



GRAND RAPIDS
TRANS FOUNDATION

Update!
PROGRAM

INSTRUCTIONS FOR *AFTER* NAME CHANGE HEARING

- SOCIAL SECURITY
- DRIVERS LICENSE / ID
- BIRTH CERTIFICATE (MI)
- PASSPORT
- SELECTIVE SERVICE SYSTEM
- CREDIT REPORTING AGENCIES

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CHECKLIST OF PLACES TO UPDATE YOUR NAME

TABLE OF CONTENTS

Ordering Certified Copies	3
Social Security Administration (SSA)	5
Secretary of State (SoS)	7
Birth Certificate	8
Passport	11
1. If you are updating a current passport that was issued within the last year	12
2. If your passport was issued over a year ago but less than 15 years ago	13
3. If your passport is over 15 years old or you are applying for the first time	15
Selective Service System (SSS)	17
Credit Reporting Agencies	19
Other Places to Update Your Name	22

After your Name Change hearing, you MUST first complete these three steps, in this order:

1. **Obtain Certified Copies**
2. **Social Security Administration** (Name + Gender Marker)
3. **Secretary of State for Drivers License / ID** (Name + Gender Marker)

SPONSORS



Ordering Certified Copies

Payment:

- **Amount: \$12 per copy.**
- **Methods:** Check or money order (mail-in), or cash, check, money order, or credit card (in-person).

Things you need:

- Payment as listed above.
- Your “case number” (found on the upper right-hand corner of your “approved” Petition).

Notes:

- Certified copies will have a *raised seal*.
- We recommend ordering 2 certified copies.
- If you paid the \$187 Petition Fee, that comes with one free certified copy. We strongly recommend adding an additional \$12 at the front end to pre-pay for the second copy.
- However, if your Petition Fee was waived via MC 20, you’ll need to order certified copies separately, either by pre-paying \$24 at the front end, or using one of the two methods below after your hearing.

If ordering after your court hearing, pick only one method to do so:

1. Order In-Person at Kent County Courthouse:

- Visit the Kent County Courthouse. To enter the building, going through a metal detector will be necessary.
 - Take the elevator to the 2nd Floor. Go to the Probate Court desk. Once there, request certified copies from the clerk.
 - We recommend ordering 2 copies (\$12 each = \$24 total).
Cash, check, money order, and credit card are accepted.
 - Certified copies will be provided to you immediately.

2. Order via Mail (Preferred Method):

- Include a written or typed official request which includes your name, case number, and address you would like certified copies mailed to. See template on the next page.
- Payment via check or money order. We recommend ordering 2 copies (\$12 each, \$24 total).

- Include a self addressed, stamped envelope with your correct mailing address.
- Mail to: Kent County Probate Court
180 Ottawa Ave NW, Suite 2500
Grand Rapids, MI 49503
- Certified copies will be mailed to you within one week.

Template and Example of Request for Certified Copies Via Mail:

- Template:

Dear Kent County Probate Court,

I am seeking [NUMBER] certified copies for the following name change:

[FULL NEW NAME]
Case #: XX-XXXXXX-NC; XX-XXXXXX-NC

Please send copies to: [FULL MAILING ADDRESS]. I've included a self-addressed stamped envelope that can be used.

Thank you,

[FULL NEW NAME]
[PRONOUNS IF DESIRED]

- Example:

Dear Kent County Probate Court,

I am seeking 2 certified copies for the following name change:

John M. Doe
Case #: 12-345678-NC; 91-234567-NC

Please send copies to: 1234 Lake Michigan Blvd, Grand Rapids, MI 49503. I've included a self-addressed stamped envelope that can be used.

Thank you,

John M. Doe
they/he

Social Security Administration (SSA)

(Updating Social Security card)

Payment: FREE

Things to bring:

- [SS-5 application](https://www.ssa.gov/forms/ss-5.pdf). (https://www.ssa.gov/forms/ss-5.pdf)
Fill in carefully following our guide on the following page. Double-check your mailing address. Print single-sided.
- Certified copy of name change (raised seal).
- Evidence documents for Age, Identity, and U.S. Citizenship, as laid out in the SS-5 application. A valid passport fulfills all three of these categories. Alternatively, a state ID and a birth certificate. (Please consult the list on page 2 of the SS-5.)

