

# The Iowa Guide to Changing Legal Identity Documents

A Handbook and Roadmap for Transgender Individuals Interested in Changing Their Legal Name and Gender on Government and Personal Records and Accounts

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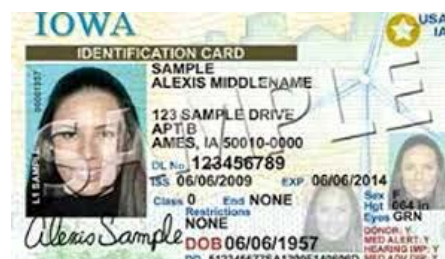
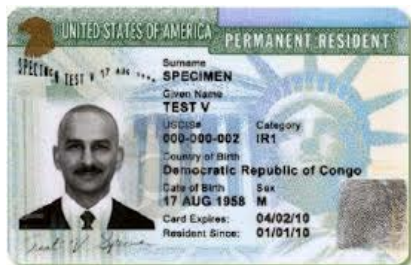
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# The Iowa Guide to Changing Legal Identity Documents

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## Introduction

In this day and age, every person must show some form of identification to open a bank account, apply for a credit card, borrow money, rent an apartment, obtain employment, board an airplane, buy or rent a car, and conduct other day-to-day transactions. Many ID cards and records include our legal name, gender, a recent picture, and other personal information. Agencies and organizations have different rules and forms, which make it difficult for the public to obtain or update identity documents.

Transgender individuals may confront additional obstacles while negotiating systems that are based on a person's sex designation at birth. This guide is designed to provide a roadmap and basic instructions for changing your legal name and gender on important identity documents and records. It was created by Clinic Law Students and faculty of the University of Iowa Law and Policy in Action Clinic in conjunction with the University's LGBTQQ health clinic.

### **The Rainbow Health Clinic: A Law and Policy in Action Clinic Project**

The Law and Policy in Action Clinic furnishes law students with the opportunity to partner with grassroots organizations, non-profits, businesses, and public officials to solve recurring and systemic problems that cannot be adequately addressed through litigation or traditional legal methods. The Rainbow Health Clinic was established in 2013 to assist individuals who receive or provide care and support at the UI Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning Health Clinic. To date, Clinic Law Students working under the supervision of Clinical Professor Len Sandler have produced this guide, collaborated with national advocacy organizations and litigators, drafted proposed legislation, represented individuals on healthcare, transportation, estate planning, and other matters, helped develop and conduct surveys to identify legal concerns and community needs, prepared a special report, "Where Do I Fit In? A Snapshot of Transgender Discrimination in Iowa," available online at <https://law.uiowa.edu/file/where-do-i-fit-snapshot-transgender-discrimination-june-2016-public-releasepdf>, presented workshops, and distributed educational and advocacy materials.

### **A Message from the UI Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning Health Clinic**

Our patients and other transgender and gender non-conforming people may encounter unique legal concerns and difficulty navigating a system that often operates according to one's biological sex designation. The process is often seen as confusing or daunting. Changing gender on legal identity documents is a collaborative effort. Your treating physician will have to provide a written statement that confirms your gender identity and describes the surgical or other treatments provided. In that sense, you might think of yourself as the driver on this journey and your doctor as a passenger who has traveled this road with other patients. Dr. Nicole Nisly and Dr. Katie Imborek, the clinic's two primary care physicians, are here to help you down this road to changing your identity documents. We are grateful for the partnership between our clinic and the UI College of Law Rainbow Health Clinic and believe that the Guide to Changing Legal Identity Documents will be a helpful resource for transgender people across Iowa.

