



# NameChangr

## Utah Name + Gender Change Packet

Thank you for downloading this I hope it helps.

I apologize but you're going to have to fill in the cover page yourself. It was attached in your email and available to download on the application page. Fill in your contact info, no damages, and check that Name Change box.

The first page of the documents package is the certificate Re sex offender registry. You print and mail this per the instructions on the form. Make sure you include a self-addressed stamped envelope.

**You will get this back in 4-6 weeks, so start early!**

## WHAT YOU'LL NEED

Most judges will require a letter from both a therapist and a doctor to change your gender. These should be on their official letterhead and include any relevant licensing information. **The passport office website includes a very good form letter for your doctor. Having this form letter will meet the requirement and make it easier to get an updated passport in the future. Go to this link for more information:** <https://travel.state.gov/content/passports/en/passports/information/gender.html>

Once you get the certification back, bring at least one [couldn't hurt to have two!] copy of the entire name change packet to the court house you selected.

Make sure you bring the following:

- **Returned** Certification Regarding Sex Offender Registry
- All Name + Gender Change documents you require
  - You may remove the "MOTION TO SEAL CASE" and "ORDER TO SEAL CASE" if you do not want to seal your case. I am not sure why you wouldn't want to do that.
- Your Doctor Letter
- Your Therapist Letter
- Your state ID or driver's license, or some other form of identification (if you don't have one, ask the court clerk what they accept)
- The big bucks, about \$360.

## FILING WITH THE COURT

The clerk will go through the documents and notarize them with you, you'll pay the fee, and be given a case number and a judge.

Most clerks will give you instructions at this point, but it boils down to

1. You will get a call to schedule a court date
2. You need to call to schedule a court date

Either way, you might want to get the phone number just in case. Follow the instructions and get an appointment.

## YOUR HEARING

Show up to your hearing and get there early. Judges don't like it when you're late and you want to be on the judge's good graces for this. Also, courts sometimes have airport-like security measures that take time to get through, there might be a line, and the bailiff may have some additional work for you before you talk to the judge. Usually the courtroom door will be locked until close to your time, but if it's not, you can go in and take a seat. Dress as nicely as you can and follow the courthouse dress code if it has one. Be polite to the judge and refer to them as "Your honor." They like that. Again, stay in their good graces.

**HOORAY!** You should now have your new name! If not, the judge will have told you why. Fix whatever you need to fix (the clerk can probably help).

## AFTER YOUR HEARING

You will need to file your court order with the clerk. You most likely do this where you filed the original petition. This is when you will need to buy certified copies.

**Get a copy of your "Order Sealing Case" if you filed it.** You won't need to show this to anyone, but it will help you get access to the documents again if you need to unseal the case.

You'll definitely need certified copies of your court order to share with everyone that needs it. They cost approximately \$4/copy + 0.50/page. It adds up quick if you have a lot of places to notify.

Places that need it:

- Passport office
- Social Security Administration
- Driver's license division
- Banks

- IRS
- College you attend or have attended (if you need a new diploma or transcript or things like that)
- Your employer
- Credit agencies
- Utility providers
- Etc, etc.

If you are sealing your case, get some extra copies just in case. You will need to go through a court process to get more in the future.

Some places will make their own copy and be ok with that. Others you will have to mail a certified copy so it will obviously be consumed.

## SOCIAL SECURITY

To update your name and gender with the Social Security Administration, you'll need:

- ID (U.S. driver's license, state-issued non-driver identification card; or U.S. passport.)
- A certified copy of your court order
- A filled-out [application for a social security card](#) (they may have copies at the office you can fill out on-site)
- A note from a physician saying you've undergone appropriate treatment for gender transition. The National Center for Transgender Equality has a downloadable sample of physician's note [here](#).

Once you have all those take them to the [nearest social security office](#) to update your name and gender. You just go in, get a number, fill out an application, and they'll help you out. It's super easy, but keep in mind that there can be a long wait sometimes.

## BIRTH CERTIFICATE

To change your birth certificate, you need to provide the Utah Office of Vital Records with a few things:

- Your old birth certificate
- Valid identification
- A certified copy of your Order Changing Name and Gender
- **A certified copy of your Order Sealing Case** if you wish to remove the amendment notification that your gender has been changed.

You can do a mail in application, but I recommend going in person to a local health department vital records office or to the Utah Vital Records department in Salt Lake City.

[Note! As of 7/2017 this information seems to have changed recently and their website no longer has any information on the gender amendment notification. I was told that in order to remove the amendment you had to go in person during certain hours when they are processing them. If you have any more information about this, please let me know!]

## PASSPORT

If you don't plan on travelling internationally, you might not need to obtain a new passport (assuming you already have one). However, a passport can serve as a valid form of ID that you can use when changing your name and gender marker on your driver's license in place of your birth certificate. You will need the following:

- A filled out U.S. passport application ([Form DS-11](#))
- An ID that resembles your current appearance
- A passport photo that resembles your current appearance (you can get this taken at the Post Office)
- A medical certification (letter from your doctor) that indicates you are in the process of or have had appropriate clinical treatment for gender transition. A sample doctor's letter for this can be downloaded [here](#).
- Proof of legal name + gender change (certified copy of your court order)

## DRIVER'S LICENSE

To change your name and gender on your driver's license in Utah, you need either an updated U.S. passport or an updated birth certificate, so you should not attempt this step unless you've already taken care of one or both of those. Take the following to your nearest Driver's License Division office [location](#):

- A U.S. passport OR birth certificate with your UPDATED name and gender.
- A certified copy of your court order
- A filing fee of \$18-\$25 fee depending on if it's a renewal, duplicate, or first time.

## CONGRATULATIONS! NOW, BE PATIENT

At this point you're pretty much ready to go. Your various forms of ID should be arriving in the mail in the next few weeks, as well as any copies of your court order that are being returned to you.

Now you can start taking care of all the other things that bear your name, like your credit card, your electric bill, your employee file at work, and your student ID if you have one. Some places will change your name over the phone. Others may require you to come in person with your new ID and maybe a copy of your court order.

Don't expect everything to change overnight, It really does take a long time to stop seeing your old name all over. Be patient, you did it!