

Name & Gender Marker Change Guide For DMV RESIDENTS



DISCLAIMER: This self-help guide provides information about the legal and administrative steps associated with changing your name and/or updating your gender marker on identity documents and records. Specific steps may have changed since this guide was printed and you may have unique name change and/or gender marker update needs. This guide is to be used as a resource only and does not constitute legal advice.

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INTRODUCTION

This self-help guide provides an outline for DMV Residents who wish to change their name and/or update their gender marker on identity documents. It will guide you through how/when/where we recommend completing each step, what documents you will need, how long the process should take, and any additional requirements.

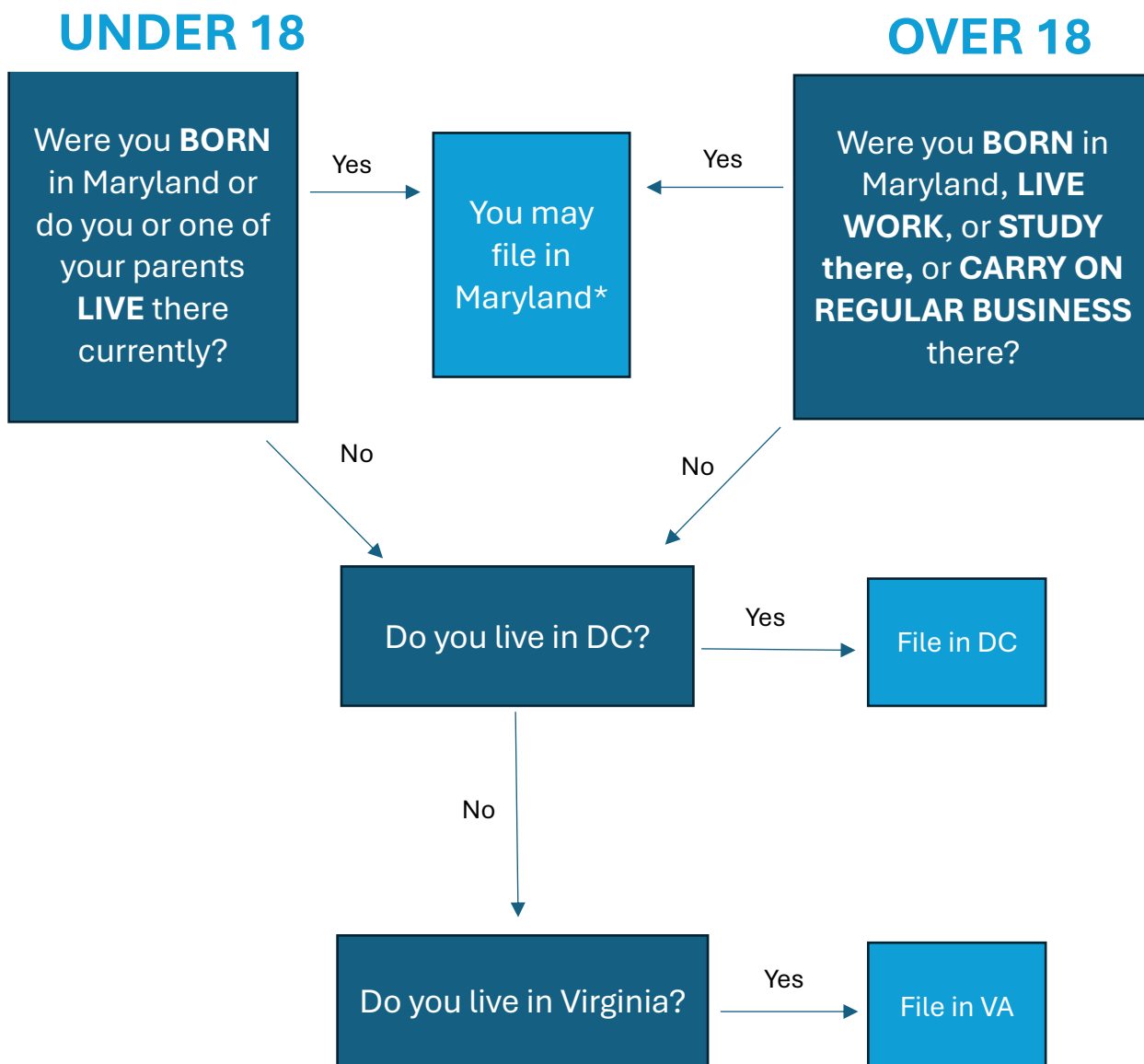
For most clients, we recommend pursuing these steps in the order listed.

If you want to change your name, then you should get started with [A. WHERE SHOULD I FILE?](#)

If you have already changed your name or only want to update your gender marker, you can skip ahead to the [Social Security section](#) or beyond.

If you have questions or concerns about the process, please contact Whitman-Walker Health (WWH) Legal Services for free support. 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 change/gender marker update strategy that fits your unique needs. Please note that we are not able to offer full representation to all clients due to capacity limitations; we will provide counseling only to clients above 500% of the Federal Poverty Level. Call WWH Legal Services at (202) 939-7630 or email contact-legal@whitman-walker.org.

A. WHERE SHOULD I FILE FOR A NAME CHANGE?



*The processing times for a name change petition vary by court. Generally, a case in DC takes about 2-3 months. In MD and VA, you may call the circuit court for the county where you will be filing to ask for their current processing times. You can find each circuit court's phone number in the [appendix](#).

B. NAME CHANGE PROCESS IN THE DISTRICT OF COLUMBIA

To change your name in DC, you must file an application with the Superior Court of the District of Columbia. This is a complex and time-consuming process. It will take at least two months to complete. If you have any qualifying connections to Maryland, consider applying there instead, as the process may be simpler.

Overview of DC name change steps:

1. File the [Name Change Application](#) Packet with supporting documents.
2. Receive the Order and Notice of Final Hearing (scheduling order) by mail or email.
3. Notify (by U.S. Postal Service (USPS) Certified Mail) any interested parties such as creditors (if applicable) about the pending name change.
4. Complete, file, and email the [Affidavit of Service by Mail](#) and proof of delivery to the Court at least 1-3 days before the hearing.
5. Attend the final hearing via Webex.
6. Receive your Name Change Court Order and request additional certified copies.

The following sections will detail these steps.

1. File the Name Change Application Packet

The process to change your name will be different depending on your age. People under 18 have one process, people 19 and 20 years old have a slightly different process, and people 21 and over have their own process. Be sure to check the rules below that are specific to your age.

For people OVER 21:

If you are over 21, you will fill out the [Adult Form](#) and file it with the Judge-in- Chambers Office (JIC).¹

Tips for filling out the [Application for Change of Name of an Adult](#):

- If you need an ASL or foreign language interpreter at the final hearing, please note this next to your phone number on page 1 of the application.
- In the Application packet, “Applicant’s Current Name Being Used” means your chosen name.

¹ <https://www.dccourts.gov/services/judge-in-chambers/application-change-name>

- On Line 3 of the Application, you are required to list reasons for your name change. We suggest: “This is my chosen name, and I want to obtain identification with the chosen name. I am NOT seeking this name change for an illegal or fraudulent purpose.”
- On Line 6 of the Application, 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, provide the answer “Not Listed on Birth Certificate”.
- On Line 19 of the Application, you must list all of your creditors. This includes any person or company to whom make regular payments or with whom you have an account. The Application includes an extensive list, but you only need to notify someone if you are personally responsible for the payments. For example, if your insurance is paid for through work, you would not have to notify your insurance company. See [Section 3](#) below for a more thorough list of creditors and interested parties.
- You can sign or e-sign the application. It does not need to be notarized.
 - There are three ways to e-sign the application:
 - You may use the “/s/” method to sign the Application, for 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.

What to file: The completed Application for Change of Name of an Adult must be accompanied by the following **supporting documentation and payment**:

- Current and valid photo identification, such as your driver’s license, state ID, or passport. It is okay if the identity document was issued by a different jurisdiction.
- Birth certificate
 - 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:
 - “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].
Signature, Typed Name, Date, Phone Number, Address, Email.”
- Proof of current residency in the District of Columbia. The Application for Change of Name of an Adult Instructions provide examples of what may be accepted to establish DC residency. We recommend submitting 2 proofs of residency, if possible. Both items should include your current home address.

- Some judges and clerks may ask for proof of DC residence for the past six months. There is no legal requirement that name change applicants must have lived in DC for at least six months prior to filing. 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.
- If you have previously changed your name by court order, marriage, naturalization, or adoption, you should provide as much detail as possible, such as the court, case number, and all relevant dates. The clerk or judge may ask for more evidence.
- The \$60 name change fee.
 - If you cannot afford this, see “Fee Waiver” below.
 - If you are filing through E-file, then you will pay this fee on the E-file platform and additional processing fees apply. If you are filing in person, you can pay with cash or certified check or money order payable to “Clerk, DC Superior Court.”
- **Motion to Seal** (optional but recommended): you may want to file a Motion to Seal if you want to keep your name change record private and not available to the 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](#).²
 - The Motion to Seal fee is \$20.
 - If you file in person, you can include the Motion to Seal with the appropriate fee when filing.
 - If you E-file, you can submit the motion to seal in a separate “envelope” (filing) when you are filing the Name Change Application. See below for step-by-step instructions on filing this online.
 - If you would like a template Motion to Seal, contact Legal Services at (202) 939-7630 or email contact-legal@whitman-walker.org.
- **Fee Waiver** (the “Application to Waive Prepayment of Costs”) Use the [fee waiver form](#) if you have no or very low income, or receive public benefits.³ The list of public benefits eligible for a waiver is very comprehensive. The form is available in English and Spanish.
 - If you receive a public benefit listed on the first page, you only need to fill out the first page: enter 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.

² <https://portal-dc.tylertech.cloud/Portal>

³ <https://www.dccourts.gov/services/fee-waiver-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 file in person or online using E-file for name change filings. We do not recommend filing by mail.

- **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 4130, Washington, DC 20001; phone: (202) 879-1450.
 - The nearest Metro stop is Judiciary Square on the Red Line. The office is open from 8:30am to 5pm, Monday through Friday, and from 9am to 12 pm on Saturday.
- **E-file:** As of July 2025, the Court uses [Odyssey E-filing system](#) for online applications.⁴ In July, the Court stated that it plans to stop using this system at some point in the future and return to CaseFileXpress. Please consult the [Court's website](#) for the most current information about where to file.⁵
 - Choose “Register for an Individual Account” and input your information. You will receive a confirmation email, which you must open and click to activate your account.
 - When you first log in, you will be asked to “Add a payment account.” Click ‘add account.’ Add your name under ‘Account Name.’ If you are using a fee waiver, select that as the payment type. Otherwise, add your credit card.
 - After adding your payment, click the home button, then “start filing” on the top left. Choose “File new case.”
 - Set court location as “Civil - Civil Actions” and case type as “Name Change/Vital Record Amendment.” Click “Parties” on the bottom right to continue.
 - Click “Add Party Details” to list yourself as the party to the case by toggling on “I am This Party.” Click Save. You do not need to add anyone else. Click “Filings” on the bottom right to continue.
 - Click “Add filing” and then choose Filing Code: Application for Change of Name of an Adult” and for “Filing on Behalf of” choose your name. Then upload the petition as the “Lead Document,” and all the supporting documents as Attachments. Make sure to include the Fee Waiver as an attachment, if you are requesting a fee waiver. Click Save.
 - If you are submitting a Motion to Seal, click “Add More,” Filing Code “Motion to Seal,” and “Filing on Behalf of” yourself. Upload the motion as the Lead document and click save.

