POST-NAME CHANGE
Guide for Adults
A guide on how to update your name and gender marker on documents after a legal name change

EMPIRE JUSTICE CENTER
LGBTQ Rights project
2024
Empirejustice.org
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ABOUT EMPIRE JUSTICE CENTER

Empire Justice Center is a nonprofit law firm that seeks to make the law work for all New Yorkers, especially those who need it the most. We do so by identifying critical issues, developing and implementing creative solutions and monitoring ongoing results. Our staff has protected and strengthened the legal rights of people in historically marginalized communities in New York for more than forty years. We do this through three major service areas. We teach the law by providing training, support and technical assistance to legal services and private attorneys and other community-based advocates to help them better serve their clients. We practice the law by providing direct civil legal assistance and undertaking impact litigation. And we improve the law by engaging in policy analysis, research and advocacy.

ABOUT EMPIRE JUSTICE’S LGBTQ RIGHTS PROJECT

LGBTQ people deserve and are entitled to live full, equal, and authentic lives. However, discrimination based on sexual orientation and gender identity or expression remains pervasive across the country and New York State. Empire Justice’s LGBTQ Rights Project provides free legal services to low income lesbian, gay, bisexual, transgender, queer, and intersex clients throughout New York State outside of NYC, with a focus on anti-discrimination in employment, education, housing, credit, and public accommodations.

CONTACT US
LGBTQ@empirejustice.org or (518) 935-2857
Congratulations on legally changing your name! This guide will help you navigate next steps like updating your drivers’ license with your new name and changing your credit report information.

This guide will also advise you on how to change your gender marker on identity documents, if you so choose.

Please note, this guide provides very general information about how to change your name and gender marker on documents. This guide is not legal advice. Always reference the appropriate governmental or organizational website to make sure processes have not changed.
Driver License or State ID
Name and Gender Marker Change

If you have a New York State ID or Driver License that is current or expired less than two years, you will need:

- The current or expired less than two years license or State ID
- A certified copy of your name change order
- A completed MV44 form

If you do not have a New York State ID card or Driver License, you will need:

- A Social Security Card
- Proof of date of birth
- Proof of residence
  - In general, you will need 6 points worth of identity documents. Please refer to this document.
- A certified copy of your name change order
- A completed MV44 form
You do not need additional documentation to change your gender marker on your State ID or Driver License. You can simply check off “M”, “F”, or “X” as appropriate.

Information about the cost of driver licenses can be found here.

Information about the cost of non-driver IDs can be found here.

Before you try to update your driver license or state ID please check the DMV website for any documentation or procedure changes.
Birth Certificate
Name and Gender Marker Change

To update your name and gender marker on your birth certificate issued in New York State (outside of New York City), gather the following documents:

- A certified copy of your name change order.
- A certified copy of your birth certificate with your previous name.
- Birth Certificate Amendment Application (DOH-5305).
- A notarized Affidavit of Gender Form (DOH-5303).
  - This form is not needed if you are only changing your name on your birth certificate.

Mail the documents to:
New York State Department of Health
Vital Records Amendment Unit
P.O. Box 2602
Albany, NY 12220-2602

One certified copy of an amended birth certificate is free. Additional copies are $30 each.

Before you try to update your birth certificate, please check the Department of Health website for any documentation or procedure changes.
If you were born in New York City, to update your name and gender marker on your birth certificate gather the following items:

☐ A **Birth Certificate Correction Application (VR 172)**

☐ A certified copy of your name change order

☐ A certified copy of your birth certificate with your previous name

☐ A valid photo ID or photocopies of a valid photo ID, if mailing the application

☐ A notarized **Self-Attestation Form**
  - This form is not needed if you are only changing your name on your birth certificate.

☐ **Applicable fees**

You can either mail the documents or drop them off in-person at:

NYC Department of Health and Mental Hygiene
Corrections Unit
125 Worth Street, CN-4, Room 144
New York, NY 10013

Before you try to update your birth certificate, please check the [NYC Health website](https://www1.nyc.gov/site/doh/health/topics/gender-sexual-identity-programs.page) for any documentation or procedure changes.

If you have a birth certificate issued by a different state or municipality, please refer to the [National Center for Transgender Equality website](https://www.ncteonline.org).
To get a Social Security Card with your new name and a different gender marker, mail or bring the following documents to your local Social Security Office:

- A completed SS-5 form.
- A certified copy of your name change order.
- A photocopy of the front and back of an unexpired photo ID. The ID can be in your previous name.

To get a Social Security Card with a different gender marker, you do not need legal or medical evidence of your gender identity. Simply indicate the correct gender on the SS-5 Form. Social Security will not issue Cards with “X” gender markers. Your new card must have a “M” or “F” gender marker. However, Social Security will accept documents with “X” gender markers.