Notes:

- Updating gender marker: [as of October 2022](#), you are able to self-select your gender on the SS-5 application without any additional documentation. Currently, gender options are M/F only. Gender is not listed on your Social Security card.
- You must complete this SSA step **prior to** the Secretary of State (updating drivers license / state ID).

1. Bring all documents to an SSA office. There is a local office at **3045 Knapp St NE, Grand Rapids, MI 49525**. Walk-in appointments only. Open hours are Monday-Friday, 9am-4pm. Appointments take approximately 45 minutes.
2. After they process your paperwork, ask for a receipt so that you can go to the Secretary of State to update your ID.
3. You should receive your new social security card in the mail in approximately two weeks.

Yellow highlighted areas are required, **blue highlighted areas** are optional / case-specific.

Application for a Social Security Card

1	NAME TO BE SHOWN ON CARD	First	New Name		Full Middle Name	Last
	FULL NAME AT BIRTH IF OTHER THAN ABOVE	First	Dead Name		Full Middle Name	Last
	OTHER NAMES USED					
2	Social Security number previously assigned to the person listed in item 1				<input type="text"/>	
3	PLACE OF BIRTH (Do Not Abbreviate) City State or Foreign Country			Office Use Only FCI	4	DATE OF BIRTH MM/DD/YYYY
5	CITIZENSHIP (Check One)		<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Legal Alien Allowed To Work <input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 3)		<input type="checkbox"/> Other (See Instructions On Page 3)	
6	ETHNICITY Are You Hispanic or Latino? (Your Response is Voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No		7	RACE Select One or More (Your Response is Voluntary)		<input type="checkbox"/> Native Hawaiian <input type="checkbox"/> American Indian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Asian
8	SEX Choose which suits you best.		<input type="checkbox"/> Male <input type="checkbox"/> Female			
9	A. PARENT/ MOTHER'S NAME AT HER BIRTH		First	Full Middle Name		Last
	B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (See instructions for 9B on Page 3)		<input type="text"/>	<input type="checkbox"/> Unknown		
10	A. PARENT/ FATHER'S NAME		First	Full Middle Name		Last
	B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3)		<input type="text"/>	<input type="checkbox"/> Unknown		
11	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes" answer questions 12-13) <input type="checkbox"/> No <input type="checkbox"/> Don't Know (If "don't know," skip to question 14.)					
12	Name shown on the most recent Social Security card issued for the person listed in item 1		First	Full Middle Name		Last
13	Enter any different date of birth if used on an earlier application for a card		MM/DD/YYYY			
14	TODAY'S DATE MM/DD/YYYY		15	DAYTIME PHONE NUMBER Area Code Number		
16	MAILING ADDRESS (Do Not Abbreviate) Street Address, Apt. No., PO Box, Rural Route No. City State/Foreign Country ZIP Code					
I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.						
17	YOUR SIGNATURE New Name Signature		18	YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: <input checked="" type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other Specify		
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)						
NPN		DOC		NTI		CAN
PBC		EVI		EVA		EVC
PRA		NWR		DNR		UNIT
EVIDENCE SUBMITTED				SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW		
				DATE		
				DCL DATE		

Secretary of State (SoS)

(Updating drivers license / state ID)

Payment:

- **Amount:** \$10-\$25 for *standard* license / ID renewal
\$30-\$45 for *enhanced* license / ID renewal
- **Methods:** Cash, credit/debit card, check or money order made out to "State of MI."

Things to bring:

- Payment as listed above.
- Receipt from Social Security Administration
- Current driver's license / state ID
- Certified copy of name change (raised seal)
- OPTIONAL: [MI Sex Designation Form](#)
(tinyurl.com/Mich-Gender) to update your gender marker on your license/ID at the same time. M, F, and X options available.
- OPTIONAL: A passport or birth certificate, if you want a REAL ID-compliant license (required for domestic and international airplane travel starting in May 2025). Passport or birth certificate will **not** need to have your updated name on them.

