



NAME AND GENDER CHANGE TIMELINE

A list of suggested steps on how to legally change your name and gender identity.
Courtesy of the JMU Health Center and the LGBTQ & Ally Education Program.



STEP 1 Court Order

- Fill out **Application for Name Change (Form CC-1411)** and **Order for Name Change (Form CC-1412)** online and print at home.
- Bring the following items:
 - **Form CC-1411** and **Form CC-1412**
 - a **government-issued photo ID**
 - **\$46**
- Wait **1-2 business days** or longer if you opt to have documents mailed.
- Receive an **original copy** of your court order.

***Please note:** Form CC-1411 and Form CC-1412 must be typed. Handwritten copies may not be accepted. Your application and court order will become published as public records. You can purchase a replacement copy of your court order for \$2.50.*



STEP 2 Driver's License

- Fill out **Driver's License and Identification Card Application (Form DLIP)** when you arrive at the DMV.
- Bring the following items:
 - the original copy of your **court order**
 - a **letter of medical certification** verifying a change of gender identity
 - **\$20** if you plan to replace an existing VA driver's license
- Wait **10-15 business days**.
- Receive a **driver's license** that reflects your updated name, gender identity and photo in the mail.



STEP 3 Passport

- Fill out **Application for a U.S. Passport (Form DS-11)** online and print at home.
- Bring the following items:
 - Form DS-11**
 - a **government-issued photo ID**, which doesn't need to have your updated name if you bring the court order
 - an **updated passport photo** that reflects your current appearance
 - a **letter of medical certification** verifying a change of gender identity
 - \$135**
- Wait **4-6 weeks**.
- Receive a **passport book** that reflects your updated legal name and gender identity.

***Please note:** Form DS-11 must be typed. Handwritten copies may not be accepted.*



STEP 4 Social Security Card

- Fill out the Application for Social Security Card (**Form SS-5**) online and print at home
- Bring the following items:
 - Form SS-5**
 - your **U.S. birth certificate** OR **passport** with updated legal name and gender identity
- Wait **10-15 business days**.
- Receive a **social security card** that reflects your updated legal name and gender identity.

***Please note:** Form SS-5 must be typed. Handwritten copies may not be accepted.*



STEP 5 Miscellaneous

- Update your legal name and gender identity on your employment records, bank accounts, medical/dental/auto insurance and other accounts held in your name.