Social Security will return your original documents to you before you receive your new card. In general, you should receive your card in approximately 2 weeks. Your Social Security Number will stay the same.

Before trying to update your Social Security Card, please refer to the Social Security website for any documentation or procedure changes.
Passport
Name and Gender Marker Change

If you do not have a passport, bring the following documents to your local passport acceptance facility:

☐ A completed **DS-11 form**

☐ Your U.S. birth certificate
  • If your birth certificate is in your previous name, bring a certified copy of your name change order

☐ Your photo I.D. and a photocopy of the front and back of your photo I.D.
  • If your photo I.D. is in your previous name, bring a certified copy of your name change order

☐ One passport photo

☐ A check with the appropriate fees (including fees for expedited service) to the order of the U.S. Department of State with your full name and date of birth in the memo line
  • See the passport fee matrix [here](#)
If your passport is less than a year old and you changed your name within that year, you can change the name and gender marker on your passport at no charge.

To do this, submit the following documents by mail:

- Your most recent U.S. passport
- A certified copy of your name change order
- One passport photo
- A completed DS-5504 form

If you live in New York and want routine service, send these items to:

National Passport Processing Center
P.O. Box 640155
Irving, TX 75064-0155

If you live in New York and want expedited service, send the above items and a check for $60 to the order of the U.S. Department of State with your full name and date of birth in the memo line to:

National Passport Processing Center
ATTN: EXPEDITED
P.O. Box 90955
Philadelphia, PA 19190-0955
If your passport is more than a year old, you can update your passport by mail or in-person.

If updating by mail, collect the following items:

☐ Your most recent U.S. passport
☐ A certified copy of your name change order
☐ One passport photo
☐ A completed DS-82 form
☐ A check with the appropriate fees (including fees for expedited service) to the order of the U.S. Department of State with your full name and date of birth in the memo line
  - See the passport fee matrix here

If you live in New York and want routine service, send these items to:

National Passport Processing Center
P.O. Box 640155
Irving, TX 75064-0155

If you live in New York and want expedited service, send these items to:

National Passport Processing Center
ATTN: EXPEDITED
P.O. Box 90955
Philadelphia, PA 19190-0955
If updating in-person, collect the following items:

- A valid photo I.D. and a photocopy of the front and back of the I.D.
- Evidence of U.S citizenship and a photocopy of that evidence
- A certified copy of your name change order
- One passport photo
- A completed DS-11 form
- A check with the appropriate fees (including fees for expedited service) to the order of the U.S. Department of State with your full name and date of birth in the memo line
  - See the passport fee matrix here

NOTE: When changing your name on your passport you can also change your gender marker. You do not need additional documentation to change your gender marker.

Before you try to update your passport, please refer to the Department of State website for any documentation or procedure changes.
Health Insurance

Name and Gender Marker Change

Call your health insurance provider to find out what information they require to change your name and/or gender marker. You may be asked to provide a copy of your name change order or a corrected birth certificate.

Insurers are obligated to comply with a name change order and should not require additional documentation before changing their records.

Always double-check and make sure doctors’ offices submit claims under the correct name and gender marker.

Credit Report

Name and Gender Marker Change

First, update your financial providers with your new name (ex. banks and creditors). This will prevent your previous name from being reported to credit bureaus. Next, update each of the major credit bureaus with your new name. Each credit bureau has its own procedure, and some take a few months to update. Keep a close eye on your credit reports after updating your information.
Credit Report - Equifax

The easiest way to change your name with Equifax is through the myEquifax Dispute Center. To get access to the Dispute Center, log into your Equifax account or create an Equifax account. After logging in, you can dispute your former name so that your credit history is associated with your new name.

In the Dispute Center you will need to upload:

- Your name change order
- Proof of your Social Security Number (ex. a photo of your Social Security Card)
- Proof of current address (ex. a digital scan of a utility bill)
- Proof of date of birth (ex. a digital scan of your birth certificate)

Credit Report - TransUnion

To update your name with TransUnion, you must mail your name change order and a written letter containing your address, Social Security Number, and date of birth to:

TransUnion Customer Solutions
P.O. Box 2000
Chester, PA 19016-2000
Credit Report - Experian

**Updating Online**

You can change your name with Experian online by uploading a copy of your name change order, a photo of a government-issued ID, and proof of residency [here](#).

Please make it known to Experian that you are not disputing your name on your credit report by adding a note stating “My legal name is now ________: please see attached documents” in the explanation field of the online form.