Notes:

- Cost will vary based on standard vs. enhanced license.
- You may be able to update your voter registration at the same time!

1. [Make an appointment](#) (tinyurl.com/ScheduleSOS) for a local SoS office visit.
2. For your appointment, bring the payment and documents listed above.
3. After they process this paperwork, you might receive a temporary license/ID immediately. Your new permanent license will arrive in mail within 2-3 weeks.

Birth Certificate

(These instructions are *only* for people born in Michigan)

Payment:

- Amount: \$50
- Methods: Check or money order made out to “State of Michigan.”

Things to send:

- Payment as listed above.
- [Application to Correct or Change a Michigan Birth Record](https://tinyurl.com/MichBirthCert) (tinyurl.com/MichBirthCert). Fill in carefully following our guide on the following page.
- Photocopy of legal name change order signed by the judge. (Do not send a certified copy.)
- Photocopy of Photo Identification. (A photocopy of valid passport or license/ID are most common, but see Application for full list.)
- OPTIONAL: [MI Sex Designation Form](https://tinyurl.com/BirthCert-Gender) (tinyurl.com/BirthCert-Gender) to update your gender marker at the same time. M, F, and X options available. Fill in carefully following our guide on the following pages.

Notes:

- Do **not** send originals of your Identification documents or Certified Copy of Name Change! Only send photocopies. They will not be returned to you.
- If you were born in another state, we suggest you reference this website: <https://transequality.org/documents> for guidance.

1. Collect payment and documents listed above.
2. Mail these items to:
Vital Records Changes
P.O. Box 30721
Lansing, MI 48909
3. Your new birth certificate will arrive in the mail within 5-6 weeks.
4. If you're experiencing delays, please contact the Vital Records office at 517-335-8666 or VRCustomerService@michigan.gov to ask for an update.



Yellow highlighted areas are required, blue highlighted areas are optional / case-specific.

APPLICATION TO CORRECT OR CHANGE A MICHIGAN BIRTH RECORD	
If any information is unknown, please indicate "unknown". Incomplete applications will be returned.	
PART 1 - APPLICANT INFORMATION Must be 18 years old or older	
Name: New Name (First) (Middle) (Last)	
Address: _____ City/State: _____ Zip: _____	
Phone: _____	E-mail: _____
PART 2 – ELIGIBILITY Copy of valid identification is required. See next page for more details.	
<input checked="" type="checkbox"/> Self (Correcting my own record) <input type="checkbox"/> Legal guardian of the person named on the record <input type="checkbox"/> Parent named on the record <small>If parent filling out for minor</small> <input type="checkbox"/> Legally licensed representative of the person named on the record	
PART 3 - TYPE OF CHANGE OR CORRECTION REQUESTED	
<input type="checkbox"/> Correct/Change birth record for adult <input checked="" type="checkbox"/> Court ordered legal name change. (Court order required) <input type="checkbox"/> Correct/Change birth record for minor <input type="checkbox"/> Remove a person who is not the biological parent (Court order required) <input type="checkbox"/> Name change for parents who have married after the birth (Marriage record required)	
PART 4 - CHILD'S INFORMATION NEEDED TO LOCATE CURRENT BIRTH CERTIFICATE	
Full Name on Birth Certificate: Dead Name	Date of Birth: _____
Other Names Used: <input type="checkbox"/> Adoption <input type="checkbox"/> Legal Name Change <small>If you've previously had another name (besides dead name and new name)</small>	
(First) _____ (Middle) _____ (Last) _____	As assigned at birth Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X
Place of Birth: _____ (City and County)	
PART 5 - PARENTS' INFORMATION ON CHILD'S CURRENT BIRTH CERTIFICATE	
Mother/Parent Full Name at Birth: _____	Date of Birth: _____
Father/Parent Full Name at Birth: _____	Date of Birth: _____
PART 6 – CHANGES REQUESTED:	
Incorrect item as it currently appears on the record	Information as you would like it to appear on the record
1. Dead Name	1. New Name
2. Gender Marker: __ (old)	2. Gender Marker: __ (new)
3. _____	3. _____
4. _____	4. _____
PART 7 - SIGNATURE(S) REQUIRED TO PROCESS APPLICATION	
<small>If correcting a child's name all parents listed on record must sign. If the child is over the age of 15 and the name change is not court ordered, we also require the child's signature.</small>	
Signature of Person Requesting Change: New Name Signature	Date: _____
Other Signature: _____	Date: _____
For Regular Processing Mail Application, ID, Documents and Fee to: Vital Records Changes P.O. Box 30721 Lansing, MI 48909	For RUSH Processing (Rush fee must be included) Mail Application, ID, Documents and Fee to: Vital Records Changes RUSH P.O. Box 30721 Lansing, MI 48909



