



Quick Reference Guide to Legal Name and Gender Marker Changes for Adults in Massachusetts

This guide will show you what you need to do to prepare for your legal name change and the standard steps in the process. The information provided in this guide is for permanent residents of Massachusetts over the age of 18.

Before you begin, you will need:

- A certified copy of your birth certificate (in English)
- Your Social Security Number (you do not need your physical Social Security Card)
- Refer to [MTPC's Breakdown of Fees & Associated Costs of Legal Name and Gender Marker Correction](#) to prepare for how much the process will cost.

1) Court-Ordered Name Change

- a. [Form CJP-27 "Petition to Change Name of Adult"](#) (*must be notarized*)
- b. [Form CJP-34 "CARI and WMS Release Request"](#)
- c. Certified copy of your birth certificate
- d. *If applicable, you may also need:*
 - i. [Motion CJD 400](#) to waive requirement of publication OR publish a notice of name change in a local newspaper (requirements vary by county and judge)
 - ii. Certified copies of any previous legal name changes
 - iii. [An Affidavit of Indigency to apply for Waiver of Court Fees](#)
- e. Filing at your local Probate Court
 - i. Find the Probate & Family Court in your county by putting in your zip code at: www.mass.gov/orgs/probate-and-family-court/locations
 - ii. You can file in-person at your county's probate court during courthouse open hours or at the court clerks' desk. No appointment is necessary.
 - iii. You can also file by mailing your paperwork and check payment to the Probate Court address. This may delay the processing time for your legal name change. MTPC recommends filling in-person if possible.

2) Social Security Administration (SSA) (Name change and/or gender marker)

- a. [Form SS-5 "Application for a Social Security Card"](#)
- b. Certified copy of legal name change
- c. For naturalized citizens or non-citizens, you will need to provide proof of US Citizenship or current work-authorized immigration status.
- d. There is no gender marker on the Social Security Card itself but you may self-select the gender designation on your SSA record. No documentation is required for this. Currently, SSA does not accept 'X' gender markers, only M and F.

3) MA State-issued Driver's License or ID Card (Name and/or gender marker)

- a. [Form LIC-100 "Driver's License, Learner's Permit or ID Card Application"](#)
- b. Certified copy of legal name change
- c. Social Security Card with new legal name
- d. Proof of address/residency
- e. You do not need to submit any documents or proof of medical transition to change your gender marker with the RMV.

4) US Passport (Name and/or gender marker)

- a. If you have a valid passport or your passport has expired but was issued in the past 15 years:
 - i. [Form DS-82 "Passport Renewal Application"](#) (can be submitted via mail)
 - ii. Current, valid passport book and/or card
 - iii. Recent 2"x2" passport photo (from within past 6 months)
 - iv. Certified copy of your court-ordered name change.
 - v. You do not need to submit any documents or proof of medical transition to change your gender marker on your US Passport.
- b. If you are submitting a passport application for the first time **OR** your passport has expired and was issued more than 15 years ago, you **must apply in person**.
 - i. [Form DS-11 "Application for US Passport"](#)
 - ii. Proof of US Citizenship + a photocopy (*i.e., US Passport or US birth certificate*)
 - iii. Proof of identity with photo & signature + a photocopy (*i.e., Driver's License*)
 - iv. Recent 2"x2" passport photo (*from within past 6 months*)
 - v. Certified copy of your court-ordered name change
 - vi. You do not need to submit any documents or proof of medical transition to change your gender marker on your US Passport. *Your citizenship evidence or identification does not need to match the gender you are requesting.*

5) Amending MA Birth Certificate (name and/or sex designation)

This process varies depending on the state in which you were born.

This is only applicable if you were born in Massachusetts and have a MA Birth Certificate.

- a. [Form R-116 "Applicant Affidavit in Support of Amendment of Birth Certificate for Sex"](#)
(Refer to [R-117 Fact Sheet](#) for further details on this process.)
- b. If you would also like to update your legal name on your birth certificate you will need to provide a certified copy of your court-ordered name change.
- c. You do not need to submit any documents or proof of medical transition to change your gender marker on your MA Birth Certificate.
- d. If you do not update your legal name when you update your sex designation, you have up to three years to change your name on your birth certificate upon receiving a court-ordered name change. If you were a minor at the time your sex designation was updated, you have three years from the date of your 18th birthday.

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Please email any questions to info@masstpc.org.