⁴ <https://efiledc.tylertech.cloud/OfsEfsp/ui/landing>

⁵ <https://www.dccourts.gov/superior-court/e-filing>

- If you are submitting an application to waive fees, click “Add More,” “Appl. To Proceed w/o Prepayment of Cost Filed,” and “Filing on Behalf of” yourself. Upload the application as the lead document, and proof of your financial need as supporting evidence, and click save. Your screen will look like this:

Filings

Filing Code	Filing Type	Description
Application for Chang...	Efile	
Motion to Seal	Efile	
Appl. to Proceed w/o ...	Efile	

[+ Add More](#)

- Click “Service” on the bottom right to continue.
- You do not need to add any parties to the Service section. You can click “Fees” on the bottom right to continue.
- Confirm the fees section is correct, then click “Summary” on the bottom right to continue.
- Read the agreement and check the box under “Submission Agreements,” then click “submit.”
- The Order and Notice of Final Hearing will be emailed to you 1-3 weeks after submitting the application. _

For people UNDER 21:

If you are under 21, you will have to use the Minor Form and file with Family Court. The form is available on the [Court website](#).⁶

If you are 18 to 20 years old, you will fill the application out as yourself – you are the applicant. If you are under 18, the applicant is your parent, guardian, or best of kin.

Tips for filling out the Application for Change of Name of a Minor:

- When listing the reason for the name change, we suggest: “This is my chosen name, and I want to obtain identification with the chosen name. I am NOT seeking this name change for an illegal or fraudulent purpose.”
- 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.
- You must include a [Cross Reference Sheet](#), available at [this link](#).⁷ 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 will keep all cases involving one family with the same judge whenever possible.)

⁶ <https://www.dccourts.gov/services/judge-in-chambers/application-change-name>

⁷ <https://www.dccourts.gov/sites/default/files/2019-07/CROSS%20REFERENCE%20INTAKE%20FORM.pdf>

- 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.
- The completed application must be accompanied by the same supporting documentation and payment as explained in the [OVER 21 Section](#).
- You will see a section to list any creditors. A creditor is anyone who you have an account with, even if you do not owe them money currently – for example, your cell phone company, if the bill is in your name. You will have to notify them, which is explained more below. People under 18 generally will not have creditors. For 19 and 20 years olds, see [Section 3](#) below for a more thorough list of creditors and interested parties.

How to File for People Under 21: You should file by email to FamilyCourtCIC@dcsc.gov. Include the following in your email:

- The petition for the name change
- Proof of DC residency
- Copy of your birth certificate
- Valid photo ID of the applicant (this is the parent, if the child is under 18)
- Any other relevant evidence from the Petition Instructions
- Fee waiver, if you qualify
- Motion to seal

The court will then reply to you by email with the date of your hearing, along with some important documents. If you need to file anything additional, you will need to make a CaseFileXpress (CFX) account. Please watch these two CFX training videos on [this website](#)⁸: Self-Represented Litigant Registration and Single Party Cases; also see the FAQ's when you scroll down the page.

2. Receive the Order and Notice of Final Hearing

You will receive the **Order and Notice of Final Hearing** (the scheduling order) from the Court. If you E-filed, you will receive this by email. If you filed in person, you will receive this by mail. This document sets the hearing date and time, and it provides instructions on how to join the hearing virtually.

CAUTION: DEFECTIVE ORDER AND NOTICE OF FINAL HEARING: The court is currently sending the wrong 'order and notice of final hearing' and this is a problem because you need the correct 'order and notice of final hearing' to mail to your creditors and interested parties (explained more below). But first, the incorrect notice will be sent to you when you file. This incorrect notice is called a "Notice of Virtual Offsite Vital Records Show Cause Hearing" and may state that you are part of a lawsuit. If you receive this, take a clear photo

⁸ <https://www.fileandservexpress.com/dc/>

of it, and email the photo to the Court at JICOffice@dcsc.gov. In your email, you can say that you received that document, but that you have not received the correct “**Order and Notice of Final Hearing**” which you need to notify your interested parties. The court should then send you the correct hearing notice within a few weeks. Check to make sure it says “Order and Notice of Final Hearing.” If so, move on to step 3 to notify interested parties.

3. Notify Interested Parties (Creditors)

Once you receive the Order and Notice of Final Hearing, you must notify any creditors or other interested parties of your upcoming hearing and give the court proof that the interested parties received the packet you sent.

- **When:** You must notify these creditors or other parties when you receive the Order and Notice of Final Hearing (scheduling order). You must have evidence they received the notice you sent them before your hearing.
 - Remember, this is different than the automatically-generated notice you may receive immediately after filing. If you have not received this correct notice, contact the court. See “Caution: Defective Order and Notice of Final Hearing” section above.
- **What:** You must send both a copy of the completed Name Change Application you submitted to the court, and the Order and Notice of Final Hearing the court sent to you.
- **How:** The Court rules state you must notify your creditors in person or by **U.S. Postal Service (USPS) certified mail**. Certified mail provides you with tracking numbers to prove your item was delivered. If you do Certified Return Receipt, you will also receive a green slip back from the post office to prove the item was delivered. Once everything is delivered, submit screenshots of the tracking numbers from the USPS website or scans of the green slips to the court – see [Step 4](#). Note, however, that certified mail often gets lost or not delivered. Some judges will allow you to send everything by **Registered mail (flat rate parcel)** instead since this also has a tracking number – see below. This tends to be consistently delivered on time. Additionally, you may want to email any of the creditors you can as a backup in case a packet is not delivered – but you must receive a response to the email in order for it to be used as proof of delivery.
 - You have two main options:
 - 1) Try mailing everything by certified mail per the court rules. At the same time, send the materials by email to any creditor you can. If you do not receive proof of delivery in time, ask for a continuance on your case, then try mailing the notice with the new, continued hearing date through registered mail instead. If you explain all the steps you took, the judge will be more likely to accept you using registered instead of certified mail.

- 2) Try using registered mail from the beginning. There is no guarantee the court will accept this since it is technically not following the court rules (which say certified, not registered mail), but some judges are fine with it, and only care that there is proof of delivery.
- **Who:** See below for common parties that need to be notified. These people should all have been listed on your application, too.
 - **Creditors:** You must notify each of your creditors, and the Application provides an extensive list of whom to notify, including credit cards (even if you do not currently carry a balance), mortgages, car loans, student loans, personal loans, landlord, utilities, and car/health/life insurance companies (if you are personally responsible for making the premium payments), but this does not include subscription services, (such as music or video streaming services). If the type of creditor is not readily apparent by name, include a clarifying note, e.g., “Maria Smith – landlord.” You can look up the mailing address for your creditors on your latest statements 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](#).⁹
 - **If you have been convicted of a felony in DC**, 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 at Metropolitan Police Department Headquarters 300 Indiana Ave. NW, Room 5080, Washington, DC 20001
 - D.C. Court Services and Offender Supervision Agency (CSOSA) at 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.
 - **If you are currently incarcerated in a jurisdiction other than DC**, you must notify the Federal Bureau of Prisons at 320 First St. NW, Washington, DC 20534.
 - **If you have filed for bankruptcy**, you must notify the bankruptcy court where your case is ongoing or was decided.

⁹ <https://www.consumerfinance.gov/ask-cfpb/how-do-i-get-a-copy-of-my-credit-reports-en-5/>

- **If you are involved in any other ongoing court or legal proceedings**, you must notify the appropriate court or agency. This includes immigration matters pending before USCIS or the Immigration Court.

4. Complete and File the Affidavit/Declaration of Service by Mail

After you have notified all relevant parties and received confirmation that they received your packet, you must complete and sign the [Affidavit/Declaration of Service by Mail](#). This is located on pages 12-13 of the Name Change Application packet. On the top of page 12, type in the case number you received on the hearing notice. On page 13, include the name and address of each notified party and the date the notice was mailed. List the date of delivery based on the tracking information or green slips. Ignore the counsel info and the notarization block on the Affidavit form.

Look up the tracking information on the [Post Office's website](#) and download the results, or gather all the returned certified mail green slips.¹⁰ If you are able to, save the 2 pages of the Affidavit and the evidence of delivery for each interested party as one PDF. This will need to be filed with DC Superior Court at least 1-3 days prior to the final hearing. File it the same way you filed your application – in person or online.

If you are filing online, go back into the portal you created to file the initial application. Click on your case under “Filing History,” then on the right click “Actions” and choose “File into case.” On the bottom, click through (parties; filings). On the “Filings” page, click “add filing.” On the top, switch to “eFile only.” Choose filing code “Affidavit/Declaration of Service: Substitute Service”, filing on behalf of yourself, and upload the PDF (both page 12 and 13 together). If you did not combine the proof of delivery, add those PDFs as attachments. Hit “save” and continue through the prompts until you submit the additional filing.

You can also email a copy to the court at JICOffice@dscs.gov as a courtesy, but this does **NOT** replace filing the affidavit. You should also note interpretation needs, if applicable, and whether you are unable to appear on camera.

5. Attend your Final Hearing and Receive your Court Order

Hearings are done virtually, usually on Friday mornings. To attend the virtual hearing, log on to WebEx online, or the WebEx app on your phone. The Court will provide you with link to join when they send the instructions and scheduling order. You will need to attend **with your camera on**, so pick a location that is not distracting, with good lighting and nothing inappropriate in the background. If you need an interpreter, type the language you need in the chat, for example - “Spanish interpreter needed.” If your sound or video freezes during

¹⁰ https://tools.usps.com/go/TrackConfirmAction_input

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.

You can also attend the final hearing by calling in, although it is not recommended. 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. Although this is an option, the Court **prefers that you appear on camera**. If you are unable to do so, please inform the clerk's office ahead of time.

For more information on the remote hearing (regarding WebEx and general tips when attending remote hearings), visit [the DC Court website](#).¹¹

At the final hearing, the Judge may be hearing other name change cases as well. You may need to wait until your current 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. 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 5-10 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 essentially pause the case and have it rescheduled for a later time. This is especially helpful if the Judge thinks something is missing or something needs further explanation.

6. Receive Name Change Order and Request Additional Copies

If the Judge grants your name change at the hearing, you are entitled to 5 free certified copies of your Name Change Order. Call the Civil Division at 202-879-1133, email CivilDocket@dcsc.gov, or go to the courthouse in person to request the Name Change Orders. You will need to provide your former name and case number. The first five copies you request are free. Each additional copy is \$5.00, but the 5 free ones should be enough to update everything. You can purchase more copies at a later time if necessary.

Once you have 3-5 **certified copies** of the Court Order, your next step is to update your name on your Social Security record, see [Social Security section](#). Once you have received your updated Social Security card, you should go to the DC DMV to update your photo identification or driver's license, see [DC DMV section](#). All other updates can be done in the order that you prefer. See a checklist for all the DC name change steps in the [appendix](#).

¹¹ <https://www.dccourts.gov/services/remote-hearing-parties>

7. Additional DC Name Change Notes

To file a retroactive Motion to Seal (when you already had a name change case but did not file a Motion to Seal at the time), you can go to the DC Superior Court in person, head to the Civil Division, and request to seal your case. You will be asked to fill out an application and pay a \$20 filing fee. Make sure to bring your case number with you. This will not require a hearing, and you will receive the decision on your Motion to Seal within a few months.