STATE OF MICHIGAN SEX DESIGNATION FORM

Note: Only forms with original signatures are accepted. Faxed or photocopied forms will be rejected. This form only applies to the sex designation on your Michigan Birth Certificate. It does not affect any other municipal, state, or federal identification. This form is not a name-change document. To have your name legally changed on your birth certificate, you must submit a court ordered legal name change. Visit www.Michigan.gov/VitalRecords for more information.

Name: New Name
(Person named on record)

Date of Birth: _____
(Month / Day / Year)

I declare that the foregoing is true and correct.

I request that the sex designation on the birth certificate be changed from:

From: Gender assigned at birth	To: Gender that most represents you now
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X*	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X*

*(X is inclusive of all designations other than male and female, including intersex and unknown).

I hereby affirm that this request to change the sex designation on my or my child’s Michigan Birth Certificate is to ensure that the birth certificate accurately reflects my or my child’s identity and is not for fraudulent or other illegal purposes. I understand that if I have provided false information, I may be subject to civil and criminal penalties. (MCL 333.2894)

SIGNATURE OF PERSON ON RECORD: New Name Signature **DATE:** _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

-To sign you must be the person named on the record 18 years old or older.

-If under 18 a parent or legal guardian’s signature is required.

-If the child is over 15 years old, we require both the parent or guardian’s signature and the child’s signature.

Passport

Important notes about updating or applying for a passport:

- **Pathways.** Instructions for updating or applying for a passport differ depending on your situation, if you have a current passport, and/or the age of your current passport. Each situation has different forms and may have differing fees. See all options listed on the following pages.
- **Optional gender marker update:** Similarly to updating your birth certificate, you may also change your gender marker on your passport. Check the gender marker you wish to appear on your passport (F, M, or X), and check the box indicating you are changing your gender marker.
- **Traveling with an “X” gender marker:** Not every international country recognizes an “X” gender marker. Choosing an “X” gender marker on your passport has certain risks, specifically in today’s sociopolitical climate. If you choose an “X” gender marker for your passport, the United States cannot guarantee that you will be allowed entry, transit, or legal protection by border patrol in other nations that do not recognize the “X” gender marker. For more information on traveling with an “X” gender marker and its risks, check out this 2022 article from the Migration Policy Institute:
<https://tinyurl.com/InternationalTravelWithAnX>
- **Expedited service:** Your new passport will arrive in the mail within 6-8 weeks, but may be expedited (down to 2-3 weeks) for an additional \$60. If expediting, write “Expedite” on the outer envelope.
- **Tracking:** After your application has been processed, you can track its progress at <https://passportstatus.state.gov>.

1. PASSPORT: If you are updating a current passport that was issued within the last year:

Payment:

- Amount: No cost (unless expediting)

Things to send:

- [Form DS-5504](#) (use Passport Wizard below to fill out).
- Your most recent U.S. passport book and/or card.
- Original certified copy of name change (raised seal).
- One [passport photo](#) (tinyurl.com/passportphotoinstructions). You may purchase at USPS for \$15; an appointment can be scheduled [here](#). Other locations may provide cheaper photo services.

