



Name Change Guide





Name Change Guide

Welcome to the next step in your journey!
The process to acquiring your name change may take some time, but it can be done in a few simple steps.

STEP 1:

Name Change Questionnaire

This will provide us with the information we need to file your name change petition.

- You will need a State ID with your current address.

STEP 2:

Filling out petition and accompanying forms

Petition for Legal Name Change

Notice of Related Cases

In Miami-Dade Only: Waiver of Self Help Review

Qualifying Clients: Filing Fee Waiver

STEP 3:

E-filing

We will create an Efiling account on your behalf with the email you provide us for your portal.

Keep an eye on the email you have provided us!

You will receive multiple confirmation emails with a filing number and a copy of your pleadings.

You will receive a **Case Number** within the next few weeks.

STEP 4:

Fingerprinting

You will need:

- a photo ID (birth certificates work for minors)
- ORI # for your county that we will provide you.

Fingerprinting will take **about two weeks**, once they come in, we will be able to request a hearing date.

STEP 5:

Waiting

Unfortunately, a lot of this paperwork takes time to be processed.

Please continue checking your email and keeping in contact with us!

STEP 6:

Scheduling and attending final hearing

Once we have scheduled your final hearing, you will have to appear in court before a judge to be issued your legal name change.

Get **at least 3 Certified Copies** of the judge's order of Legal Name Change to use for when you update your ID documents.

Be prepared to reference to the guide on post-name change steps!



Post-Name Change Guide

Congratulations on officiating your name!
You're ready to start updating your Identification Documents with the help of the certified copies you've obtained.

STEP 1:

Social Security Administration

- Call your local SSA field office
- Submit a certified copy of your legal name change
- Submit form SS-5 (attached)
- Have a valid ID on hand

*The Social Security Administration no longer requires a doctor's letter to change your gender marker.

STEP 2:

DMV Appointment

- Make an appointment at your local DMV to update your ID
- Bring certified copy of your name change
- If you're updating your gender, also bring a doctor's letter for gender marker change (attached)

STEP 3:

Birth certificates

We can help you apply for a name and/or gender marker update through the mail. Please reach out with questions **specific to your state** of birth and we'll help navigate you to what's available.

STEP 4:

Passports:

We can assist with the forms to apply for a first-time passport or to update an existing passport.

Depending on your location, we can accompany you to a passport application facility or send instructions and reimburse the expenses with a **valid receipt**.

STEP 5:

Voter registration

The DMV can update your voter's registration while updating your ID, but they **can only update your name this way, not your gender marker**.

- To update your gender marker, mail in the new registration form or submit it through a verified voter registration organization (attached).

Other Documents To Consider Updating

- Voter Registration*
- Car Insurance
- Health Insurance
- Home Insurance
- Renter's Insurance
- Life Insurance
- Other Insurance
- All Employers
- All schools
- Therapist
- Airlines/Travel Plans
- Fitness Center
- Doctors / Dentist
- Veterinarian
- Hospital / Clinic
- Post Office
- Electric Company
- Gas Company
- Phone Company
- Cable Company
- Gas Company
- Magazines
- Permits
- Tax Returns
- Landlord/Mortgage
- Credit Cards & Banks
- Government Assistance
- Veterans Affairs / Military
- Tax assessor
- Library Card
- Car title
- Pharmacist
- Home title
- Will (Yours) / Wills (Your inheritance)
- Health care directive / Living will
- Power of Attorney*
- Marriage License
- Living trusts
- Loans
- Email accounts
- Investments
- Professional licenses

WHAT TO EXPECT DURING THE FINAL HEARING



1. Wait Time

You will be in a virtual hearing with the judge and with plenty of other individuals who are there for their own respective hearings, so you might not be called right away.



3. Q + A

The Judge will verify you are there for your name change, and then ask you questions. The questions will likely be the same questions that are on your petition. The Judge may ask you why you are changing your name -- you can decide your response. Then the Judge will either grant or deny the petition. Most often, petitions are granted.