C. NAME CHANGE PROCESS IN MARYLAND

Maryland has a [detailed webpage](#) describing how to file for and complete a change of name, with links to the forms.¹² Maryland also has a [new process](#) allowing people to petition for a Judicial Declaration of Gender Identity with/without Name Change - we recommend following this process as explained more below.¹³

Overview of MD judicial declaration of gender identity/name change steps:

1. File the application with the fee (or waiver) and supporting evidence.
2. Receive your Name Change Court Order or Judicial Declaration of Gender Identity with Name Change in the mail.

We detail these steps in the following sections.

1. File the application

Maryland significantly reformed its name change laws in January 2023. There are now two ways to file for a name change in Maryland:

- You can file a **Petition for Change of Name** only, or
- You can request a name change as part of filing a **Petition for Judicial Declaration of Gender Identity** – this results in changing your name (if you want to) AND getting a court recognition of your gender identity.

Choosing which of these options to pursue is a personal decision. Please carefully review the following points and reach out to WWH if you would like to review your options.

- We usually recommend that people file a **Petition for Judicial Declaration of Gender Identity**. It is a streamlined process. One major benefit is that the petition is automatically sealed. That means that the information you provide will NOT be searchable on the court's public website, as most cases usually are. Some people also benefit from having a court legally recognize their gender marker – for example, some other jurisdictions (not DC, MD, or VA) require a court order to change the gender marker on a birth certificate.
- On the other hand, the option above results in a court order that says, in large letters on the top, "Judicial Declaration of Gender Identity," which could "out" people. For example, if you own property in a state that is more hostile to trans people, and you need to update your name on the title, you might not want to do so with a document

¹² <https://www.courts.state.md.us/legalhelp/family/namechange>

¹³ <https://www.courts.state.md.us/genderidentity>

that mentions gender identity. For this reason, you may consider only changing your name through a **Petition for Change of Name**. The downside is that these petitions are not automatically sealed, so your information would be available on the court's website. You can file a motion to seal to avoid this, but it is up to the judge's discretion whether to grant it, and they might require a hearing so they can ask you questions about why you want your petition to be sealed.

- If you want the **Judicial Declaration of Gender Identity**, you may request that the court provide two separate orders (one for the declaration of gender identity, and one for the name change). If you need support with this request, contact WWH Legal Services for support: (202) 939-7630 or email contact-legal@whitman-walker.org.

Process for Adults

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

- Completed Petition for Judicial Declaration of Gender Identity:
 - Petition for Judicial Declaration of Gender Identity of an Adult form, available at the [Court website](https://www.courts.state.md.us/genderidentity).¹⁴ The court will assign the case number after you file.
 - Indicate whether you are also requesting a name change.
 - When answering question 2, choose whichever option is appropriate. Most often, you will file in the Circuit Court for the county where you live.
 - When deciding how to answer question 3, we suggest: "This is my correct gender marker, and I wish to obtain accurate identity documents."
 - Medical documentation is not required, but the judge has discretion to ask for it. If that happens, please contact WWH Legal Services at (202) 939-7630 or contact-legal@whitman-walker.org.
 - If you are not requesting a name change, you can skip section 4.
 - If you are also requesting a name change as part of the Petition for Judicial Declaration of Gender Identity, complete section 4. When answering question 4.c., we suggest: "This is my chosen name, and I wish to obtain accurate identity documents. I am NOT seeking this name change for an illegal or fraudulent purpose."
- Copy of an ID document with your current name, such as driver's license, passport, or birth certificate.
- Fee of \$165 or fee waiver (see fee waiver section below).

¹⁴ <https://www.courts.state.md.us/genderidentity>

To file a Petition for Change of Name only, you will need:

- Petition for Change of Name available at the [court website](#).¹⁵ The court will assign the “case number” after filing.
 - When answering question 2, choose whichever option is appropriate. Most often, you will file in the Circuit Court for the county where you live.
 - When deciding how to answer question 5, we suggest: “This is my chosen name, and I want to obtain identification with the chosen name. I am NOT seeking this name change for an illegal or fraudulent purpose.”
- Copy of an ID document with your current name, such as driver’s license, passport, or birth certificate.
- **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](#).¹⁶ To prevent this disclosure, you may file a Motion to Seal using [the state form CC-DC-053](#), asking the Court to protect your privacy by sealing the entire record of your case.¹⁷
 - 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. If you would like a template or if the court denies your request to seal your case, contact WWH Legal Services at contact-legal@whitman-walker.org or (202) 939-7630.
- Fee of \$165 or fee waiver (see fee waiver section below).

Where to file and how?

In Maryland, name changes and judicial declarations for gender identity are decided by Circuit Courts. You can file the name change petition and supporting documents with the Circuit Court for the county/city where you live. Maryland also allows people to file in the county/city where they study or work, or where they were born. 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 the [Court website](#) and in the **County Notes** [appendix](#) at the end of this guide.¹⁸

¹⁵ <https://www.courts.state.md.us/legalhelp/family/namechange>

¹⁶ <http://caserearch.Courts.state.md.us/caserearch/>

¹⁷ <https://www.courts.state.md.us/sites/default/files/court-forms/courtforms/joint/ccdc053.pdf/ccdc053.pdf>

¹⁸ <http://www.Courts.state.md.us/circuit/>

If you **file in person**, look for the division that handles name changes—usually 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 by mail**. To do so, mail all your documents and the relevant fee to the appropriate Court division. See the **County Notes** [appendix](#) at the end of this guide for more information.

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:

- [Request for Waiver of Prepaid Costs](#) (Form CC-DC-089), which waives the filing fee up front. At the same time, you must also file a [Notice Regarding Restricted Information](#) (form MDJ-008). After the name change is granted, you will need to file the [Request for Final Waiver of Open Costs](#) (Form CC-DC-090). These forms and additional information are available on the [Court website](#).¹⁹
- Documents that support your financial hardship (proof of income, Medicaid, TANF, SNAP, SSI, homelessness, outstanding bills, etc.).

Process for Minors

The same requirements and costs as an adult name change also apply to a minor name change. People under the age of 18 may change their name in Maryland by following the same process as described above, except using the following minor-specific forms, all available on the [Court website](#)²⁰:

- **Petition for Change of Name (Minor)**, also known as form CC-DR-62
- **Minor's Consent to Change of Name**, also known as a form CC-DR-119
- **Parent's/Guardian's/Custodian's Consent to Change of Name**, also known as a form CC-DR-063

Speak with an attorney if both parents cannot or will not give their consent for the name change.

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

¹⁹ <https://www.mdcourts.gov/legalhelp/filingfeewaivers>

²⁰ <https://www.courts.state.md.us/legalhelp/family/namechange>

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 judicial declaration of gender identity with or without name change is automatically sealed. But 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](#) asking the Court to protect the Minor's privacy by sealing the entire record.²¹ Please refer to the Motion to Seal subsection above for more information.

2. Receive your Court Order

Once you file, the clerk will send your Petition to the Judge for approval. 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: contact-legal@whitman-walker.org or (202) 939-7630.²²

If everything is in order, the Judge will approve and sign the Order for Name Change or Judicial Declaration for Gender Identity.

Maryland has a required 30-day waiting period before the Court can grant a name change application or judicial declaration for gender identity. Therefore, it usually takes 4-6 weeks to receive a decision on your application. If you filed more than 2 months ago and have not received a decision, you should call the Clerk's office (see [County Notes section in the appendix](#)) to inquire about your case.

You will typically receive only one copy of the Order in the mail. You need about 3-5 more **certified copies** (not photocopies) to update your identity documents. You can purchase these additional copies, which usually cost a few dollars each. Call the clerk of your specific court to ask about the process.

Once you have 3-5 **certified copies** of the Court Order, your next step is to update your name on your Social Security record, see [Social Security section](#). Once you have received your updated Social Security card, you should go to the MVA to update your photo identification or driver's license, see [Maryland MVA section](#). All other updates can be done in the order that you prefer. See the [appendix](#) for a checklist with all the Maryland name change steps.

²¹ <https://www.courts.state.md.us/sites/default/files/court-forms/courtforms/joint/ccdc053.pdf/ccdc053.pdf>

²² This happens regularly in Calvert County, for example. See the county-specific notes in the appendix for more information.

D. NAME CHANGE PROCESS IN VIRGINIA

The first step to legally change your name in Virginia is to file an Application for Change of Name with the Circuit Court of the county or city in which you live. Once you have successfully filed the application, the court will either mail you the original signed court order recognizing your new legal name or, if the court chooses to schedule a hearing, present it to you in person after the hearing. Most people don't have a reason to need to update their gender marker through the court, but if you have a specific reason for needing to do so, see the section on "Change of Sex" below.

Overview of VA name change steps:

1. File the notarized application with proof of identity.
2. Receive your Name Change Court Order in the mail.

We detail these steps in the following sections.

1. File your Name Change Application

Different cities and counties in VA have different requirements for name changes, including a city/county specific application and court order that you must complete in a particular way. **You must check the website for the circuit court in the county or city where you live for specific instructions.** If none are provided, call that circuit court's clerk to ask for instructions. A list of circuit courts and their addresses is available [online](#) and in our City/County Notes [appendix](#).²³ If you are unhoused, you can pick the circuit court that is most convenient for you.

Special requirements may include:

- the number of copies you must file with the Court;
- whether to include a certified copy of your current birth certificate;
- whether to include a self-addressed stamped envelope;
- the amount of the filing fee;
- whether you may submit your filing by mail or must file in person; and
- how to obtain additional certified copies of the court order.

Process for Adults

Your application should include:

²³ <http://www.courts.state.va.us/courts/circuit.html>

- **Cover Sheet**
 - Some courts require you to include the Form CC-1416 cover sheet with your application.
- **Notarized Application for Change of Name**
 - Make sure you check what form your circuit court uses.
 - Do not leave any fields blank. If a field is not applicable, put “N/A” or a dash into that line or field.
 - If your mother’s maiden name is the same as their current last name, then list the mother’s current last name twice in each field. Your application may be deemed incomplete if you leave the maiden name field empty.
 - For responding to why you want to change your name, we suggest: “This is my chosen name, and I want to obtain identification with the chosen name. I am NOT seeking this name change for an illegal or fraudulent purpose.”
 - All application forms (regardless of the circuit court) require a notarized signature. This means that you must sign the application **in front of a notary public**.
 - Notary public services are usually available for a small fee at banks. Many Virginia circuit courts also offer this service. You should call your circuit court to check whether they offer notary services at the time of filing.
 - WWH offers notary services for free at 1377 R St. NW Suite 200, Washington, DC, but an appointment is necessary. Schedule by calling 202-939-7630 or emailing contact-legal@whitman-walker.org.
- **Proposed Court Order** (if applicable)
 - Some circuit courts have their own Name Change Court Order forms that must be partially filled out and filed with your application.
 - Some proposed court orders require the applicant/petitioner to sign the order in the bottom left corner. There is often a signature line with the words “I ASK FOR THIS”. Please sign on this line before you file. This signature does not need to be notarized.
- **Photocopy of a valid identification document:** not all courts require this, but it is good practice to include it.
- **Motion to Seal** (optional): You have a choice to file a Motion to Seal or not. Generally, all filings made with a court are public. This does not mean someone can find them through a simple Google search, but if they search for your name in the court records, they may be able to access your petition. The court allows you to submit a Motion to Seal to make this information private if you can show a “serious threat to health or safety.”²⁴ The motion to seal must be made at the same time as the filing. If you submit a Motion to Seal, the judge will likely hold a hearing to learn

²⁴<https://law.lis.virginia.gov/vacodefull/title8.01/chapter3/article20/#:~:text=G.,the%20Central%20Criminal%20Records%20Exchange>.

more about why you want it to be sealed. If you would like a template motion to seal, contact WWH Legal Services at (202) 939-7630 or email contact-legal@whitman-walker.org.