1. Fill out paperwork using the U.S Department of State's Passport Wizard (<https://pptform.state.gov/PassportWizardMain.aspx>).
 - a. Print it single-sided.
 - b. Attach your passport photo.
 - c. Sign and date it.
2. Mail your application:
 - a. For typical service, mail all items via USPS to:
National Passport Processing Center
Post Office Box 90107
Philadelphia, PA 19190-0107
 - b. For expedited service, mail all items via USPS with a \$60 check or money order made payable to "U.S. Department of State," and with your full name and date of birth on the memo line. Write "Expedite" on the outer envelope. Mail to:
National Passport Processing Center
Post Office Box 90907
Philadelphia, PA 19190-0907
3. Your old passport book/card and your certified copy of name change will be returned to you via postal mail.
4. Your new passport will arrive via postal mail within 6-8 weeks (or 2-3 weeks if expedited).

2. PASSPORT: If your passport was issued over a year ago but less than 15 years ago:

Payment:

- Amount:
 - **Adult (15+):**
 - Passport fee: \$130 Passport book, \$30 Passport card, or \$160 for both
 - **Minor (14 or younger):**
 - Passport fee: \$100 Passport book, \$15 Passport card, or \$115 for both
 - Additional \$60 for expedited service may be added.
- Methods:
 - Check or money order made out to "US Department of State" with full name and birthdate on memo line.

Things to send:

- Passport fee (with optional expedited service fee) as listed above.
- [Form DS-82](#) (use Passport Wizard below to fill out).
- Your most recent U.S. passport book and/or card.
- Original certified copy of name change (raised seal).
- One [passport photo](#) (tinyurl.com/passportphotoinstructions). You may purchase at USPS for \$15; an appointment can be scheduled [here](#). Other locations may provide cheaper photo services.

Notes:

- You can renew via mail if your most recent passport:
 - Is submitted with your application
 - Is undamaged (other than normal "wear and tear")
 - Was issued when you were age 16 or older
 - Was issued within the last 15 years
 - Was issued in your current name (or you can document your name change with an certified copy)
- If you are ineligible to renew via mail, you may apply in-person at USPS following the next set of instructions on Page 15.

1. Fill out paperwork using the U.S Department of State's Passport Wizard (<https://pptform.state.gov/PassportWizardMain.aspx>).
 - a. Print it single-sided.
 - b. Attach your passport photo.
 - c. Sign and date it.
2. Mail your application:
 - a. For typical service, mail all items via USPS to:
National Passport Processing Center
Post Office Box 90155
Philadelphia, PA 19190-0155
 - b. For expedited service, mail all items via USPS with an additional \$60 added to the check or money order. Write "Expedite" on the outer envelope. Mail to:
National Passport Processing Center
Post Office Box 90955
Philadelphia, PA 19190-0955
3. Your old passport book/card and your certified copy of name change will be returned to you via postal mail.
4. Your new passport will arrive via postal mail within 6-8 weeks (or 2-3 weeks if expedited).

3. PASSPORT: If your passport is over 15 years old or you are applying for the first time:

- *Note: You must complete your application **in-person** at a Passport Acceptance Facility. We recommend using a nearby USPS (appointments can be set up [here](#)). Otherwise, you may find another nearby facility at <https://iafdb.travel.state.gov/>*

Payment:

- Amount:
 - **Adult (15+):**
 - Passport fee: \$130 Passport book, \$30 Passport card, or \$160 for both
 - Execution fee: \$35 (or \$50 when adding USPS photo service)
 - **Minor (14 or younger):**
 - Passport fee: \$100 Passport book, \$15 Passport card, or \$115 for both
 - Execution fee: \$35 (or \$50 when adding USPS photo service)
 - Additional \$60 for expedited service may be added to Passport fee.
- Methods (2 separate payments):
 - For Passport and/or expedited service fee: Check or money order made out to "US Department of State" with full name and birthdate on memo line.
 - For Execution fee: Cash, credit card, or check made out to "USPS."

Things to bring to your appointment:

- Fees as listed above. These are two separate payments.
- [Form DS-11](#) (use Passport Wizard below to fill out).
- Proof of U.S. citizenship (typically a U.S. birth certificate or expired passport).
- Proof of Identity (typically a valid ID– also bring a front-and-back photocopy).
- Original certified copy of name change (raised seal).
- One [passport photo](https://tinyurl.com/passportphotoinstructions) (tinyurl.com/passportphotoinstructions). You may purchase at USPS for \$15; an appointment can be scheduled [here](#). Other locations may provide cheaper photo services.

