



Gender Care Navigation

Guidance for Name & Gender Marker Change Process

Welcome!

Whether you are just starting to think about legally changing your name and/or updating your gender marker or feeling stuck in the process this resource is designed for you!

Overview of updating identity documents

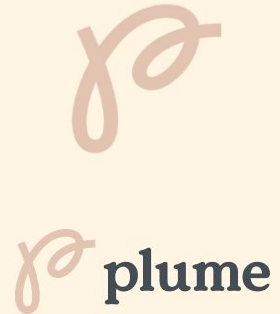
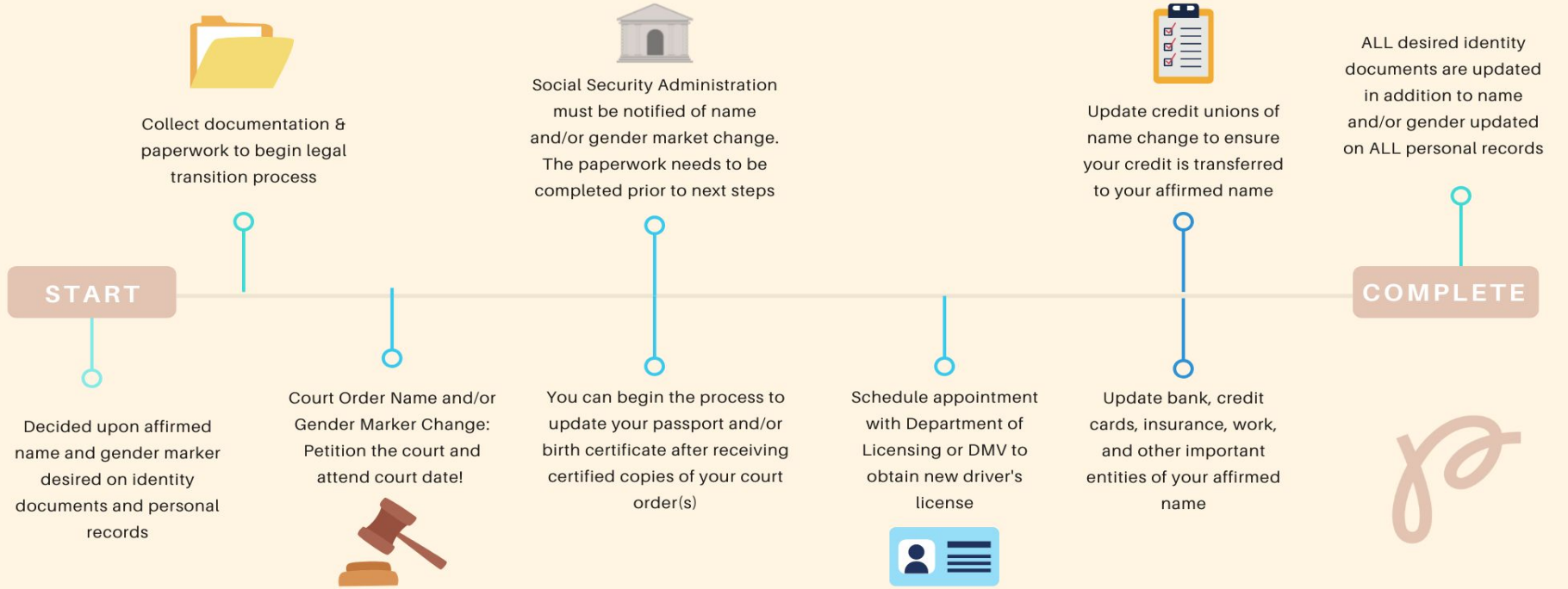
- The process for changing a legal name and/or updating a gender marker depends on where you live, where you were born, and other individual circumstances.
- The goal of this resource is to provide you with the most up-to-date guidance on updating your name and gender marker

Importance of updating your documents

- The legal aspect of your transition can be the most daunting because of the many government departments & agencies you must engage with to prove your identity and update your documents
- The effort is worth it to be able to live more freely and confidently as your authentic self