- **Filing fee:** the filing fee is around \$40 but varies slightly by court. Check the website of your local circuit court or call the clerk's office for filing fee information and method of payment accepted.
 - **Fee waivers:** depending on your income, you may qualify for a waiver of the filing fee. Complete the [Petition for Proceeding in Civil Case without Payment of Fees or Costs](#) (Form CC-1414) which is available on the [Virginia Courts website](#), and attach any financial statements or other information supporting your need for the fee waiver.²⁵

You can file either in person or by mail. We know of one Northern Virginia court where you can begin the filing process online:

- In Arlington, VA, you can fill out the [name change form online](#).²⁶ However, you still have to go in person to show your government ID and either pay the fine or request a fee waiver.

Process for Minors

There is a separate name change petition that minors and their parents/legal guardians must complete and submit to their local court. Many courts utilize an [application provided by the State](#) (Form CC-1427), but some counties may have a specific county form.²⁷

Contact the clerk of your local court to determine which form you need to use. In responding to the question of why you want to change your name, we suggest: "This is my chosen name, and I want to obtain identification with the chosen name. I am NOT seeking this name change for an illegal or fraudulent purpose."

Minors must have the **consent of both parents/legal guardians** to obtain a legal name change. If one parent/guardian is unknown or not present to sign the petition, the judge may, in their discretion, require the present parent/guardian to publish the name change in a local newspaper. Speak with an attorney if both parents cannot or will not give their consent for the name change.

2. Receive the Court Ordered Name Change

Once you have submitted your application, there is nothing else you need to do. The judge will review your filing and make a decision. If there are errors or information is missing, you will receive a notice in the mail from the court.

²⁵ <https://selfhelp.vacourts.gov/node/14/filing-fees-waivers>

²⁶ <https://www.arlingtonva.us/Government/Departments/Courts/Circuit-Court/Name-Change>

²⁷ <http://www.courts.state.va.us/forms/circuit/cc1427.pdf>

Name change hearings are not typical in Virginia. However, we sometimes see hearings scheduled for motions to seal (especially in Fairfax County Circuit Court). If this happens, you should appear at that hearing. For more information, contact WWH Legal Services at contact-legal@whitman-walker.org or (202) 939-7630.

Name change processing times vary depending on the court's docket. For example, Arlington and Fairfax County each estimate that you will receive the signed order in about 3 weeks; Prince William County estimates a wait time of 4-6 weeks.

If you did not ask for additional certified copies at the time of filing, you may go to the courthouse at any time during business hours to request and pay for additional certified copies.

Once you have 3-5 **certified copies** of the Court Order, your next step is to update your name on your Social Security record, see [Social Security section](#). Once you have received your updated Social Security card, you should go to the DMV to update your photo identification or driver's license, see the [Virginia DMV section](#). All other updates can be done in the order that you prefer. See the [appendix](#) for a checklist with all the Virginia name change steps.

3. Additional VA Name Change Notes

Change of Sex determination: Generally, people in Virginia only need to legally change their name because they can self-select their gender marker on documents like a Virginia license or Virginia birth certificate. Some other states, however, require a court order of gender identity to update a gender marker on a birth certificate. If you need this, you can file a "Petition for Change of Sex" in Virginia.

Follow the specific instructions for your circuit court. This may include:

- Cover sheet (CC-1416)
- Fee or Fee Waiver
- Petition for Change of Sex
- Draft Order for Change of Sex
- Motion to Seal (optional)
- Order granting Motion to Seal (optional)

E. SOCIAL SECURITY ADMINISTRATION (SSA)

Once you have received a court order recognizing your name change, you must report the name change to the SSA. You will need to change your name with SSA before you can update your state photo identification or driver's license. At this time, the SSA no longer allows you to modify your gender marker.

Note for people born outside the US: Once you have a court order updating your name, you can update your name at SSA. Some SSA staff might give you wrong information and tell you that you have to update your immigration documents first. This is not correct. You can show them [the section from their manual](#) (the "POMS") that says that they should accept a court order. If this does not work, ask to speak to a supervisor.²⁸

To update your SSA record: You may do this in person or by mail/dropbox. SSA typically processes applications within two to three weeks and mails you a new Social Security card with your same SSA number but new legal name.

In-Person

Make an appointment by calling SSA at 1-800-772-1213. You may experience a shorter wait time if you call your local field office for an appointment – some office numbers are listed below. You can locate your local SSA field office on the [SSA website](#).²⁹

DC SSA Offices	SSA D Street	866-708-3255
	SSA Anacostia	866-495-0048
	SSA Postal Plaza	866-737-4470
VA SSA Offices	SSA Alexandria	888-472-2402
	SSA Arlington	855-829-8916
	SSA Suffolk	866-835-7769
MD SSA Offices	SSA Baltimore	866-931-9942
	SSA Camp Springs (Suitland)	877-512-3849
	SSA Glen Burnie	866-528-9873
	SSA Greenbelt	866-338-4115
	SSA Silver Spring	877-512-3848

²⁸<https://secure.ssa.gov/poms.nsf/lnx/0110212080#:~:text=RM%2010212.080%20Evidence%20of%20a%20Name%20Change%20based,granting%20a%20legal%20name%20change%20to%20the%20adoptee.>

²⁹ <https://www.ssa.gov/locator/>

Bring the following documents to your appointment:

- Application form (Form SS-5) available on the [SSA website](#) and at the office;³⁰
- Certified copy of the Court Order for Name Change – you can get more certified copies from the clerk of the court that issued your name change order;
- Unexpired government issued photo ID. If you do not have one, see [the list provided on the website](#) for other documents that can be used to prove identity.³¹ Part B has the list for minors and Part C has the list for adults.
- If you are not a United States citizen, you will need to bring proof of your current immigration status. SSA will accept a variety of documents.³² Specific requirements depend on what type of immigration status you have, and documents may include:³³
 - Permanent Resident Card (or “green card”)
 - Employment Authorization Document (“EAD” or “work permit”)
 - I-94 card showing asylee status
 - I-94, Arrival/Departure Record with an unexpired foreign passport
 - Admission stamp in your unexpired foreign passport

The Social Security Administration employees sometimes get the rules wrong. If you have any issues at your local SSA field office, please **ask to speak with a supervisor**.

By Mail or Dropbox

Each field office has a drop box. You can drop off your application or mail it in via certified mail (the post office will help you create a certified mailing, which allows you to track your package). **Note:** Immigrants should not mail in or drop off any immigration documents – schedule an in-person appointment instead.

Mail in or drop off the documents listed here:

- Cover letter – see [appendix](#) for an example;
- Application form (Form SS-5) available on the [SSA website](#) and at the office;³⁴
- Certified copy of the Court Order for Name Change – you can get more certified copies from the clerk of the court that issued your name change order; and
- Proof of identification
 - You must include proof of identification with your filing, but you should not mail your State ID or passport, and a photocopy is not enough. Instead, see the [SSA’s list of other ways to prove your identity](#)³⁵ – List C is for adults, and A&B are relevant for minors. Some examples of how to prove your identity

³⁰ <https://www.ssa.gov/forms/>

³¹ <https://secure.ssa.gov/apps10/poms.nsf/lnx/0110210420>

³² Social Security regulations contain an exhaustive list of what kind of evidence is accepted based on your immigration status: <https://secure.ssa.gov/poms.nsf/lnx/0110211000>.

³³ For more information, please consult the SSA’s publication on replacement social security cards for non-U.S. Citizens here: <https://www.ssa.gov/pubs/EN-05-10515.pdf>.

³⁴ <https://www.ssa.gov/forms/>

³⁵ <https://secure.ssa.gov/poms.nsf/lnx/0110210420>

are: Certified Medical Records*; certified school record/transcript for current school year; and life insurance policy showing age and date of birth.

**Your certified medical record cannot be provided by your doctor. If you are a WWH patient, contact WWH Legal Services at contact-legal@whitman-walker.org or call 202-939-7630. If you are not a WWH patient, call your medical office's records department and ask for a medical record extract (ex: last medical visit note) that is certified as a true copy.*

For more information, see The Advocates For Trans Equality's [Know Your Rights page](#) on the Social Security Administration.³⁶

³⁶ <https://transequality.org/know-your-rights/social-security>

F. STATE ID CARD / DRIVER'S LICENSE

Once you receive your updated Social Security card, the next recommended step is to update your driver's license or state ID card. To complete this step, you will need to go to the DMV/MVA where you live. See below for more jurisdiction-specific information.

In all three jurisdictions, you can self-select your gender marker at the DMV/MVA on the application form. The gender marker options are "F" (female), "M" (male), and "X" (nonbinary or unspecified). If you choose the "X" option, it should not impact your other identification documents or your health insurance.

1. DC Department of Motor Vehicles (DC 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 the [Social Security Administration \(SSA\) section](#) above 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 on [the website](#) or by calling 311.³⁷

If you need to change both your name and gender marker on your driver's license, learner's permit, or ID, it is best to change them at the same time at the DMV. If you are a U.S. Citizen, you can change your name in the voting records at this time too.

- Note, it may take a few weeks for your name change to be processed in the voting records. If there is an election coming up sooner and you want to vote, you may elect to update your name in a different way. You can either go to the DC Board of Elections office in person and bring them a certified court order, or complete [this form](#) online and attach a picture or scan of a certified court order at the end (in the blue box that says "Attach a copy of your document here").³⁸

If you do not have a Social Security number, you may be able to receive a "Limited Purpose ID Driver's License." More information on the options and requirements is found on [this webpage](#).³⁹ If you need support updating a Limited Purpose ID, reach out to [Bread for the City's legal team](#) at 202-386-7616.⁴⁰ You can also see these resources for more information:

- [DC DMV Credential FAQ's](#)⁴¹
- [DC DMV Website Step by Step Process](#)⁴²

³⁷ <https://dmv.dc.gov/page/all-dc-dmv-locations>

³⁸ https://vr.dcbos.org/213324797239968?agency_code=12

³⁹ <https://dmv.dc.gov/service/driver-licenses>

⁴⁰ <https://breadforthecity.org/legal/>

⁴¹ <https://dmv.dc.gov/node/1120167>

⁴² <https://dmv.dc.gov/service/obtain-limited-purpose-driver-license>

If you do have a Social Security number, you can see more useful information on applying for a REAL ID [here](#).⁴³

Gather the following to update your license/state ID:

- Driver License/Identification card application, available [online](#) and at the DMV.⁴⁴
 - You can self-select your gender marker; no additional form or proof is needed.
- Your current driver's license or ID card (which you must surrender);
- A certified copy of your court order for a name change;
- Your newly issued Social Security card reflecting your chosen name; and
- Cash, check, money order, or credit card to [pay the fee](#) for a duplicate card, which was \$20 at the time of publishing.⁴⁵

The DMV will take a new picture, update your name and/or gender marker in their system, and mail your ID to the address you have on file. 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.