Notes:

- For applicants under age 16, parents/guardians must appear in person with the child and provide proof of parental relationship.

1. Fill out paperwork using the U.S Department of State's Passport Wizard (<https://pptform.state.gov/PassportWizardMain.aspx>).
 - a. Print it single-sided.
 - b. **DO NOT SIGN THIS YET!** You must sign in front of an authorized agent at your appointment.
2. Set up an appointment at USPS for "Passport with Photo Services." Schedule that appointment [here](https://tools.usps.com/rcas.htm) (<https://tools.usps.com/rcas.htm>).
 - a. (Alternatively, you can make an appointment for your nearest Passport Acceptance Facility at <https://iafdb.travel.state.gov/>.)
3. Attend your appointment.
 - a. Passport photo services are available for an additional \$15 at USPS. This photo will be taken during your appointment and added to your paperwork immediately.
 - b. Submit and sign your paperwork in front of an authorized agent.
 - c. They will mail out your paperwork, required documents, and payment.
4. Your U.S. birth certificate, expired passport book/card, and/or your certified copy of name change will be returned to you via postal mail.
5. Your new passport will arrive via postal mail within 6-8 weeks (or 2-3 weeks if expedited).

Selective Service System (SSS)

(for ages 18 to 25 only)

Notes:

- **Selective Service System (SSS)** is a legal requirement that “collects the names and addresses of men between the ages of 18 and 25 to provide personnel to the Department of Defense in the event of a national emergency.”
- **This system tracks people ages 18 to 25 only.** If you are currently outside that age range, nothing more is required.
- **It’s based on gender assigned at birth.** According to the SSS website, the current registration requirement is based on your gender assigned at birth, and not on your currently legally recognized gender identity. However, their systems pull from Social Security, Secretary of State, and a number of other places, so if you legally update your gender from F to M in any of those systems, they may automatically flag that and request you to register.
- **FAFSA eligibility.** Selective Service registration impacts whether or not you are able to apply for FAFSA and grad school within the US, so if you have school plans in your future, you’ll want to be sure that you either register or apply for an exemption.
- **Potential consequences for failing to register.** Failing to register (or obtain an exemption) could potentially come with consequences as severe as a felony punishable by a fine of up to \$250,000 and/or 5 years imprisonment.

1. **Please see below for gender-specific advice:**

- a. **F to M:** Individuals who were assigned female (F) at birth and legally updated their gender to male (M) are not required to register for SSS. However, if a system flags you as a candidate for registration and you receive a letter to sign up, you have two options:
 - i. Register for SSS (if you wish to be registered), **or**
 - ii. Apply for an exemption using a Status Information Letter (SIL)
<https://www.sss.gov/wp-content/uploads/2020/02/Status.pdf>.

1. Read instructions carefully. Type in all caps, provide at least one response in each section, print single-sided, and keep a copy for your records.
2. Also include 1) a photocopy of your original "F" birth certificate (or alternatively, medical documentation to show that a transition has taken place), and 2) a photocopy of your certified copy of name change if applicable.
3. Send all documents to:
Selective Service System
ATTN: SIL
P.O. Box 94638
Palatine, IL 60094-4638

- b. **M to F (or X):** Individuals who were assigned male (M) at birth and legally updated their gender to female (F) to nonbinary (X) are still required to register. However, if you change your legal gender marker prior to age 18, it's possible that the SSS won't flag you as eligible.
 - i. Please update your SSS records at 847-688-6888 if you registered in the past and have recently updated your legal name.
 - ii. In the event that a draft occurs (and you receive an order to report for examination or induction), you will be able to file a claim for an exemption from military service if you wish.

Credit Reporting Agencies

(So that your credit score stays with you)

Notes:

- When you legally update your name, even through Social Security, your credit score does not automatically transfer with you. This means that if, for example, you apply for a loan or mortgage under your new name, a new line of credit will be created. To avoid this bifurcation of your lines of credit, **please update all three systems listed below!**
- Prior to starting this step, it is **strongly recommended** that you first update your legal name at all your banks and financial institutions that might be linked to your current credit score.

