



Quick Reference Guide to Legal Name and Gender Marker Changes 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 is for permanent residents of Massachusetts *over the age of 18*.

You can find more detailed instructions at www.masstpc.org/ida-network.

Before you begin, you will need:

- A certified copy of your birth certificate
- Your Social Security Number

1) Court-Ordered Name Change

- a. Form CJP-27 “Petition to Change Name of Adult” (*must be notarized*)
- b. Certified copy of your birth certificate
- c. *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. A letter from your spouse that they are aware of the name change
 - iii. Certified copies of any previous legal name changes
 - iv. An affidavit of indigency to apply for Waiver of Court Fees

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

- a. Form SS-5 “Application for a Social Security Card”
- b. Certified copy of legal name change
- c. If applicable, you may also need to establish US Citizenship or current work-authorized immigration status.
- d. As of November 2022, the SSA has stated that there is no longer any documentation required to change the gender designation on your Social Security record. They have not outlined a specific process for this yet, so we suggest simply selecting the gender marker that you want associated with your record. Currently, SSA does not accept ‘X’ gender markers, only M and F. There is no gender marker on the Social Security Card itself. This marker is primarily used for Medicaid and Medicare health insurance purposes.

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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 have a current, valid passport:
 - 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
 - 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 current passport is expired, you **must apply in person**.
 - i. Form DS-11 "Application for US Passport"
 - ii. Proof of US Citizenship (i.e., US Passport, US birth certificate)
 - iii. Proof of identity with photo & signature (i.e., US Passport, Driver's License)
 - iv. Recent 2"x2" passport photo
 - 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 document does not need to match the gender you are requesting.

5) Amending MA Birth Certificate (name *and* gender marker)

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-166 "Applicant Affidavit in Support of Amendment of Birth Certificate Following Medical Intervention for the Purpose of Sex Reassignment"
- b. Notarized "Physician's Statement in Support of Amendment of a Birth Certificate Following Medical Intervention in Purpose of Sex Reassignment"
- c. Certified copy of your name change
- d. Name and gender marker must be changed at the same time.