



## Legal Name and Gender Change Checklist:

This process changes your name and gender on all your identity documents, if you were born in California (or another state that does not require a court-order gender change to amend your birth certificate). If you were born in California, you are not required to seek a court-order gender change to amend your birth certificate, so follow these steps. The steps here are much easier than seeking a court-order gender change. You are still able to change your gender on your identity documents; you just do not need a court-order gender change to do so. Please make sure to discuss your options fully with your GHC advocate.

Please note, that this process does not require you to attend a court hearing for your name change!

You are not required to publish a legal ad! If a court clerk tells you otherwise, contact GHC immediately.

### Steps for changing your identity documents, starting with a court order Name Change:

1. Complete court forms for name change;
2. File the forms with the appropriate court in the county in which you live;
3. Pay the filing fee, or apply for a Fee Waiver;
4. Obtain a declaration from your physician stating that you have had "*clinically appropriate treatment*" for gender change AND have your physician sign off on the DMV DL-329 form (located on the left-hand side of your folder). Once complete, put these two documents aside until you have received your court order name change in the mail;
5. Wait to receive your court order name change in the mail; by law, you are not required to appear for your court hearing – if you are being told to appear for your hearing, call GHC immediately
6. Social Security Office - Take your court order name change and physician's letter to the Social Security Office (in Sacramento County, must be the Folsom Blvd. office)
7. DMV - Take your court order name change and the DMV form (DL-329 Gender Change) signed by your doctor to the DMV. (You must go to the Social Security Office before the DMV.)
8. To amend your birth certificate, visit [www.cdph.ca.gov](http://www.cdph.ca.gov) → Birth, Death, Marriage Certificates → Correcting and Amending Vital Records → CDPH-VR Forms → and order form VS-24 to amend birth certificate (this form will change your name and gender on your birth certificate). CDPH will mail you the VS-24. Complete the VS-24, include your court order name change and the letter from your physician, and mail them back to CDPH. Contact your GHC advocate if you would like help filling out your VS-24 form.

### NAME CHANGE COURT DOCUMENT CHECKLIST:

- Civil Case Cover Sheet CM-010
- Name and Information About The Person Whose Name Is Being Changed NC-110
- Petition For Change Of Name NC-100
- Order to Show Cause For Change Of Name NC-120
- Decree Changing Name NC-130

### FEE WAIVER CHECKLIST (IF APPLICABLE):

- Request To Waive Court Fees FW-001
- Order On Court Fee Waiver (Superior Court) FW-003

**NEED ORIGINAL PLUS TWO COPIES OF ALL DOCUMENTS BEING FILED AT THE COURT!**