1. **EXPERIAN.** (Article with more info [here](https://tinyurl.com/TransExperian) – <https://tinyurl.com/TransExperian>).
 - a. Go to <https://www.experian.com/consumer/upload/>.
 - b. When prompted, enter your identifying information *as it currently exists on file* so they can locate your credit information. You'll need to include your Social Security number, date of birth, and all addresses you've lived at in the past two years.
 - c. In the explanation field, indicate that this change is due to a legal name change, **not** a dispute of the name appearing on your credit report. You may include a note such as "My legal name is now ____; please see attached documents."
 - d. When prompted, upload the required documentation:
 - i. A scanned copy of your certified copy of name change.
 - ii. A scanned copy of a government-issued identification card with your old or new legal name. This could be a driver's license, state ID card, military ID, or passport.

- iii. A dated copy of a utility, bank, or insurance statement with your old or new legal name addressed to you at your current mailing address.
 - e. It takes about 10 days for Experian to update their system. You may track the status of your dispute here: <https://www.experian.com/disputes/main.html>.
 - f. ALTERNATIVE METHOD: Mail-in Option. See [this article](#) (<https://tinyurl.com/ExperianUpdateByMail>) for more details.
2. **EQUIFAX**. (Article with more info [here](#) – <https://tinyurl.com/TransEquifax>).
 - a. Go to the myEquifax Dispute Center at <https://my.equifax.com/membercenter/#/login>.
 - i. Create or sign into your myEquifax account. If you are creating a new account, register using your *former name*. This will be necessary to locate your current Equifax credit report on file. (You'll then "dispute" your former name so that your credit shifts to your new name.)
 - b. You'll need to upload documents that verify each of the following with your *new name*:
 - i. Proof of Social Security number (SSN) - options include your updated Social Security card, a pay stub, or a Medicare/Medicaid card.
 - ii. Current address - options include a utility or phone bill, pay stub, or bank statement with your new name.
 - iii. Legal Name - a certified copy of name change which lists your former name and new name.
 - iv. Date of birth - options include a state ID/driver's license or passport.
 - c. ALTERNATIVE METHOD: If you would prefer to speak with a representative of the Equifax Customer Care Team, or need help with your myEquifax account, you can call 866-349-5191, Monday-Friday from 9am-9pm ET and Saturday-Sunday from 9am-6pm ET. They'll require you to fax or mail the same documents as listed above.

3. **TRANSUNION.** (Article with more info [here](https://tinyurl.com/TransTransUnion) - <https://tinyurl.com/TransTransUnion>).
- a. Mail in an official request to TransUnion.
 - i. Include the following documents:
 1. Original certified copy of name change, which lists your former name and new name. (This will not be returned to you.)
 2. A letter requesting that your name be updated at TransUnion. Please include your address, date of birth, and Social Security number, so they can locate your credit report in their system. Also include the reason for your name change.
 - ii. Mail that documentation to:

TransUnion Consumer Solutions
P.O. Box 2000
Chester, PA 19016-2000
- b. If you have any questions, please reach out to TransUnion at (800) 916-8800.

CHECKLIST:

Other Places to Update Your Name

Below is a non-exhaustive list of places you should consider updating your **new legal name** and **gender marker**. If helpful, you can print this list and check things off as you complete them. Updating your name everywhere can be a long process; it's okay this takes a while!

Note: Some of these may not need an original certified copy. It may be useful to keep a scanned digital PDF copy of your certified documents in case you need it.

Employer/Work

- Contact the HR Department. You may need to provide:
 - Your certified copy of name change
 - Your updated Social Security Card
- Update your current work email address and email signature.
- Update your current work name tag and signage.
- Update voicemail message.

