

SAGA
Southern Arizona
Gender Alliance

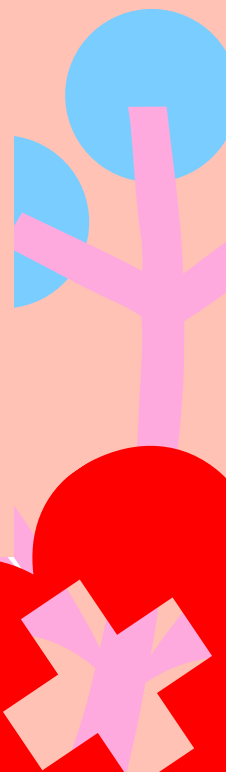
Name and Gender Change Guide

**Contact our Legal Team with any questions! :) Abby
Jensen and Marissa Sites may be reached at
NameChange@SAGATucson.org**




Doctor's Letter

This is the first step. You will need a doctor who will sign a letter, on their office letterhead, saying two things: a) that you are “irrevocably committed” to changing your gender; and b) that you have received “appropriate clinical treatment.” This letter must come from a licensed physician. From our website, www.sagatucson.org, print out and provide our sample letter to your doctor to insure that they include the required wording.





Name Change



1) From our website, download and complete the Name Change Petition and make two copies. There is an Adult form and a Minor form, which is paired with a Parent's Consent form.

2) Take the original petition and the two copies to the Pima County Superior Court at 110 W Congress. Go to the counter in the Clerk's Office marked "civil" and present both forms. The clerk will keep the original petition and will stamp both copies for you as proof of filing (keep these copies in a safe place).





Name Change

3) Due to covid, you will probably be instructed to schedule a virtual court hearing. They should not be giving any excuses that they cannot process name change petitions at this time! They are all set up to operate virtually just like everyone else.



4) You will get one free certified copy of the court order granting your name change. Additional copies cost around \$30. One should be enough, because the places you show it to will give you back the original.





Social Security

1) After you get the order, first go to your local SS Office (downtown one is 88 W 38 St; other one is 3803 N 1st Ave) with a completed Form SS-5. Where it asks for your sex, mark the gender that affirms you.

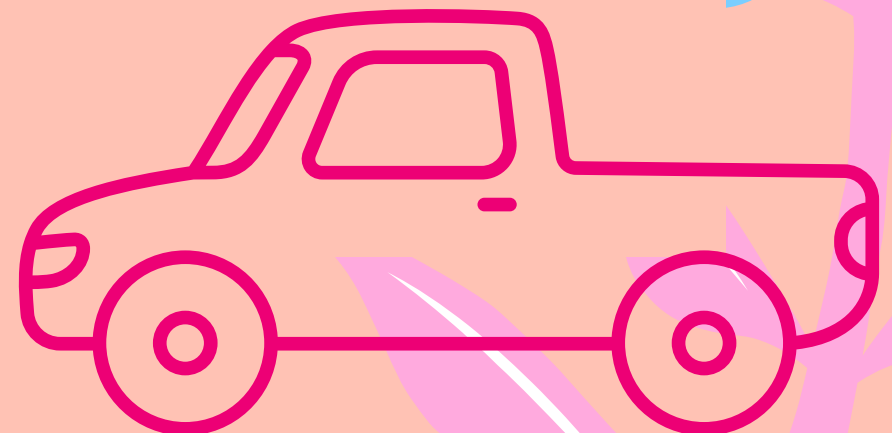
2) When you are called, give the clerk the certified copy of your name change order, the original copy of your doc's letter, the completed Form SS-5, and your current Driver's License/ID card. All forms should be returned to you.





Driver's License/State ID

- 1) Two or three days after visiting SSA, tell the clerk you wish to change the name on your license/ID. They will give you a number and form to complete.
- 2) When your number is called, hand the clerk the completed form, a certified copy of your name change order, the original doc's letter, and your current License/ID
- 3) After your request is processed, you will be directed to take a new picture.





Passport

If you already have a passport and just want to change your name, but not your gender marker, and you qualify to use Form DS-82, you can apply for a new passport by mail using that form.

Requirements for Form DS-82:

- 1) Can submit most recent passport
- 2) Was at least 16 when passport was issued
- 3) Was issued most recent passport less than 15 yrs ago
- 4) Most recent passport has not been mutilated, damaged, lost, stolen or subsequently found
- 5) Passport validity not limited from the normal 10 yrs due to damage/mutilation, multiple passport thefts/losses, or non-compliance with 22 C.F.R. 51.41
- 6) Use same name as on most recent passport

- OR -

Can submit name change court order



Passport

If you want to change your gender marker or can't use Form DS-82 for any other reason, you must use Form DS-11 and apply in person at a passport facility. The requirements for applying for a new or renewed passport using Form DS-11 are explained in the instructions that come with the form, which you can download on our website. They also include specific instructions for minors. To change your gender, you will need to submit the same doctor's letter that you used to change your Social Security records and a copy of your AZ driver's license or ID card.



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Minors

Contact SAGA at
NameChange@SAGATucson.org for further
information about name and gender
change for minors.

