

## Step-by-Step Guide for Documentation Changes: Pierce County

Start with legal name change. This is done at the county court and you cannot change other documents without the legal name change. You can then move down the check list in this document. The website below can help with documents and laws in Washington State: <https://transequality.org/documents/state/washington>

### **1. Legal Name Change**

<https://www.co.pierce.wa.us/822/Change-Your-Name>

- ⇒ Minors: Separate form can be filled out with parental consent
- ⇒ If waiting until 18 years old: Go to Pierce County Website and fill out the form. Forms can be filled out at 12:01 a.m. on the 18<sup>th</sup> birthday. Go to public counter at the courthouse within 72 Hours (Room 239 at CCB)
  - Costs \$208.50.
- ⇒ These can be processed the same day, does not necessarily mean the court order will take effect
  - Monday – Thursday: 9 a.m. - 11:30 a.m., 1 p.m. - 3 p.m.
- ⇒ Be sure to request CERTIFIED COPIES. Other locations will request to see this documentation.
  - *If changing a military ID, be sure to have a separate copy for them*
- ⇒ The clerk may make an appointment for you to see a judge the same day, if not they will tell you when the appointment will be.
  - The judge will ask routine questions to ensure you not attempting to change your name to avoid criminal charges/warrants, etc.
  - Rumor has it, the clerks and judge will be very nice and quite excited for you.

### **2. Driver's license**

<https://www.dol.wa.gov/driverslicense/genderchange.html>

- ⇒ Reminder: Take the court order for name change
- ⇒ Go to the DMV:
  - \$10 name change
  - Note on upgrading to Enhance ID = \$24. Cannot do enhance ID on your first name and gender change.
  - You will receive a paper copy of the new license, then the hard copy will come in the mail (usually 7-10 business days)

### **3. Birth Certificate**

<https://www.doh.wa.gov/Portals/1/Documents/Pubs/422-143-SexDesignationChangeAdult.pdf>

- ⇒ Submitting the form in person:
  - 101 Israel Rd. SE, Tumwater, WA 98501, 8:30 a.m. – 4:00 p.m.
- ⇒ It can also be done in the mail; refer to website for directions
- ⇒ Request to Change Sex Designation on a Birth Certificate for an Adult (This is a form you can ask for)
  - You will need to get this form notarized.
    - Get the form, go to a bank for notary (\$10-\$15), then come back with the form.
- ⇒ Take the completed form back to Tumwater (It will be \$20 for certificate change)
- ⇒ They will ask you to give them a certified copy of your name change, however, they should be able to make a copy of your form.
- ⇒ This should complete the change of sex designation on the birth certificate

### **4. Social Security Card (Birth Cert, Driver's License, or Passport)**

<https://transequality.org/know-your-rights/social-security>

- ⇒ You need the following documents:
  - Driver's license or passport
  - Passport or Birth Certificate
  - Court order or medical letter
- ⇒ Complete the form
  - They may ask for biological mother's SSN

- ⇒ Take form to the Social Security Administration Office:
  - 2608 S 47th St, Suite A, Tacoma, WA 98409 // 1 -800- 772-1213

#### **5. Voter's Registration Card**

- ⇒ Office Hours: 8:30 a.m.-4:30 a.m. // 1-253-798-7430
  - 2501 S. 35th St. Suite C, Tacoma, WA 98409
- ⇒ Easier process, bring the forms you have collected from other stations

#### **6. Passport**

<https://transequality.org/know-your-rights/passports>

- ⇒ Valid for two years, if you are transitioning
- ⇒ You need the following documents
  - ID = Driver's license
  - Passport Photo
  - Medical certification = letter from doctor
  - Proof of legal name change = court legal name change
  - DS-11 Form
    - Fill out after the day of the actual court ordered name change.
- ⇒ Mail in with \$110

#### **High School Record and ID:**

- ⇒ Take new license to your school registrar
- ⇒ Take the name change documents (just in case)
- ⇒ They will update your legal name in the school records and provide a new ID

#### **Health Care**

- ⇒ Must have completed a change for new social security card
- ⇒ Fax/bring in the court order for legal name change for all your doctors
  - They can then update your legal name change/legal sex change in your chart
- ⇒ Insurance: Call company and they will give you details on what documents are needed to change your name on the policy



*Please be advised, this process may not be step-by-step for everyone, this is a generic outline on how things could look for documentation change*