Banking Institution

- Go into a branch location. Bring the following things with you:
 - Valid identification
 - Certified copy of name change (raised seal)
- Update name on all accounts. (If you have a mortgage through your bank, this system may be separate from your other accounts.)
- Get new debit/credit cards printed with the correct name.
- Order new checks with the correct name.
- Once you have a new debit/credit card, write out a list of all auto-payments that used your old card. Systematically go through and update these accounts accordingly.
- OPTIONAL: login into your online banking account and update username and associated email address.

Other credit cards

Check your wallet for any other credit cards you use.

- _____
- _____
- _____

Go through each card's process for updating your name. This may involve calling Customer Service and/or mailing in documentation.

Update online account username and associated email address.

Credit Bureaus (refer to Pages 19-21)

Experian.

Equifax.

TransUnion.

Housing

If you own your house / condo / property:

Contact your local title company to update the name listed on your current deed. There may be a fee involved.

If you rent your house / apartment:

Contact your housing oversight entity to inform them of your name change. They may require updated identification on file or an updated contract.

Utilities in your name

Take a moment to write out all monthly utilities you are responsible for:

Gas: _____

Can you update any of this info via an online portal?
Legal name, username, email address, billing info.

Electricity: _____

Can you update any of this info via an online portal?
Legal name, username, email address, billing info.

Water / Sewage: _____

Can you update any of this info via an online portal?
Legal name, username, email address, billing info.

Car / Vehicle Title

- To update your vehicle title, schedule an appointment with SoS at [https://dsvsesvc.sos.state.mi.us/TAP/ /](https://dsvsesvc.sos.state.mi.us/TAP/)
 - All listed owners on the title must be present and provide their valid license or ID in order to change or correct the title.
 - The fee for a corrected title is \$15.
 - Bring with you:
 - Your valid license or ID
 - Vehicle title
 - Vehicle registration or license plate number
 - Certified copy of name change

 School (elementary, secondary) - MINORS ONLY

- This step will be different for every school. Please contact school administrators to see what documentation is needed.

 School / University (post-secondary)

- Contact the Student Records Department. Required documentation of name and gender marker may vary from school to school, so ask what is needed.
- Update current school email address, if possible.
- Update access to locker rooms, if possible.

 Doctor / Endocrinologist / Therapist / Dentist / Optometrist / Specialist Office

Below, list every doctor and medical professional you regularly see. Contact each to inform their offices of this update. You may be required to present your certified copy of name change (raised seal) during your next time.

- Doctor: _____
- Endocrinologist: _____
- Therapist: _____
- Dentist: _____
- Optometrist: _____
- Other Specialist(s): _____
- Update name and email address on any online portals.

Insurance

Contact all insurance agencies and provide any necessary documentation to update name (and gender marker, if applicable).

Health Insurance: _____

(This may be through your work's HR department.)

Pharmacy: _____

(Change this at the same time as your health insurance, in order to avoid lapses in prescription coverage.)

Auto Insurance: _____

Home/Renters Insurance: _____

Life Insurance: _____

Other Insurance: _____

Governmental Assistance

If you receive any types of governmental benefits (e.g. Food Stamps, WIC, Medicaid, SSI, HASA, etc.), be sure to communicate your name and gender marker updates to the appropriate offices.

Cell Phone

Update username, email address, and billing info through online portal.

Retirement / Investment Accounts

If you have any retirement or investment accounts, contact directly to see what is needed to update your legal name, username, email address, and billing info.

Media - monthly subscriptions

Update username, email address, and billing info.

Streaming Services (e.g. Netflix, Max, Hulu, Amazon Prime, etc.)

Movie Theater subscription

Magazine/Newspaper subscriptions

Other monthly subscription services

Online Payment services

- PayPal
- CashApp
- Venmo
- Facebook / Meta Pay
- Google Pay
- Apple Pay

 Update in Other Miscellaneous Areas

- Local clerk (voter registration)
 - You may be able to update your voter registration at the same time you update your drivers license / ID.
- Public Transit accounts (including The Rapid, Uber, Lyft, etc.)
- Amazon Prime account
- Gym Memberships
- Nonprofits that you regularly donate to
- Other online services or accounts
- _____

Did we miss anything on this list?

Would it have been helpful to have additional information?

Please email us at <update@grtransfoundation.org>

so we can keep making this list better!