2. MD Motor Vehicle Administration (MVA)

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 the [Social Security Administration \(SSA\) section](#) above before visiting your local MVA office. To update your name, make an appointment by following the instructions under “Correcting/Changing a Maryland License or Permit” on the [MVA website](#).⁴⁶

You can change both your name and gender marker on your license and learner's permit. If you need to change your gender marker, 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

⁴³ <https://dmv.dc.gov/node/1119101>

⁴⁴ <https://dmv.dc.gov/node/1117687>

⁴⁵ <https://dmv.dc.gov/book/vehicle-registration-fees/driver-license-fees>

⁴⁶ <https://mva.maryland.gov/drivers/Pages/md-drivers-license.aspx#mddlcorrecting>

your gender marker on the application without additional proof. If you are a U.S. Citizen, you can change your name in the voting records at this time too.

If you do not have a Social Security number, you may be able to get a “Non-Compliant Driver’s License” is available for people who do not have Social Security numbers. More information on the options and requirements is found on [this webpage](#).⁴⁷ Reach out to CASA de Maryland if you need help updating a Non-Compliant Driver’s License: 866-765-2272.

If you do have a Social Security number, you can apply for a REAL ID. You can find the MVA office nearest you [on their website](#).⁴⁸ You will need to bring the following documents:

- Application form at the MVA (via tablet/screen) where you can self-select your gender marker;
- Your current driver’s license or ID card (see below for additional requirements if you do not already have a “Real ID”);
- Original or certified copy of Court Order for Name Change **or** Judicial Declaration of Gender Identity with Name Change;
- Your updated Social Security card;
- The relevant MVA fee. See the applicable fees [here](#).⁴⁹

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).

Updating car title and registration: 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). For vehicle titles, complete form VR-448 (available [here](#)) 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, which was \$40 at the time this manual was published.⁵⁰ For questions, call customer service at 410-768-7000.

⁴⁷ <https://mva.maryland.gov/drivers/Pages/non-compliant-drivers-licenses.aspx>

⁴⁸ <https://mva.maryland.gov/locations/Pages/default.aspx>

⁴⁹ <https://mva.maryland.gov/about-mva/Pages/fees.aspx>

⁵⁰ <https://mva.maryland.gov/vehicles/Pages/registration/vehicle-registration-forms.aspx>

3. VA Department of Motor Vehicles (VA DMV)

If you need to change both your name and gender marker on your driver's license or learner's permit, it is best to change them at the same time at the DMV. If you are a U.S. Citizen, you can change your name in the voting records at this time too.

If you do not have a Social Security number, you may be able to get a "Driver Privilege Card." More information on the options and requirements is found on [this webpage](#).⁵¹ Contact CASA de Virginia if you need help updating a Driver Privilege Card: 571-421-2211.

If you do have a Social Security number, **bring the following to the VA DMV customer service center** to update your VA driver's license, learner's permit, or ID card:

- "Driver's License and ID Card Application" requesting a name change, available on the "[How to Change Your Address](#)" section of the website.⁵² You can also start the name change process online at [this link](#).⁵³ You must have an online MyDMV Account to start the online process. You will have 14 days to visit the DMV to complete the process.
 - You can self-select your gender marker on the application form (if applicable). VA allows for F, M, and X markers.
- Your current, valid state-issued driver's license, learner's permit, or ID card;
- Certified Copy of your Court Order for a Name Change;
- Your updated Social Security card reflecting your chosen name; and
- Fee – this is subject to change, but [this PDF](#) shows the fees as of the date this manual was published – a Real ID is \$10.⁵⁴

For more information, see: Change Address, Name, or Sex Designation [page on the DMV website](#).⁵⁵

⁵¹ <https://www.dmv.virginia.gov/licenses-ids/license/driver-privilege-card>

⁵² <https://www.dmv.virginia.gov/records/personal-information-updates>

⁵³ https://transactions.dmv.virginia.gov/apps/webtrans/pin_maint/pin_logon.aspx

⁵⁴ <https://www.dmv.virginia.gov/sites/default/files/forms/dmv201.pdf>

⁵⁵ <https://www.dmv.virginia.gov/records/personal-information-updates>

G. BIRTH CERTIFICATE

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 of gender identity in order 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. Other states provide “clean” birth certificates with no indication that it was amended.

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 [Advocates For Trans Equality’s ID Documents Center](#).⁵⁶

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 and Puerto Rico which have a special process to execute orders from other states).

Gender Designation/Sex Field 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.

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 may be able to use an updated birth certificate to amend your educational records.

The sections below detail the requirements to update birth certificates for people born in DC, Maryland, and Virginia.

⁵⁶ <https://transequality.org/documents>

1. DC Birth Certificate

If you have a DC 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:

DC Health Vital Records Division
Customer Service and Certification Operations Unit
2201 Shannon Pl. SE, 1st Floor
Washington DC, 20020

Visit the website to see their hours and upcoming holiday closures: [DC Vital Records](#)⁵⁷. The telephone number is 877-572-6332 Option #5 and the email address is dc.vitalmodification@dc.gov. DC allows you to choose either female, male, or unknown as the gender designation. If you are changing your name **and** gender marker, you will get a “clean” new birth certificate that only shows your new information – not that anything was amended. If you are **only** changing your name but not your gender marker, there will be a notation on the birth certificate stating it was amended and listing your prior name.

You can pay by credit card or check/money order. As of August 2025, the cost was \$51 for name and gender marker change with new certificate, and \$46 for just a name change with a new certificate.

- Paying by check/money order: The check or money order should be made out to “DC Treasurer.” Include the check in the packet you submit. Vital Records will let you know when your birth certificate is ready to be picked up.
- Paying by card: Regardless of whether you file in person or by mail, if you do not include a check, you will receive a payment link by email. You will have one fee for making amendments (the same fee whether you amend just your name or your name and gender marker), and a fee if you want a copy of the new birth certificate. 24 hours after you submit your payment, your birth certificate will be ready for you to pick up.

In addition to the payment, you will need to submit the following documents:

Name change only

- Certified copy of the court order granting your name change;
- [Amendment to Birth Record \(Court Order\)](#);⁵⁸ and
 - This must be **notarized** – do not sign it until you are in front of a notary
- Proof of ID – see options under “What do I need to bring with me to prove my identity?” [here](#).⁵⁹

⁵⁷ <https://dchealth.dc.gov/service/amending-record>

⁵⁸ https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/Birth%20Amendment%20with%20court%20order_0.pdf

⁵⁹ <https://dchealth.dc.gov/service/amending-record>

Gender marker change only

- [Gender Designation Application](#)⁶⁰
 - This must be **notarized** – do not sign it until you are in front of a notary
 - This form includes a Statement of Licensed Healthcare Provider Certifying the Applicant’s Gender Designation that your healthcare provider will need to sign
- Proof of ID – see options under “What do I need to bring with me to prove my identity?” [here](#)⁶¹

Name and gender marker change together

- [Amendment to Birth Record \(Court Order\)](#)⁶² AND [Gender Designation Application](#)⁶³
 - Both must be **notarized** – do not sign it until you are in front of a notary
 - The gender marker form includes a Statement of Licensed Healthcare Provider Certifying the Applicant’s Gender Designation that your healthcare provider will need to sign
- Proof of ID – see options under “What do I need to bring with me to prove my identity?” [here](#)⁶⁴

Note: If you are **under 18**, the parents on the birth certificate will have to petition for you. There is a different form based on whether there is one parent or two parents listed on your birth certificate. See the PDF under “Birth Certificate Amendment Requirements” on the [website](#) for the proper forms and more information.⁶⁵

2. MD Birth Certificate

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). Maryland only allows you to choose either an “F” (female) or an “M” (male) gender marker on your birth certificate. You will receive a “clean” new birth certificate that does not state that it was amended or show your previous information.

You will need to submit the following documents:

⁶⁰https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/Gender%20Designation%20Application_0.pdf

⁶¹ <https://dchealth.dc.gov/service/amending-record>

⁶²https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/Birth%20Amendment%20with%20court%20order_0.pdf

⁶³https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/Gender%20Designation%20Application_0.pdf

⁶⁴ <https://dchealth.dc.gov/service/amending-record>

⁶⁵ <https://dchealth.dc.gov/service/amending-record>

- Certified copy of your Name Change Court Order (if changing name);
- Completed and signed Application for Change in Sex Designation on a Certificate of Live Birth (if you are updating your gender marker) found on the [Maryland Department of Health website](#).⁶⁶
- Completed and signed Statement of Licensed Healthcare Practitioner, which is included in the [form on the website](#) or a Judicial Declaration of Gender Identity;⁶⁷
 - Note: If you did the one-step name and gender change petition at the Maryland Court, you received the “Judicial Declaration of Gender Identity” and can use this to update your birth certificate.
- Copy of your photo ID; and
- 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 an additional \$10).

If you are a trans parent of children born in Maryland, you can update your own name on their 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).

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.

3. VA Birth Certificate

VA allows an individual to amend their VA issued birth certificate to reflect both a new name and gender marker. Virginia only allows you to choose either an “F” (female) or an “M” (male) gender marker. Amendments to vital records may be requested by mail. You will receive a “clean” new birth certificate that does not state that it was amended or show your previous information.

To request an amendment, you must:

- Download and complete the Application for Certification of a Birth Record form. The form can be accessed on the [Virginia Department of Health website](#).⁶⁸
- Prepare payment: check or money order for \$22 (\$10 administrative fee + \$12 for each certified birth record requested) made out to “State Health Department.”
- Provide a certified copy of the legal name change court order.
 - **Important note:** If your court order does not include your name at birth, date of birth, and place of birth, you must also include a **certified copy** of the

⁶⁶ <https://health.maryland.gov/vsa/Pages/gender.aspx>

⁶⁷ <https://health.maryland.gov/vsa/Pages/gender.aspx>

⁶⁸ <https://www.vdh.virginia.gov/vital-records/how-to-request-an-amendment-to-a-birth-certificate/>

name change application you submitted to the court. Contact the court clerk to request this.

- Provide a completed and signed [Form for Changing Sex Designation \(VS42\)](#), signed by your healthcare provider (if you are updating your gender marker).⁶⁹
 - Must be the original, wet-signed form
- Provide one form of primary photo identification. This document does not need to be updated with your name or gender marker. The full list of approved Identity Verification Requirements is available on the [Application for Certification of a Birth Record form](#).⁷⁰ 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.
- Mail copies of the required remote amendment identity documents and supporting documents to the Office of Vital Records, P.O. Box 1000, Richmond, VA 23218-1000.

⁶⁹ <https://www.vdh.virginia.gov/vital-records/what-is-the-procedure-to-update-a-virginia-birth-certificate-after-a-person-has-undergone-gender-transition/>

⁷⁰ https://www.vdh.virginia.gov/content/uploads/sites/93/2020/07/VS6B_Birth-application.pdf

H. U.S. PASSPORTS

Everyone may update the name on their U.S. passport. Whether you can update your gender marker continues to change. If you currently have a passport, it remains valid, even if it has an “X” gender marker or if the gender marker is different than your sex assigned at birth.