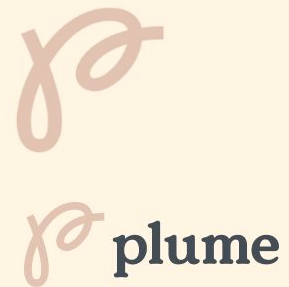
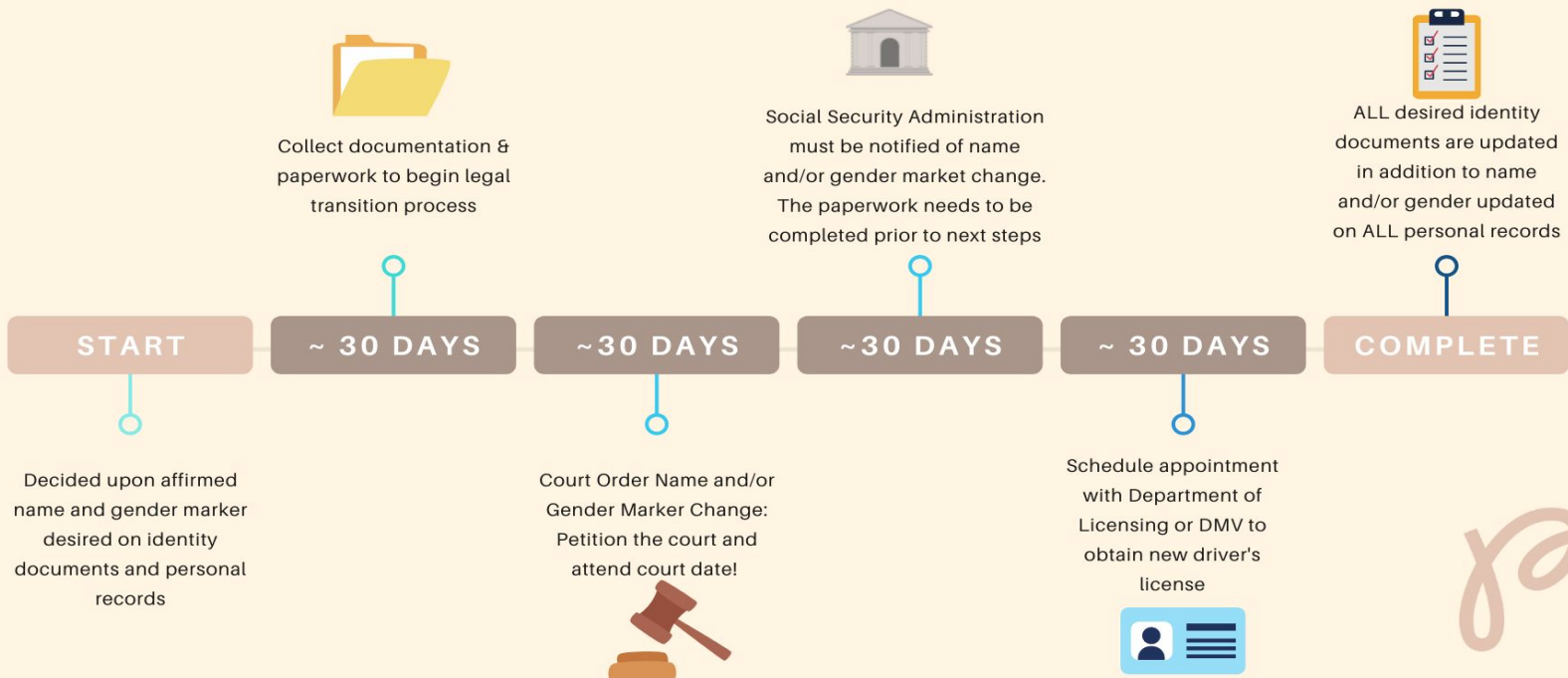
TIMELINE FOR NAME AND GENDER MARKER CHANGE

The goal of this resource is to provide context into how long it may take someone to complete their name and gender marker change on all their desired identity documents and personal record. This is not an EXACT timeline due to the fact that some states may still be experiencing delays due to COVID-19 in addition to the need to schedule appointments rather than walk-in at certain departments. This visual timeline is meant to be a helpful tool in planning one's legal transition.



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Overview of Process

Step	Task
1	<u>Legal Name Change</u>
2	<u>Update social security record</u>
3	<u>Update driver's license or state/territory legal ID</u>
4	<u>Update financial, insurance, school, and employment records</u>
5	<u>Update passport (if you have one)</u>
6	<u>Update birth certificate (if you want to)</u>

Legal Name Change

- In most states, you need an order from a court to change your name.

