



Tools to Complete the Name & Gender Marker Change Process

This doc is to organize additional materials that can be utilized to update one's name and gender marker

[Template for Name & Gender Marker Change Process](#)

The goal of this resource is to provide context for the legal transition process from selecting your affirmed name to going through the process of the court order name change to updating one's legal document.

[Checklist:](#)

The goal of this resource is to provide context into how many documents need to be updated to complete a person's name and gender marker change on all their desired identity documents and personal record. This is not an EXACT checklist due to the fact that some people may have more places & spaces to update their name and/or gender marker. This checklist is meant to be a helpful tool in planning one's legal transition.

[Timeline:](#)

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.

Template for Name & Gender Marker Change Process

Legal Name & Gender Marker Change

Step 1	<p>Decide upon name & designate marker for legal identity documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Affirmed name: _____ <input type="checkbox"/> Gender Marker: F, M, or X (please note that not all states allow X on driver's license & birth certificates)
Step 2	<p>Start collecting paperwork for legal transition:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Some states require professional medical letter affirming gender** <input type="checkbox"/> Some states require letters from a therapist**
Step 3	<p>File with your local court for your legal name and/or gender marker change</p> <ul style="list-style-type: none"> <input type="checkbox"/> Date selected to file for court order: _____ <input type="checkbox"/> Date given for you to show in court for legal name and/or gender marker change: _____ <input type="checkbox"/> Ensure all documents are with you to set the date for your hearing <input type="checkbox"/> Some states require fingerprints and/or notary
Step 4	<p>Attend Court Date (for some states this can be done virtually!)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be sure to dress professionally, stay calm and assured, you got this! <input type="checkbox"/> Ensure you have multiple copies of CERTIFIED name and/or gender marker change (5 copies should be plenty)
Step 5	<p>Update your legal record with the Social Security Administration</p> <ul style="list-style-type: none"> <input type="checkbox"/> May be able to attend in person or you may have to mail all documents to your local SSA office <input type="checkbox"/> There is no fee to update and receive a new social security card
Step 6	<p>Schedule an appointment with the DMV or Department of Licensing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bring all paperwork with you to the appointment <input type="checkbox"/> Fee \$

Step 7	Complete paperwork to amend birth certificate (this can be completed at the same time as step 6) <input type="checkbox"/> Include all paperwork <input type="checkbox"/> Fee \$
Step 8	Update all PERSONAL records once you have received your social security card and driver's license

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

Checklist **AFTER** legally updating Name and Gender Marker

	<i>Date Contacted</i>	<i>Date Updated</i>	<i>Materials Sent & Received</i>	<i>Notes</i>
<i>Social Security</i>			<input type="checkbox"/>	
<i>DMV</i>			<input type="checkbox"/>	
<i>Passport</i>			<input type="checkbox"/>	
<i>Birth Certificate</i>			<input type="checkbox"/>	
<i>Credit Unions</i>			<input type="checkbox"/>	
<i>Bank(s)</i>			<input type="checkbox"/>	
<i>Voters Registration</i>			<input type="checkbox"/>	
<i>Health Insurance</i>			<input type="checkbox"/>	
<i>Car Insurance</i>			<input type="checkbox"/>	
<i>Utilities</i>			<input type="checkbox"/>	
<i>Diploma(s)</i>			<input type="checkbox"/>	
<i>Transcripts</i>			<input type="checkbox"/>	
<i>Memberships</i>			<input type="checkbox"/>	