Orr v. Trump Lawsuit

In January 2025, the State Department stopped issuing passports with gender markers that were different from the sex assigned at birth. The American Civil Liberties Union (“ACLU”) filed a federal lawsuit challenging this policy change, and the court ruled on June 17, 2025, that the State Department must allow people with a gender identity different from their sex assigned at birth to self-select the gender designation on their passport while the case moves forward. That means that as of the date this guide was published, you CAN get a passport with your correct name and gender marker, and the government issued new guidance to comply with the ruling on July 2, 2025. The government has appealed the court’s decision, and this rule might be put on pause. That means there is a risk that your passport will be returned with the incorrect gender marker. If you choose to apply for a new or updated passport, we recommend expediting your application to increase the likelihood that your application will be processed while the current rule is in place.

Keep up with the case⁷¹ and see updates from the ACLU⁷², Lambda Legal⁷³, and the State Department webpage on “Sex Markers in Passports” to determine if you can still apply.⁷⁴ You can also contact WWH Legal Services to discuss your options at (202) 939-7630 or email contact-legal@whitman-walker.org.

Note: If you are applying for a first-time passport, the State Department may issue a passport that reflects your correct gender marker regardless of the above lawsuit. You must have your name and gender marker updated in the Social Security system as well as on your birth certificate, and the birth certificate cannot say “amended.” MD, VA, and DC birth certificates usually do not say “amended,” but see above for details. (New birth certs may be marked as amended if you only update your name but not your gender marker.) You must list all prior names on the passport application, however, and this may result in a request for more information from the State Department such as asking applicants for a copy of the original birth certificate.

⁷¹ <https://www.courtlistener.com/docket/69623342/orr-v-trump-president-of-the-united-states/>

⁷² <https://www.aclu.org/issues/lgbtq-rights/transgender-rights/transgender-people-and-id>

⁷³ <https://lambdalegal.org/tgnc-checklist-under-trump/>

⁷⁴ <https://travel.state.gov/content/travel/en/passports/passport-help/sex-marker.html>

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 on [the website](#).⁷⁵

1. Applying for a U.S. passport for the first time, as a minor, or when you do not qualify to renew by mail

If you do not currently have a passport, or you do not meet the requirements to renew by mail, you will make an appointment to submit an initial passport application in person at a Passport Acceptance Facility. To find the closest facility to you, please [search online](#) or call the National Passport Information Center at (877) 487-2778.⁷⁶

You will need to bring with you the following documents:

- Application for a U.S. Passport, also known as Form DS-11, available on [the website](#);⁷⁷
- The [Attestation of Orr v. Trump Class Membership](#)⁷⁸ if you are selecting a gender marker that does not align with your sex assigned at birth and if this option is still available (see the section above on the Orr v. Trump lawsuit);
- Current ID that includes a signature and photograph;
- One recent passport-size (2in x 2in) photo (some Passport Acceptance Facilities can take this picture – the online search function above will tell you if they can. If not, Walgreens and CVS can do this for about \$15);
- Certified copy of a Court Order for Name Change (you do not need this if you are using the same name on your birth certificate);
- 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;
 - Your birth certificate does not have to have your updated name in order to update your name on the passport. As long as you have the court order with your name change, the passport will still be issued with your new name.
 - 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).
- If you are under 16, both parents must be present at the appointment. If one parent cannot attend, they must provide a notarized Form DS-3053 which states that they

⁷⁵ <https://travel.state.gov/content/travel/en/passports/get-fast.html>

⁷⁶ <http://iafdb.travel.state.gov>

⁷⁷ <https://travel.state.gov/content/travel/en/passports/how-apply/forms.html>

⁷⁸ <https://travel.state.gov/content/travel/en/passports/passport-help/sex-marker.html>

give permission. If you are 16 or 17, you will only need to show that one parent is aware. See the [minor section of the passport website](#) for more information.⁷⁹

- Fees: Check the [website](#) for current fees.⁸⁰ At the time of publishing this manual, the fees were \$130 for a passport book (and/or \$30 for a passport card) and a \$35 execution fee for the Passport Acceptance Facility where you are applying – do not combine these fees into one check. There is an extra \$60 fee for expedited processing.

2. Updating legal name on a current U.S. passport

When you already have a valid Passport, you may be eligible to make amendments by mail if you are 18 or older. Visit the [State Department website](#) to see if you qualify.⁸¹ If not, follow the steps in part 1 above. If so, mail your package to:

National Passport Processing Center
PO Box 90155 (or 90955 for expedited applications)
Philadelphia, PA 19190-0155

Include the following:

- Form DS-82 or DS-5504;
 - The DS-82 is the general form for new passports. However, you might be able to use the DS-5504 if you received your passport in the last year and need to make a change, like updating your name or gender marker. See the [Department of State website](#)⁸² for more information.
- The [Attestation of Orr v. Trump Class Membership](#)⁸³ if you are selecting a gender marker that does not align with your sex assigned at birth and if this option is still available (see the section above on the Orr v. Trump lawsuit);
- Your most recent passport;
- A recent passport-size photo (2in x2in) (you can have passport photos prepared at most pharmacy chains like Walgreens and CVS for around \$15);
- Certified Copy of your Order for Name Change (if updating your name); and
- Fees: Check the [website](#) for current fees.⁸⁴ At the time of publishing this manual, the fees were \$130 for a passport book (and/or \$30 for a passport card). If you are applying with the DS-5504 the application is free. Expedited processing costs an extra \$60.

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).

⁷⁹ <https://travel.state.gov/content/travel/en/passports/need-passport/under-16.html>

⁸⁰ <https://travel.state.gov/content/travel/en/passports/how-apply/fees.html>

⁸¹ <https://travel.state.gov/content/travel/en/passports/have-passport/renew.html#Step%20One>

⁸² <https://travel.state.gov/content/travel/en/passports/how-apply/forms.html>

⁸³ <https://travel.state.gov/content/travel/en/passports/passport-help/sex-marker.html>

⁸⁴ <https://travel.state.gov/content/travel/en/passports/how-apply/fees.html>

I. IMMIGRATION

Generally, there are three ways to update your name with U.S. Citizenship and Immigration Services (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 a certified copy of your name change court order. At this time, you cannot update your gender marker.

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. 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 WWH Legal Services at (202) 939-7630 or contact-legal@whitman-walker.org.

J. SELECTIVE SERVICE

People Assigned Female at Birth:

If you were assigned female at birth, you are not eligible 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 can request a Status Information Letter (SIL) from the Selective Service. Because the registration for the Selective Service asks the applicant for their sex assigned at birth, someone who identifies as male should not claim that they are eligible to register. Doing so could be considered as providing false information on a federal form, which could have serious consequences.

To request a SIL that shows you are exempt, you can either download a SIL request form from the [Selective Service website](#) or call them at 1-847-688-6888.⁸⁵ You must include proof, which can be a certified copy of the name change and your updated birth certificate, or a letter from a physician certifying that you are a transgender man. This service is free, and the Status Information Letter itself does not provide the actual reason that someone is exempt from registration, so using the letter will not force you to “out” yourself in any other application process.

People Assigned Male at Birth:

**Please note: This information may become outdated as the military ban on transgender individuals goes through the courts. For updated information, you may want to reach out to LGBTQ Military nonprofits such as [Modern Military Association](#)⁸⁶ or [SPARTA Pride](#).⁸⁷*

If you were assigned male at birth, you must register for the Selective Service if you are between the ages of 18 and 25, even if you have had gender-affirming surgery or changed the gender designation on your identity documents. You may register online on the [Selective Service website](#) or you may complete and mail a “mail-back” registration form available at any post office.⁸⁸ If you are already registered, make sure to notify them if you have changed your name. To notify the Selective Service of your name change you must fill out the 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.

⁸⁵ <https://www.sss.gov/verify/sil/>

⁸⁶ <https://modernmilitary.org/>

⁸⁷ <https://spartapride.org/>

⁸⁸ <https://www.sss.gov/register/>

K. INSURANCE AND HEALTH RECORDS

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 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 of 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 the Front Desk/Client Services staff 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	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. 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. Contact WWH PBIN at 202-745-6151.
	Upload your Name Change Court Order, updated driver's license/ID, and updated Social Security card to your Maryland Health Connections account.

MD Medicaid	Once uploaded, call MD Health Connections at 1-855-642-8572 to confirm the update and to request a new card. 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.		
VA Medicaid	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. 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).		
Medicare	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. To update your prescription (Part D) plan card, please contact your plan directly.		
Insurance through Employer	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.		
Insurance through Marketplace	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. Once the marketplace has 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.		
	<u>DC Health Link:</u> Phone: 1-855-532-5465 Fax: 202-478-1322 E-mail: info@dchealthlink.com	<u>MD Health Connection:</u> Phone: 1-855-642-8572	<u>Healthcare.gov</u> Phone: 1-800-318-2596 Mailing address: Health Ins. Marketplace Attn: Coverage Processing 465 Industrial Blvd. London, KY 40750-0001

L. BANKS, CREDITORS, FINANCIAL INSTITUTIONS

You must inform your banks, 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 appear 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](https://www.equifax.com),⁸⁹ [Experian](https://www.experian.com/lpt/credit-score-tmpl.html),⁹⁰ and [TransUnion](https://membership.tui.transunion.com/tucm/orderStep1_form.page)⁹¹). You can also [request your free credit report\(s\)](https://www.AnnualCreditReport.com).⁹²

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. A sample letter is available in the [appendix](#).

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.

⁸⁹ <https://www.equifax.com>

⁹⁰ <https://www.experian.com/lpt/credit-score-tmpl.html>

⁹¹ https://membership.tui.transunion.com/tucm/orderStep1_form.page

⁹² www.AnnualCreditReport.com

M. YOUTH UPDATES / SCHOOL RECORDS

1. School Records

The process to change your name across all school platforms changes by jurisdiction. Generally, you must have already received a legal name change in order to change your name with the school. Some examples are below, but contact your school for the most current information. The school's counselors are usually the ones who will be able to assist with the process.

You may also want to update your name and/or gender marker in your education records, such as past 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.

2. Standardized Testing

The name on your standardized testing materials may need to be updated separately from the updates you complete with your school. Work with your school registrar or guidance counselor for the steps to complete to update your information through the state standardized testing board.

3. Student Aid and FAFSA

You must first have an updated Social Security card. You can then update your Federal Student Aid (FSA) ID with your new legal name by logging into the FSA website, and clicking "Settings," then "Personal Information."

After you update your FSA ID, update your FAFSA by following the steps on the [Student Aid website](#).⁹³

Note: If you were assigned male at birth, you still **must register for the selective service**, or you will not be able to access federal student loans. See more in the [Selective Service section](#) above.