For state-specific instructions on name change orders please visit:

<https://transequality.org/documents>

- Once you open the resource click on the state that you are a resident of in order to learn the process to legally change your name
 - There's not a drop down for the legal name change, just scroll down on the page to see your state's process for name change

Considerations: Risks & Benefits

- **Benefit:** So you can have your legally affirmed name on any state or federal document
- **Risk:** You may want to request the court order name change & gender marker record to be SEALED since court proceedings are public record

Process for Legal Name Change

Considerations to be aware when changing your name:

1. Court Order Name Change:

- a. You will need to petition the court
 - i. Step 1: Locate your Court House
 - ii. Step 2: Inquire about petitioning the court for a legal name change
 - iii. Step 3: Complete the paperwork to petition the court for your legal name change
 - iv. Step 4: You will receive a court date for a judge to legally change your name
 - v. Step 5: Court date: dress professionally and be on time!
 - vi. Step 6: Request multiple copies of the signed & sealed court order (you will need at least 3 copies to update other legal documents)

Extra steps you may have to take:

1. Finger prints

- Some states (like Florida) require you are fingerprinted prior to your court order change

2. Notarized Document

- Some states require your documents to be notarized, thus you must locate your local notary (i.e. UPS) to complete your petition to the court

3. Letter from physician

- Select states require a letter from your doctor in order to proceed with your legal name change

Checklist: Legal Name Change

- File for your name change in the state where you live or have residency
- Find out if there is a fee or publication requirement and if it can be **WAIVED**
- Ask for your case to be sealed if you are concerned about privacy or safety
- Obtain multiple certified copies of the court-ordered change (this may be an additional cost per copy)

Overview of Amending your Gender Marker

You **MUST** obtain a clinician's letter of support to amend your gender marker

- You are able to obtain a letter through Plume, this is **INCLUDED** in your membership!
- Just let your Care Navigator know you are interested and need a letter of support, we will page your provider!

Social Security Administration (SSA)

You MUST update your Social Security card BEFORE updating any other legal documents!

For state-specific instructions on SSA please visit:
<https://faq.ssa.gov/en-us/Topic/article/KA-01453>

- You will need to gather documents proving your identity, gender, U.S. Citizenship, and Immigration Status (if you aren't a U.S citizen), then you will complete an [application](#) for a NEW social security card, and then mail or take in to your [local SSA office](#) if your completed applications and documents

Considerations: Risks & Benefits

- **Benefit:** Once your social security card is updated you can begin the process of updating your legal, medical, and any other record you want updated with your affirmed name & gender marker
- **Risk:** First document that must be amended to have driver's license updated, if you try to change driver's license before SSA, you will have 45-days to do so, if not your license will be suspended

Checklist: Social Security

- Locate the nearest Social Security office: <https://www.ssa.gov/locator/>
- If changing your name bring a certified copy of your name change order
- If changing your gender, bring proof of transition using one of the following:
 - A court order recognizing a change of gender
 - A signed letter from a doctor on letterhead showing appropriate clinical treatment
 - A birth certificate showing your updated gender
 - A valid 10-year passport showing your updated gender

Overview of Updating your Driver's License

You must complete this step in state you have residency

- Locate your closest DMV or Department of Licensing, call or go online to determine if you need to schedule an appointment or if you are able to walk-in to update your driver's license

Department of Motor Vehicles (DMV)

In order to have your name and/or gender marker updated on your driver's license you will need to have your social security card updated first!

For state-specific instructions on about the DMV please visit:

<https://transequality.org/documents>

- You will need to gather documents proving your identity, gender, U.S. Citizenship, and Immigration Status (if you aren't a U.S citizen), then you will need to schedule an appointment or walk-in at your local DMV

Considerations: Risks & Benefits

- Benefit: Decreased risk of harassment & discrimination when having a Driver's License that best represent YOU!
- Risk: 8 states have strict voter ID laws that require voters to provide a government-issued photo ID to vote on a regular ballot at the polls, thus having an updated ID protects trans and non-binary voters from facing discrimination while casting their ballot.

Checklist: Updating Driver's License

- ❑ Locate your Department of Motor Vehicles to update your license; some require appointments made in advance (no walk-ins)
- ❑ To update your legal name on your driver's license, bring your certified copy of the court-order name change document
- ❑ To update your gender marker, follow the instructions in the state you live.
- ❑ Bring payment for fees of updating your Driver's license

Overview of Updating your Passport

To update the gender marker on your passport, you will NO longer need to submit a letter from your physician confirming that you had appropriate clinical treatment for gender transition.

- All passport applications that include a gender change **MUST** be submitted in person at a Passport Acceptance Facility. If you are **ONLY** updating your name, you can submit your application in person or in the mail.

