcourts.gov/mdec/efilingpublic>. If an attorney is filing for you, they are required to e-file. To e-file, you must have a valid email address and credit card. If you choose to e-file, the MD Court system requires that you e-file all documents in **all** future cases. There is no registration fee. The [MDEC Policies and Procedures document](#) has instructions on registering and filing documents. If you request a fee waiver, you must also file a privacy notice, available here: <https://www.courts.state.md.us/sites/default/files/court-forms/mdj008.pdf>.

### Wicomico County

- **Court information**: <https://mdCourts.gov/clerks/wicomico>
  - Address: 101 North Division Street, Room 105, Salisbury, MD 21801
  - Phone: 410-543-6551, then select the extension for the Civil Division
  - Hours: 8:30 AM–4:30 PM, Monday – Friday
- **File by Mail**: You may file by mail, addressing your materials to Wicomico County Circuit Court, PO Box 198, Civil Division.
- **File Online**: You may file online (“e-file”) at this link: <https://mdcourts.gov/mdec/efilingpublic>. If an attorney is filing for you, they are required to e-file. To e-file, you must have a valid email address and credit card. If you choose to e-file, the MD Court system requires that you e-file all documents in **all** future cases. There is no registration fee. The [MDEC Policies and Procedures document](#) has instructions on registering and filing documents. If you request a fee waiver, you must also file a privacy notice, available here: <https://www.courts.state.md.us/sites/default/files/court-forms/mdj008.pdf>.

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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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Program 1377 R Street NW, Suite 200  
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