⁹³ <https://studentaid.gov/apply-for-aid/fafsa/review-and-correct>

N. OTHER UPDATES AND CONSIDERATIONS

1. Traveling

While trans people are still able to freely travel, there are extra things to consider before a trip. Additionally, it is not always possible to update all your documents before you travel. Here are some pointers about traveling after a name and/or gender marker change:

- See the [Passport section](#) above regarding updating your passport. Remember that the current Administration's changes to federal policy do not affect the validity of current valid federal documents, including passports. All previously-issued passports with updated gender markers, including "X" gender markers, are valid until their stated expiration date.
- For domestic travel, you will need a RealID. Currently, the RealID process is based on the rules of the state issuing it, and DC, MD, and VA all allow for self-attestation for gender markers, so you can get a RealID that reflects your correct information.
- Book your travel accommodations, including your plane ticket, under the name listed on the ID that you will be using while traveling. If you are flying domestically/within the United States, this can be your RealID driver's license or ID. If you are flying internationally, you should use the name listed on your passport, even if that is no longer your legal name.
- If you have not updated all of your documents to reflect your current, legal name, it's important to carry a certified copy of your name change court order with you. The court order connects your current and former name and proves that your documents belong to you.
- For specific questions about private companies, reach out to those companies directly. For example, if the airline you are using asks you to list a male or female gender marker, but your ID has an X gender marker, contact the airline for guidance.
- Review any travel advisories and be aware of the local laws. The United States Department of State has [travel advisories](#) for visiting other countries⁹⁴ that you should consult. LGBTQ+ individuals face severe discrimination in many countries, and LGBTQ+ identities are sometimes criminalized under laws relating to "public indecency" or the criminalization of consensual same-sex sexual activity. Within the United States, anti-LGBTQ+ discrimination is more rampant in certain areas, and certain states have begun efforts to criminalize LGBTQ+ identities in various ways. For example, some states have made it a crime to provide gender-affirming care to minors. You should also know the bathroom laws for states your airports are in, even if it is just a layover. For these reasons, it is important to do additional research before traveling.
- Individuals traveling with medications should be careful to research whether their airline, destination, or any layover locations have policies or laws that would affect their medications.

⁹⁴ <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

- People who are transgender or gender non-conforming may face additional scrutiny while traveling through airport security. Transgender individuals are often subject to additional screening by TSA due to “inconsistencies” during body scans. Advocates For Trans Equality (“A4TE”) has [helpful resources and informational pages](#) that you may want to consult for more information.⁹⁵
- If you are not a United States citizen, we strongly recommend consulting with an immigration attorney before traveling abroad or outside the contiguous 48 United States. It is much safer to travel by car, bus, or train. Flights to Alaska, Hawaii, or U.S. territories like Puerto Rico pose a risk in the event that the plane needs to make an emergency landing outside of the United States, and these airports have seen higher levels of immigration enforcement recently.
- Also be mindful that noncitizens are very likely to face additional scrutiny when attempting to re-enter the United States, even if they are a Permanent Resident and have a green card.

2. Additional Updates

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.

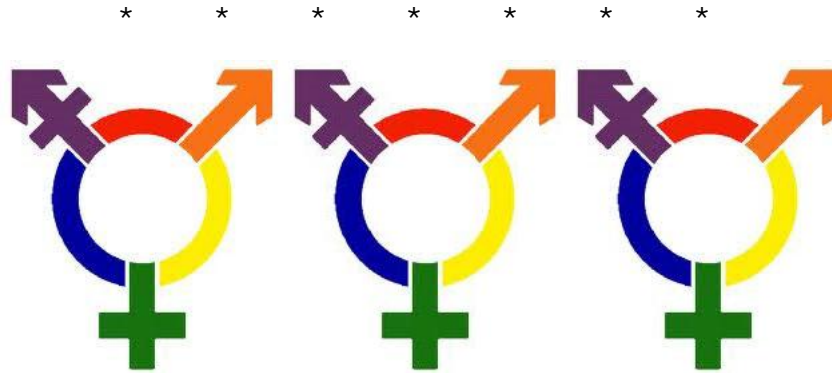
If you are a member of any professional organizations (state bars, medical boards, or professional associations), you will need to change your name with these organizations.

If you are a military family or veteran, you may want to look into the resources available through [Sparta Pride](#)⁹⁶ and the [Modern Military Association](#)’s⁹⁷ websites. You can update your name in your military record by using the DD Form 149 and existing DD214.

⁹⁵ <https://transequality.org/issues/travel-airport-security>

⁹⁶ <https://spartapride.org/>

⁹⁷ <https://modernmilitary.org/>



If you have any questions about the steps described in this guide, please contact WWH at the number and email listed below.

Whitman-Walker Health Legal Services Program 1377 R Street NW, Suite 200
Washington, DC 20009

Phone: (202) 939-7630

Fax: (202) 939-7651

E-mail: contact-legal@whitman-walker.org

<https://www.whitman-walker.org/health-services/legal-services/>

Appendices

Appendix A: MD County Notes for Name Change Filing Procedure

START HERE: The filing fee in all Maryland circuit courts is \$165. It is highly recommended to file by mail or in person, but [online filing](#) is an option in most Circuit Courts if you have an email address and a credit card.⁹⁸ 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](#).⁹⁹

The list below is not comprehensive. To see more, visit the [MD Circuit Court website](#) and click on your county.¹⁰⁰ Most Maryland Circuit Courts are open Monday to Friday, 8:30 AM to 4:30 PM.

Circuit Court	Address and Phone	Notes
Anne Arundel County ¹⁰¹	Circuit Courthouse 8 Church Circle, Annapolis, MD 21401 410-222-1431 Telephone Hours: 9:00 AM. to 4:00 PM	Payments at the counter may be made by Cash, Check or Money Order only
Baltimore City ¹⁰²	Circuit Court for Baltimore City Family Division, Room 109 Courthouse East, 111 North Calvert Street, Baltimore, MD 21202 410-333-3709	Make checks out to: Baltimore City Circuit Court
Baltimore County ¹⁰³	Baltimore County Courts Building 401 Bosley Avenue Towson, Maryland 21204 410-887-2614	Mailing Address: Attn: Family Division P.O. Box 6754 Towson, Maryland 21285
Calvert County ¹⁰⁴	175 Main Street Prince Frederick, MD 20678 410-535-1600 (option 5; 1; 1)	Calvert County regularly requires hearings to confirm the information in the

⁹⁸ <https://mdcourts.gov/mdec/efilingpublic>

⁹⁹ <https://www.courts.state.md.us/sites/default/files/court-forms/mdj008.pdf>

¹⁰⁰ <https://www.mdcourts.gov/circuit>

¹⁰¹ <https://www.circuitcourt.org/>

¹⁰² <https://www.baltimorecitycourt.org/clerks-office/family-division/>

¹⁰³ <https://www.baltimorecountymd.gov/departments/circuit>

¹⁰⁴ <https://www.calvertcountymd.gov/3163/Circuit-Court>

Circuit Court	Address and Phone	Notes
		filing. This is not something to be worried about. Make check out to Circuit Court, or go in person to pay with cash check or card (with matching ID).
<u>Carroll County</u> ¹⁰⁵	Carroll County Circuit Court 55 North Court Street Westminster, MD 21157 410-386-8720	You can file in person or by mail, and court also has a dropbox for after-hours filings
<u>Charles County</u> ¹⁰⁶	200 Charles Street La Plata, MD 20646 301-932-3215	
<u>Frederick County</u> ¹⁰⁷	100 West Patrick Street Frederick, MD 21701 301-600-2969	
<u>Howard County</u> ¹⁰⁸	9250 Judicial Way Ellicott City, MD 21043 410-313-2111 (Clerk) 410-313-3844 (Civil Dept)	
<u>Montgomery County</u> ¹⁰⁹	50 Maryland Avenue Rockville, MD 20850 240-777-9426 (Family Dept) Family Department South Tower, 1 st Floor, Rm 1460	
<u>Prince George's County</u> ¹¹⁰	14735 Main Street Upper Marlboro, MD 20772 301-952-3322 (Civil Dept) 301-952-3655 (General Court number)	-Judge Alvez usually requires petitioners to appear for a short hearing so she can confirm the application is not for a fraudulent purpose.

¹⁰⁵ <https://www.courts.state.md.us/clerks/carroll>

¹⁰⁶ <https://www.mdcourts.gov/clerks/charles/general>

¹⁰⁷ <https://www.courts.state.md.us/clerks/frederick>

¹⁰⁸ <https://www.courts.state.md.us/clerks/howard/general>

¹⁰⁹ <https://www.montgomerycountymd.gov/cct/departments/family-department.html>

¹¹⁰ <https://www.princegeorgescourts.org/232/Civil-Domestic-Division>

Circuit Court	Address and Phone	Notes
	Civil Domestic Division Room D1002	- See the footnote below for steps to obtain certified copies of your court order. ¹¹¹
St. Mary's County ¹¹²	41605 Courthouse Drive Leonardtown, Maryland 20650 301-475-7844, Ext. 4562	Mailing Address Clerk of the Circuit Court PO Box 676 41065 Courthouse Drive Leonardtown, MD 20650 Must include the "Civil Domestic Case Information Report" (cover page) in your filing. ¹¹³
Talbot County ¹¹⁴	11 North Washington Street Suite 16 Easton, MD 21601 410-822-2611	
Washington County ¹¹⁵	24 Summit Avenue Hagerstown, MD 21740 301-790-4972 ext. 2	
Wicomico County ¹¹⁶	101 North Division Street Salisbury, MD 21801 410-543-1427 option 3	Mailing Address: Attn: Civil Division P.O. Box 198 Courthouse, Room 105 Salisbury, Maryland 21801

¹¹¹ Mail the following: 1) A letter to the court asking for the certified copies, which must include your legal name and date of birth, your case number (you'll see this on your approval), an explanation that you want X# of **certified copies of your name change order** (we suggest 5 copies), your phone number, and the address where the court should send them; and 2) a check or money order. It is \$6 per copy, so if you get 5 copies, a money order for \$30. Make it out to Prince George's County Circuit Court.

¹¹² <https://www.courts.state.md.us/clerks/stmarys/contact>

¹¹³ <https://www.courts.state.md.us/sites/default/files/court-forms/courtforms/circuit/ccdcm001.pdf/ccdcm001.pdf>

¹¹⁴ <https://www.mdcourts.gov/clerks/talbot/general>

¹¹⁵ <https://www.courts.state.md.us/clerks/washington/general>

¹¹⁶ <https://www.mdcourts.gov/clerks/wicomico/general>

Appendix B: VA County notes for Name Change Filing Procedure

Start here: Each circuit court has slightly different costs and rules. We recommend filing in person or by mail. To waive the fee most circuit courts require the submission of the [CC-1414 State Form](#).¹¹⁷ This list is not comprehensive – for more VA Counties, visit the [Virginia Circuit Court website](#) and click “All Circuit Courts.”¹¹⁸

NOTE: If you are unhoused, you can apply in any circuit court that is convenient for you.