U.S. Department of State

For your passport, all U.S. applicants can now self-select their gender without medical certification even if gender does not match other legal documents.

For specific instructions on updating your passport please visit:

<https://travel.state.gov/content/travel/en/passports/need-passport/selecting-your-gender-marker.html>

- You will need to gather documents proving your identity, gender, U.S. Citizenship, then you will complete an [application](#) for a NEW social security card, and then application take in to your [local passport office](#) once you have completed applications and compiled your documents

Considerations: Risks & Benefits

- X gender marker for Passports is 'coming soon'
- There's much discussion on public safety when travelling (internationally) with mismatching documents. It is a personal choice and something to consider when selecting your gender marker for your passport and other identity documents.

Checklist: Updating Passport

- [Locate](#) your local Passport Office to update your passport with name and gender marker, some make appointments a few weeks to a month out!
- Ensure that your physician follows the EXACT language of the model letter, check to make sure it is signed and on letterhead
- Complete the application PRIOR to your appointment
- You may need a new photo, some passport offices will take the photo (as an [additional fee](#))
- Bring/mail all documents to your passport appointment for processing
 - If mailing make sure you enclose payment for fees

Overview of Amending your Birth Certificate

- Only 1^{**} U.S. state (TN) do not allow birth certificates to be amended
- 17 states and the territory of Northern Mariana Islands require a court order to update your gender marker on your birth certificate
- 31 states, D.C., New York City, and Puerto Rico have an administrative process to update your gender marker on your birth certificate

^{**}Ohio is *potentially* going to allow birth certificate amendments soon



Department of Vital Records

If you were born in a state where it is difficult to update your birth certificate, you may want to only get an updated passport, which you can often use as proof citizenship instead of a birth certificate

For state-specific instructions on Birth Certificates please visit: <https://transequality.org/documents>

- You will need to gather documents proving your identity, gender, U.S. Citizenship, and then you will complete an application for an amended birth certificate, and after completing application you can then mail in to your Birth State's Department of Vital Records with all your supporting documents

Considerations: Risks & Benefits

- **Benefits:** Have proof of citizenship with affirmed name and gender, avoiding potential outing of trans identity when having to present birth certificate for legal proceedings & processes
- **Risks:** continued risk for violence, discrimination, and harrassment with mismatching documents

Checklist: Amending your Birth Certificate

- Identify if your state requires a court order for your gender marker change
 - Follow the state's guidelines for the court order gender marker change
 - Complete administrative process if your state does not require a court order
- Locate the mailing address for your birth state's Department of Vital Records to update your birth certificate
- To update your name and/or gender marker, follow the instructions in the state you live: <https://transequality.org/documents>
- Mail in your state specific application and required materials
 - Ensure you enclose payment for fees

Important Information about Legal Transitioning

- Risk to not updating or partially updating your documents
 - For Example: Selective Service exemption letter is valuable because an individual will be denied federal financial aid if legally male, regardless of sex determined at birth.
- States with discrimination against trans and non-binary people
 - For more details checkout [LGBT Map](#)
- Name change with a criminal record
 - For more details please check out [Trans Lifeline](#)

Additional Documents to Update

- Inform Selective Service of a name change [resources](#):
 - Name Change, [complete application](#) and return with copy of court order name change
 - For those assigned female at birth, you may need to obtain a [status information letter](#) to show you are exempt from registering.

- Update Immigration documents (if applicable)

- Update voter registration
 - This can be updated with the Department of Motor Vehicles when updating your license

Now that your name has been legally updated...

You will need to update your name and/or gender marker with:

- Health Insurance
- Credit Bureaus
- Bank account
- Credit Cards
- University Registrar (update transcripts & diploma)
- Car Registration
- Car Insurance
- Lease agreement or home mortgage
- Cellphone
- Utilities
- Memberships

Checklist to download ([HERE](#)) to help with updating your personal information

Community Connections

Your Rights

- [ACLU](#)

Transgender Rights Toolkit

- [Lambda Legal](#)

Legal Services Network

- [National Center for Transgender Equality](#)

Transgender Equal Rights

- [Transgender Legal Defense Fund](#)

The research agrees...

Improving social determinants of health with updating one's name & gender marker on identity documents

- Improved mental health
- Lower negative emotional response to gender-based mistreatment

Thank you for joining Plume's Name & Gender Change Marker Workshop

Please [click the link here](#) to complete our feedback survey!

Please note this information is NOT intended to be legal advice, we are using this resource to best inform our community on aspects of legal transition-related steps & processes



Any questions?