2. First Hurdle

The Judge will call you, likely towards the end if you are pro se, by your current government name.



4. Attire

If it is a virtual hearing, you just need to look presentable on the upper half of your body. If it is in person, wear business casual to business formal dress wear to court. Look presentable.



5. Demeanor

We know this may be nerve wracking, but please remember to always be polite and respectful to the judge and anyone else who may speak to you.

Social Security Update

1

HAVE:

- YOUR 3 CERTIFIED COPIES OF YOUR LEGAL NAME CHANGE
- IF NECESSARY, THE DOCTOR'S LETTER FOR GENDER MARKER CHANGE, BEGIN THESE STEPS:



2

- CONTACT YOUR LOCAL SSA OFFICE TO SCHEDULE AN APPOINTMENT, OR TO FIND OUT IF THEY TAKE WALK-INS
- YOU CAN FIND YOUR LOCAL OFFICE THROUGH A GOOGLE SEARCH.



3

BRING:

- CERTIFIED COPIES OF LEGAL NAME CHANGE
- A VALID ID
- FORM SS-5

IF YOU'RE UPDATING YOUR GENDER MARKER, CHOOSE THE "M" OR "F" OPTION ON THE SS-5 FORM.



DMV TIME

DRIVERS LICENSE UPDATE

Make an Appointment or walk in!

AT YOUR LOCAL DMV

Bring

- Certified copies of your legal name change
- If necessary, the doctor's letter for gender marker change



- they will take your picture and issue you an updated ID.



Passport Update



Making sure you have the right documents

- Original or certified copy of your birth certificate or current/expired passport
- Certified copy of the Final Judgment of name change (if applicable),
- Original Doctor's Letter (if updating gender marker)
- Passport photos.

PASSPORT OFFICE

Book an appointment:

Coral Gables Passport Office

www.coralgables.com/passports

- click the "Schedule an Appointment" button.
- Follow the steps to book your appointment.

KEEP US IN THE LOOP

- **Inform us of the date and time of your appointment so we can schedule to come with you**
- **Bring all of your required documents, along with Form DS-11.**



Note that due to COVID-19 restrictions, appointment and application processes may vary, so it's always best to check with your local offices for the latest procedures.

DON'T HESITATE TO ASK FOR HELP IF YOU HAVE ANY QUESTIONS ALONG THE WAY!



FL BIRTH CERTIFICATE UPDATE

1. PREPARE ALL NECESSARY DOCUMENTS

THE FLORIDA ADMINISTRATIVE CODE REQUIRES INDIVIDUALS SEEKING TO CHANGE THEIR GENDER ON A BIRTH CERTIFICATE TO PRESENT "ORIGINAL, CERTIFIED, OR NOTARIZED SUPPORTING DOCUMENTARY EVIDENCE," SUCH AS:

- **A DH429 APPLICATION FOR AMENDMENT TO FLORIDA BIRTH RECORD,**
- **A NOTARIZED DH430 AFFIDAVIT OF AMENDMENT OF CERTIFICATE OF LIVE BIRTH,**
- **A COURT ORDER GRANTING LEGAL RECOGNITION OF THE GENDER CHANGE,**
- **A LETTER FROM A LICENSED PHYSICIAN CONFIRMING CLINICAL TREATMENT FOR GENDER TRANSITION, AND**
- **A PHOTOCOPY OF YOUR ID**

2. SUBMIT THE COMPLETED DOCUMENTS

- **MAIL ALL DOCUMENTS TO THE FOLLOWING ADDRESS:**
- **BUREAU OF VITAL STATISTICS, ATTN: CORRECTION UNIT P.O. BOX 210 JACKSONVILLE, FL 32231-0042**
- **THE BUREAU CHARGES \$20 TO AMEND A BIRTH CERTIFICATE. INCLUDE THE \$20 FEE AS A CHECK OR MONEY ORDER WITH THE MAILED DOCUMENTS.**