Circuit Court	Address and Hours	Notes
City of Alexandria ¹¹⁹	520 King Street Room 307 Alexandria, VA 22314 703-746-4044	The forms are available on the website linked to the left. If filing a retroactive Motion to Seal (MTS), you need to file a praecipe for it to go before the judge, and this will likely trigger a hearing. The clerk can provide you with the proper form for the praecipe. There is no extra fee for the MTS.
Arlington County (including City of Falls Church) ¹²⁰	1425 N Courthouse Rd 6th Floor Arlington, VA 22201 703-228-7010 Civil Division: Suite 6700	Filing fee: \$44: cash, check/money order made out to “Clerk of the Circuit Court” or by credit card. If submitting by mail, included a self-addressed, stamped envelope. When filing a retroactive Motion to Seal (MTS), you have two options: - Ask the judge to schedule a hearing on the motion by filing a praecipe (ask the court clerk for the proper document). The hearing will be to confirm there is a valid reason for the motion and will result in a quicker decision. - File the motion without a praecipe. This will likely allow you to avoid a hearing, but it may take the judge a month or longer to review your motion and make their decision.
Clarke ¹²¹	Berryville-Clarke County Government Center	

¹¹⁷ <https://www.vacourts.gov/forms/circuit/civil>

¹¹⁸ <https://www.vacourts.gov/courts/circuit/home>

¹¹⁹ <https://www.alexandriava.gov/ClerkofCourt#NameChanges>

¹²⁰ <https://www.arlingtonva.us/Government/Departments/Courts/Circuit-Court/Name-Change>

¹²¹ <https://www.clarkecounty.gov/government/court-system>

Circuit Court	Address and Hours	Notes
	101 Chalmers Ct Suite B Berryville VA 22611 540-955-5188	
Fairfax County ¹²²	4110 Chain Bridge Rd Fairfax, VA 22030 703-691-7320 Mailing address: Clerk, Fairfax Circuit Court 4110 Chain Bridge Road Fairfax, VA 22030 Attn: Civil Intake/Name Change	Read the full instructions at the website linked to the left, and review this PDF . ¹²³ To check the status of your pending name change case, call 703-691-7320, press #3, then #1, then #2. You can also search for your case online at: https://www.fairfaxcounty.gov/apps/ECS_Public/ See footnote below for instructions on submitting a retroactive Motion to Seal. ¹²⁴
Fauquier ¹²⁵	29 Ashby St Warrenton, VA 20186 540-422-8100 clerk@fauquiercounty.gov	Read the full instructions at the website to the left. Fee: \$40 by personal check or cash; there will be a processing delay if you pay by check. Requires an additional “written explanation” of why you want to change your name. See the website on the left for a template.
Loudon ¹²⁶	18 East Market Street Leesburg, VA 20178 703-771-5644	If filing in person or by FedEx or UPS, use the address to the left. If filing by mail, use the address below. In both cases, begin the address line with the first two lines below:

¹²² <https://www.fairfaxcounty.gov/circuit/civil-case-information/name-change>

¹²³ <https://www.fairfaxcounty.gov/circuit/sites/circuit/files/Assets/Documents/PDF/name-change-brochure.pdf>

¹²⁴ If you did not file a Motion to Seal when you filed your name change, you can still file one retroactively. In Fairfax, you do this by preparing a Motion to Seal (see the sample in the addendum, and modify it to reflect that the case was already approved) and a Proposed Order Granting Motion to Seal. Bring these to the Fairfax Circuit Court, Room 320. You will have to pay \$31 for them to reopen the case. The judge will look at it and either decide to grant it or ask you to attend a brief hearing to ask a few questions. If this is urgent, you can also file a praecipe, which asks the court to put you on the judge’s calendar for a hearing. Once the judge approves the Motion to Seal, their assistant will update all the places that they had notified of your name change – generally the police, vital records, and land records. If you have any questions, contact the Civil Division at 703-246-2500.

¹²⁵ <https://www.fauquiercounty.gov/government/departments-a-g/circuit-court-clerk/name-change>

¹²⁶ <https://www.loudoun.gov/963/Name-Changes>

Circuit Court	Address and Hours	Notes
	DEPT-CLERKCT-CIVIL@loudoun.gov	Clerk of Circuit Court Attn: New Case Filing P.O. Box 550 Leesburg, VA 20178
Manassas, Manassas Park, and Prince William County ¹²⁷	9311 Lee Ave 3 rd Floor Manassas, VA 20110 703-792-6029 circuitcourt@pwcgov.org	\$41 cash, card, or check payable to “Clerk of Circuit Court”. See the website to the left for additional fees. You must include a self-addressed stamped envelope. You should add additional postage for extra certified copies, because the court usually sends 2 free copies. See the website for fees. If applying in person, you can sign the application in front of the clerk instead of a notary. See below for information about retroactive motions to seal.¹²⁸

¹²⁷ <https://www.pwcva.gov/departments/circuit-court/name-change>

¹²⁸ To seal an old name change case, you must file a motion to reopen the case, along with a motion and order to seal. The cost is \$31.

Appendix C: DC Name Change Checklist

STEP 1. File the Application for Change of Name with the Court – See the [DC Name Change Section](#) for details. Submit the following documents to DC Superior Court in person or through online filing:

- ☐ Completed Name Change Application;
- ☐ Copy of valid identification (current driver's license, ID card, or passport);
- ☐ The original or certified copy of your birth certificate;
- ☐ Proof of current D.C. residency (DC ID/driver's license or other documents with DC address, such as recent paystub, utility bill, official mail);
- ☐ \$60 filing fee **or** a completed Fee Waiver Application;
- ☐ [if applicable] Motion to Seal and \$20 motion fee, unless filing a Fee Waiver

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 your application and the Order and Notice to interested parties by USPS Certified Mail.
 - o 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 JICOffice@dcsc.gov to request the appropriate Order & Notice of Final Hearing.
- ☐ Combine the signed Affidavit of Services by Mail with the USPS certified mail tracking information showing delivery into one PDF. File this the same way you filed your initial case – online or in person at the court.

STEP 3. Attend Final Hearing

- ☐ The judge will hold a brief hearing via WebEx. The instructions for joining the hearing are in the Order and Notice the court sends after you file. You will need to turn on your video.
- ☐ Receive five free certified copies of Court Order for Change of Name – you can call 202-879-1133 and request that the court mail these to you, or go pick them up in person at the court. You will need your case number for both options. The first five copies you request are free.
- ☐ Call the Civil Division at 202-879-1133, email CivilDocket@dcsc.gov, or visit the court in person to request additional certified copies of the Court Order for Change of Name. Extra copies may cost a fee of a few dollars each.

STEP 4. Update the Social Security Administration (SSA) – See [SSA section](#) for details

- ☐ Call or go in person to an SSA office to make an appointment, or mail or drop off your application.
- ☐ Include the application, a certified copy of your name change order, and proof of identification. If you are filing by mail or dropbox, include a [cover letter](#).
- ☐ Applications are processed in 2-3 weeks, and your new card will be mailed to you.

STEP 5. Update your Driver's License/State ID – see the [DC DMV section](#) for details

- ☐ Fill out the application form, self-selecting your gender marker.
- ☐ Provide the supporting evidence: a certified copy of your name change order, your new Social Security card with new name, and your current driver's license or ID.

Appendix D: MD Name Change Checklist

STEP 1: File the following with your local Court, either in person or by mail – see the [MD Name Change section](#) for more details.

- ☐ Completed and signed Petition for Change of Name **or** Petition for Judicial Declaration of Gender Identity with/without Name Change;
- ☐ Copy of valid identification, e.g., driver's license, ID card, passport, or birth certificate;
- ☐ *[if applicable]* Motion to Seal; and
- ☐ The filing fee of \$165, OR a completed fee waiver petition.

STEP 2: Judge signs Court Order

- ☐ 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.
- ☐ 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 extra copies. Make sure that you received certified copies, not “True Test Copies.”

STEP 3. Update the Social Security Administration (SSA) – [See SSA section](#) for details

- ☐ Call or go in person to an SSA office to make an appointment, or mail or drop off your application.
- ☐ Include the application, a certified copy of your name change order, and proof of identification. If you are filing by mail or dropbox, include a [cover letter](#).
- ☐ Applications are processed in about 2-3 weeks, and your new card will be mailed to you.

STEP 4: Update your Driver's License/ID – see the [MVA section](#) for details

- ☐ Fill out the application on the tablet at the MVA.
- ☐ Provide the supporting evidence: a certified copy of your name change order, your new Social Security card with your new name, and your current driver's license or ID.
- ☐ Bring a credit card or checkbook to pay the fee for a new ID.

Appendix E: VA Name Change Checklist

STEP 1: File the following with your local Circuit Court – see the [VA Name Change section](#) for more details.

- ☐ Completed, signed, and notarized Application for Change of Name;
- ☐ Copy of valid identification in the form of a current driver's license, ID card, or passport;
- ☐ The filing fee OR a completed fee waiver petition.
- ☐ [*if applicable*] Motion to Seal. Once approved, the order sealing the name change record will be mailed to you.

STEP 2: Judge signs Order for Name Change

- ☐ The judge may hold a brief hearing to ask you some questions OR the Court Clerk may mail you the signed Order.
- ☐ The Court will provide certified copies of the signed Order for Change of Name. You should ask for at least 4 copies, but you may have to pay a fee for extra copies.

STEP 3. Update the Social Security Administration (SSA) – [See SSA section](#) for details

- ☐ Call or go in person to an SSA office to make an appointment, or mail or drop off your application
- ☐ Include the application, a certified copy of your name change order, and proof of identification. If you are filing by mail or dropbox, include a [cover letter](#).
- ☐ Applications are processed in about 2-3 weeks, and your new card will be mailed to you.

STEP 4: Update your Driver's License/ID – [See VA DMV Section](#) for details

- ☐ Fill out the application online or on paper. You may self-select your gender marker.
- ☐ Gather the supporting evidence: a certified copy of your name change order, your new Social Security card with your new name, and your current driver's license or ID.
- ☐ Bring a credit card or checkbook to pay the fee for a new ID.

Appendix F: Cover Letter for mailing packet to Social Security Administration

Social Security Administration
Field Office
Address

U.S. Social Security Administration

Re: Name Change, Pursuant to POMS RM 10212.080 (Evidence of a Name Change based on a US Issued Court Order Name Change) for FULL LEGAL NAME (formerly FULL FORMER NAME), SSN: ###

To Whom It May Concern:

I am writing to request a change of the name on my Social Security record, pursuant to POMS RM 10212.080. **I legally changed my name, and my legal name is now FULL LEGAL NAME.** I have enclosed the following documents as evidence of these changes:

1. **Request to Update SSA Record:** Completed SSA Form SS-5
2. **Proof of Identity:** Certified copy of medical record from Whitman-Walker Health per [POMS RM 10210.420](#). (Or list whatever item from the permitted list of identification you are using).
3. **Proof of Name Change:** Original or certified court order for name change

Please update the name and gender marker on my Social Security record based on the documents attached. For questions or the return of my original documents, please see my contact information below.

Sincerely,

Full Legal Name

Address:

Phone:

Date of request: _____

Appendix G: Letter to Update Credit Agencies

<Date>

Equifax
P.O. Box 740256
Atlanta, GA 30374

← Pick the address for the
company you are writing to

TransUnion Consumer Solutions
P.O. Box 2000
Chester, PA 19016-2000

Experian
National Consumer Assistance Center
P.O. Box 4500
Allen, TX 75013

Re: Request to change name on credit report

To Whom It May Concern:

My credit information with your company is under my previous name, **Full previous name** (DOB **date of birth**). [Other prior names include the following: <Full former names>.] I have legally changed my name to **Full new name**. Attached please find a copy of the court order changing my name, a copy of my identification, and a [utility bill, bank, or insurance statement, etc.].

This letter formally requests that you change your records to reflect my new legal name and suppress my former name(s) from my credit report.

My name has also been updated with the Social Security Administration. My SSN is **SSN**. (Delete if you have never been issued a Social Security Number).

All residential addresses I have used in the past two years are listed below.

If you have any questions about these changes, you can contact me by mail at my address below or by telephone during business hours.

Thank you for your prompt attention to my request.

_____ (sign here)

Full new name
Phone Number

Current residential address:
Full address

Former addresses from the past two years:
Full former address

Enclosure: Court order (copy)