



# Quick Reference Guide to Legal Name and Gender Marker Changes for Minors 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 under the age of 18.

## Before you begin, you will need:

- A certified copy of the minor's birth certificate (in English)
- The minor's Social Security Number (Physical Social Security Card not required)
- 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-25 "Petition to Change Name of Minor"](#) (*must be notarized*)
- b. [Child Care or Custody Disclosure Affidavit \(Trial Court Rule IV\)](#)
- c. [Form CJP-34 "CARI and WMS Release Request"](#) (only required for ages 12+)
- d. Certified copy of the minor's birth certificate
- e. *If applicable, you may also need:*
  - i. Certified copies of any previous legal name changes
  - ii. [An Affidavit of Indigency to apply for Waiver of Court Fees](#)
  - iii. Certified Copy of Death Certificate of any deceased legal parent
  - iv. Proof of Guardianship of the minor
  - v. [Form CJP 31 "Motion for Alternate Service and Affidavit of Diligent Search"](#)  
(if the address or whereabouts of a legal parent or court-appointed guardian is unknown)
- f. 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](http://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.

## **Social Security Administration (SSA) (Legal name)**

- g. [Form SS-5 “Application for a Social Security Card”](#)
- h. Certified copy of legal name change
- i. Proof of identity for both the minor AND parent/guardian
  - i. Acceptable forms of identification for the minor include: health insurance cards, immunization records, medical records, preschool or certified childcare facility records, etc with name and date of birth/age.
  - ii. If the ID or record only shows a name and photograph, the young person must accompany the parent/guardian to the Social Security office.
- j. There is no gender marker on the Social Security Card but the SSA requires a gender marker in their database. It is not currently possible to change this marker.

## **2) MA State-issued Driver’s License or ID Card (Legal name and/or gender)**

*State ID Cards are only available for minors ages 14+.*

- a. [Form LIC-100 “Driver’s License, Learner’s Permit or ID Card Application”](#)
- b. Social Security Card with new legal name
- c. If the minor already has a state ID, learner’s permit, or driver’s license, then you will also be required to provide a certified copy of legal name change.
- 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.

## **3) US Passport (for ages 16-17 only) (Legal name)**

- a. Passport Renewal
  - 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. It is not currently possible to change your gender marker on a US Passport.
  - vi. It is currently unclear how renewals of previously updated gender markers will be processed.
- b. Applying for Your First Passport
  - 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 of the minor OR a parent/guardian with photo & signature + a photocopy (*i.e.*, *Driver’s License, US Passport*)
  - iv. Evidence one parent/guardian is aware you are applying:
    - 1. They apply with you and sign form DS-11
    - 2. They sign a note including a photocopy of their ID
    - 3. Their name is on the check or money order paying your fees
  - v. Recent 2"x2" passport photo (from within past 6 months)
  - vi. Certified copy of your court-ordered name change, if your current legal name differs from what is listed on **BOTH** proof of identity and citizenship.

#### 4) US Passport (ages 15 and under) (Legal name)

*Minors under the age of 16 who already have a passport are not eligible to renew their passport. **Both** parents/guardians must approve issuance of a passport to a minor and apply in-person. If both parents cannot apply in person, more documentation will be required. Please refer to the requirements on [travel.state.gov](http://travel.state.gov).*

- a. [Form DS-11 “Application for US Passport”](#)
- b. Proof of US Citizenship + a photocopy (i.e., US Passport or US birth certificate)  
*If the proof of citizenship does not provide evidence of parentage or guardianship, you must submit other documents to establish. If your name is different from the one on the birth certificate or other documentation you will need to provide proof of your legal name change.*
- c. Proof of identity: Both parents/guardians must bring photo ID + a photocopy.
  - i. *If your photo ID is from another state than the one you are applying in, you must bring a second form of photo ID as well.*
- d. Recent 2"x2" passport photo (from within past 6 months)
- e. Certified copy of the minor's court-ordered name change if their current legal name differs from what is listed on **BOTH** proof of identity and citizenship.

#### 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 the minor has a birth certificate that was issued in Massachusetts.*

- 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 the legal name on the minor's birth certificate you will need to provide a certified copy of the minor's court-ordered name change.
- c. You do not need to submit any documents or proof of medical transition to change the gender marker on the minor's MA Birth Certificate.
- d. If you do not update the minor's legal name on the birth certificate at the same time as the gender marker, they will have three years from the date of their 18th birthday to make this change as well.