**Updating by Mail**

You can change your name with Experian by mailing a copy of your name change order, a photocopy of a government-issued ID, and proof of residency to:

Experian  
P.O. Box 4500  
Allen, TX 75013

**NOTE:** If any of your credit reports are inaccurate after changing your name, dispute the information with the credit reporting company via their dispute process. You can also submit a complaint with the Consumer Finance Protection Bureau.

For more information about updating your credit reports reference this [CDIA article](#).
What is Selective Service?

The Selective Service System is a government agency that maintains information on U.S. citizens and residents in the case of a national emergency requiring rapid expansion of the United States Armed Forces. In other words, the Selective Service System maintains the draft.

I was assigned male at birth and changed my gender marker to female, must I register for the Selective Service?

Yes, those who were assigned male at birth and changed their gender marker to female or X must register.

I was assigned female at birth, must I register for the Selective Service?

Those who were assigned female at birth and changed their gender marker to male are not required to register but should consider doing so.
I was assigned female at birth, why should I register?

People who were assigned female at birth are not required to register with Selective Service. However, if someone with a male gender marker on their Social Security card ever wants to apply for federal student loans, attend public universities, receive work-study money, work for the federal government, obtain security clearance, or participate in federal programs they must either be registered with selective Service or show proof that they are exempt from registering via a Status Information Letter.

What happens if I register and I am drafted?

It is very unlikely that there will be a draft. If a draft occurs and you are drafted, there is a possibility that you could be excused from service. If you are not excused from service, you can apply for an exemption.

Registering with the Selective Service System

It is a simple process to register with Selective Service online.

If you do not have the ability to register online, you can pick up a registration form at your local post office and mail the completed form to:

Selective Service System
P.O. Box 94637
Palatine, IL 60094-4637

You must be between the ages of 18-25 to register. Use your legal name at the time of registering.
Updating Name Information with Selective Service

If you are registered with Selective Service and have changed your name, you must provide Selective Service with your new name.

To update Selective Service with your new name, fill out the **change of information form**.

Send the change of information form and a copy of your name change order to:

Selective Service System  
P.O. Box 9437  
Palatine, IL 60094-4637

Requesting a Status Information Letter

To request a Status Information letter, fill out the **Status Information Letter request form**. Attach your birth certificate and a copy of your birth certificate and name change order to the request form. If you were assigned female at birth and changed your gender marker, send the birth certificate with the female sex designation. You can send the form and related documents to:

Selective Service System  
ATTN: SIL  
P.O. Box 9437  
Palatine, IL 60094-4637

The Status Information Letter does not state why you were not required to register, so it will not state that you are transgender.
In New York, an order of protection ("OP") can be issued by a Family, Criminal, or Supreme Court and can be criminal (part of a criminal case) or civil (part of a family court or divorce matter). Orders of protection from Family Court can last up to 5 years and criminal or divorce courts even longer, depending on the circumstances. If an order of protection had accurate legal names when it was issued, it remains valid and enforceable even after your legal name change. However, there may be a few considerations:

If you are the protected person on a final order of protection issued by a court in New York: If you do not want the person you are being protected from to know your new name, you may want to speak with your local domestic or sexual violence program to do some safety planning around your safety and confidentiality needs. You should always keep a copy of your name change order with your OP, so if you need to enforce it there should be no question about who the protected party is. If you determine that updating your name on your OP is something you need to do, you should consult an attorney to determine the safest way to ask the court that issued it to amend the OP. Note - if you need to enforce or extend your OP, you will need to use your new legal name in those filings.
If you are the **restrained person** on a final order of protection issued by a court in New York: Regardless of your name change, you are still required to comply with the OP issued against you until its expiration date. Where an OP was issued by a civil or criminal court against you, you may have already disclosed that history in your name/gender marker change petition. If the court where your name change was issued directed you to provide notice to the court where the OP was issued of your name change, you must follow the court’s order. Only a judge can change an order of protection.

Learn more about your rights as a survivor of intimate partner violence or other victimization, including legal services at the [NY Crime Victims Legal Help website](#).

If you need additional resources or immediate help, visit the [24hr NYS Domestic & Sexual Violence Hotline](#).
Helpful Tips

Please keep in mind this guide is not an exhaustive list of documents you may need to change post-name and/or gender marker change. Below find other documents and information that might need changing.

Other documents and information to consider changing:

- Car insurance and registration
- Bank account information
- High School and College diplomas
- Beneficiary and estate documents (i.e. wills and trusts)
- Employer information

Note: If you own real property secured with a mortgage, it may be very difficult to change your name on your deed and mortgage. Reach out to a property attorney for assistance with this process.
Do you live in New York State and need help with a name or gender marker change?

Contact the LGBTQ Rights Project at Empire Justice Center:

LGBTQ@empirejustice.org
(518) 935-2857