**Name and/or Gender Marker Change Checklist**

*Updated January 2025*

\_\_\_\_\_\_ **Step 1. File the Application for Change of Name with the Court**

* File in person, or by mail/online if allowed in your state/county
* Request at least 2 extra certified copies of court order and pay related fee

\_\_\_\_\_\_ **Step 2. (if applicable) If required by your state, file the Application for**

**Change of Gender with the Court**

* This step is only required for individuals born in/residents of a state (e.g., Alabama) that requires a court ordered change of gender for a gender marker change on a birth certificate, driver’s license, etc.
* This step is not required for individuals who are residents of Virginia wishing to change their gender marker on their driver’s license or for individuals born in Virginia wishing to change their gender marker on their birth certificate
* For state-specific requirements to change your gender marker on your driver’s license and/or birth certificate, see <https://www.lgbtmap.org/equality-maps/identity_document_laws>

\_\_\_\_\_\_ **Step 3. Receive signed Order for Name Change and/or Gender Change (if**

**applicable) in the mail**

* If the court schedules a hearing, attend court hearing for name and/or gender marker change

\_\_\_\_\_\_ **Step 4. Go to the Social Security Administration to change your name**

**and/or gender**

* Visit <https://www.ssa.gov/personal-record/change-name> or <https://www.ssa.gov/personal-record/change-sex-identification> and answer a few questions for a list of documents/forms to bring to the SSA
* Fill out the [Application for a Social Security Card (Form SS-5) (PDF)](https://www.ssa.gov/forms/ss-5.pdf) with your new name and gender, if applicable
* Bring all required documents/forms to the SSA. These forms may include a court order for name change, Form SS-5, and one proof of your identity (e.g., driver’s license, passport)
* Request your free replacement card
* Most cards arrive 14 days after your application is approved

\_\_\_\_\_\_ **Step 5. Go to your local DMV to change your name and/or gender**

* See your local DMV website for specific documents/forms to bring
* Bring a copy of your court order for name change
* Bring proof of name change with Social Security
* Request new driver’s license and pay related fee

\_\_\_\_\_\_ **Step 6. (if applicable) Update your U.S. Passport with your new name**

**and/or gender**

* Visit <https://travel.state.gov/content/travel/en/passports/have-passport/change-correct.html> or <https://travel.state.gov/content/travel/en/passports/need-passport/selecting-your-gender-marker.html> for a list of documents/forms to submit for your new passport
* Submit a copy of your court order for name change

\_\_\_\_\_\_ **Step 7. (if applicable) Update your birth certificate with your new name**

**and/or gender**

* See the specific requirements for the state in which you were born
* Submit a copy of your court order for name change
* If required by your state, submit your court order for change of gender or letter from a physician
* For individuals born in Virginia, the [Changing Sex Designation (VS42) form](https://www.vdh.virginia.gov/content/uploads/sites/93/2020/07/VS42_Gender-Designation-Form.pdf) must be completed by the health care provider from whom the person has received treatment stating that the person has undergone clinically appropriate treatment for gender transition

\_\_\_\_\_\_ **Step 8. Update your name and/or gender with your bank, creditor, school,**

**employer, insurers, etc.**

* Inform your insurance companies (e.g., health, property, auto, life) and physician(s)
* Inform your banks, any creditors, and any financial institutions where you hold an account (e.g., credit cards, debit cards, checks, loans, mortgage)
* Inform the 3 credit bureaus (Equifax, Experian, and TransUnion)
* Inform your school/university and/or employer
* Update any legal documents in which you are named (e.g., your lease, wills, powers of attorney, advanced health directive, deeds, etc.)
* Contact your [state's social services office](https://www.usa.gov/state-social-services) if you receive SNAP (food stamps), TANF (welfare), or other public assistance
* If you receive veterans health care or benefits, [notify the Department of Veterans Affairs (VA)](https://www.va.gov/resources/how-to-change-your-legal-name-on-file-with-va/)
* Update your information for any airlines for which you have an account
* Update your personal email address/profile name and any social media accounts
* Update your information on your Apple ID/Android Google Account
* Update your information on any mobile apps (e.g., fast food, shopping, payment apps, etc.)
* Submit a copy of your court order for name change and other documentation/forms as required by each entity

\_\_\_\_\_\_ **Step 9. Change your name with the Selective Service or request a Status**

**Information Letter (SIL)**

* **Individuals Assigned Female at Birth**
	+ You do not have to register with the Selective Service, even if you have changed your gender marker/identify as male
	+ If you are applying for federal financial aid, grants, loans, or other benefits as a male, you may be asked to provide proof that you are exempt from the Selective Service
	+ To obtain such proof, you should request a [Status Information Letter (SIL)](https://www.sss.gov/verify/sil/) from the Selective Service
	+ Submit a copy of your birth certificate showing your sex assigned at birth. If you have already amended the sex on your birth certificate, attach any proof you have to that affect (e.g., a court order for change of gender)
	+ The SIL service is free and the exemption letter you will receive does not specify why you are exempt, so it will not disclose your sex assigned at birth or gender identity
	+ Once you receive your SIL, keep it in your files
* **Individuals Assigned Male at Birth**
	+ If you were assigned male at birth, you must register for the Selective Service if you are between the ages of 18 and 25, even if you have changed your gender marker/identify as female
	+ You may register online at <https://www.sss.gov/register/>
	+ While you do not need to notify the Selective Service of a change in gender, you are obligated to inform them of a change in name. To notify the Selective Service of your name change, you must call to inform them and provide a copy of the court order for your legal name change and supporting documentation (Call: 847-688-6888 or toll-free: 888-655-1825)
	+ In the event that the draft is resumed, and you receive an order to report for examination or induction, you may file a claim for exemption from service

\_\_\_\_\_\_ **Step 10. (if applicable) Change your name and/or gender with the U.S.**

**Citizenship and Immigration Services (USCIS)**

* If you were born outside of the U.S. and have already been granted some form of permanent legal status in the United States, and you would like your new legal name and/or gender reflected in your USCIS document(s), see below. You will need to complete [Form N-565 (PDF, 467.56 KB)](https://www.uscis.gov/sites/default/files/document/forms/n-565.pdf), the Application for Replacement Naturalization/Citizenship Document.
* Please note, if you are not a permanent resident of the United States and are in the country on a temporary basis, it is important to consult regulations specific to your immigration status and any sponsoring organization to ensure name changes do not cause issues with immigration. You will need to refer to the laws of your home country to begin the name and/or gender marker change process.
* Complete Part 5. of [Form N-565](https://www.uscis.gov/sites/default/files/document/forms/n-565.pdf) for a name change and complete Part 7. of [Form N-565](https://www.uscis.gov/sites/default/files/document/forms/n-565.pdf) for a gender marker change
* See <https://www.uscis.gov/n-565> for more information and instructions on filing online or by mail