### **Acknowledgements**

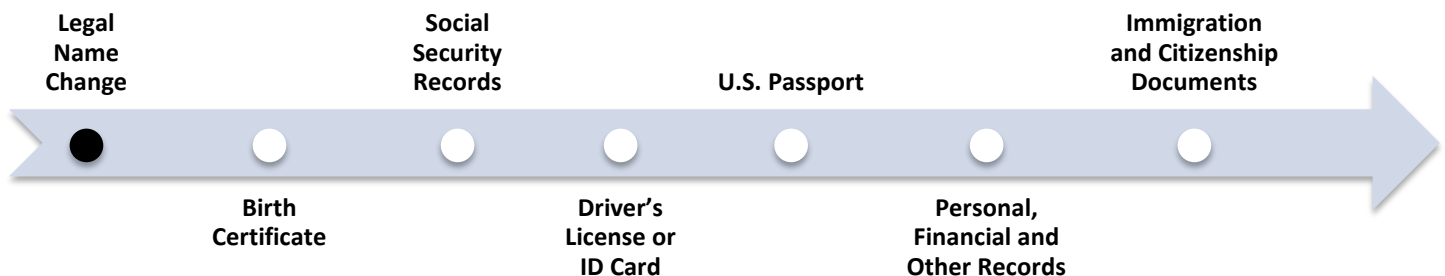
Many people contributed to the design and content of this guide. We appreciate their suggestions, edits, and recommendations. Our special thanks go to Drs. Nicole Nisly and Katie Imborek, and the patients and staff at the LGBTQQ health clinic; Tami Ollinger, Judicial Clerk, Johnson County Iowa Clerk of Court Office, Rick Funderburg, Marcella David, Kendra Malone, Jay Stirling and Jordan Jackson, Lisa Kelly, Susan P. Lehmann, Kira Pasquesi, Mikayla G. Rolfes, and Becky Yoder. Special recognition is also due UI Legal Clinic Administrator Mishelle Eckland, and the Transgender Law Center, whose "Guide to Changing California & Federal Identity Documents" was a valuable resource when drafting this guide.

## How This Guide Is Organized

This handbook is designed to guide you step-by-step through the process of updating Iowa and federal identity documents to match your legal name and gender identity. There is no one way or correct path to do this. Some of you may wish or need to change your legal name, your gender, or both. We have organized the guide as a roadmap to make you aware of the easiest routes you can take to complete the paperwork. Each Chapter is framed around seven basic questions that we have tried to answer to the best of our abilities:

1. Why would I need or want to update my records to reflect my legal name and gender?
2. What, if anything, must I do or consider first?
3. What documentation must I provide?
4. Where should I go to change the identity document?
5. How much does it cost?
6. How much time will the entire process take?
7. What must I do now that I have changed my identity document?

## The Roadmap to Changing Legal Identity Documents in Iowa



We have designed a roadmap that appears at the top of each chapter. The destinations – name change, birth certificate, social security, etc. – are possible stops along the way. The current stop is marked with a black dot; all other stops are marked with a white dot.

You might think of it as a subway map, bus route, or other system guide. There are certain stops or stations you might want to visit first, certain stops you need to make to transfer to another station, and certain stops you can bypass. It is a good idea to plan your route ahead of time to avoid getting lost or confused. The first stop for most people will be Legal Name Change, but if you don't want to change your name, you can proceed directly to Birth Certificate.

## Before Starting Your Journey

Knowing what steps to take is important, but following through on those steps is even more important. A mismatch between name, appearance, or gender on different documents could delay or prevent you from taking care of day-to-day business. For example, when trying to board an international flight, if you have changed your gender on only your driver's license and not on any other papers, you might find yourself grounded or worse. State and federal agencies also have different requirements at times.

The Transportation Security Administration lists special considerations for transgender travelers online at <https://www.tsa.gov/transgender-passengers>. The advice could apply and come in handy when dealing with other agencies, bureaucracies, and organizations.

Ultimately, the choices and decisions are yours to make, whichever path you take. However, before starting your journey, you should gather documents, make photocopies, keep a record of all contact with agencies, and keep a copy of everything you send.

Discrimination is a very real concern for transgender individuals. If you feel you have been discriminated against by a state or federal agency on the basis of your gender identity, sex, or sexual orientation, you should ask to speak with a supervisor. If that does not remedy the situation, you may wish to seek legal advice. We use the term "gender" throughout the guide even though some agencies refer to "sex designation," "gender transition," "gender marker," "sex change," and similar terms and phrases. Always utilize the terms and definitions of the agency or organization when completing paperwork.

This roadmap is designed for people living or born in the State of Iowa. Each state has different rules and procedures for issuing and amending birth certificates, driver's licenses, and other government records and for obtaining a court ordered name or gender change when permitted by law.

If you are not a U.S. citizen or are a naturalized citizen, you likely have some special identification or registration issued by the United States Citizenship and Immigration Service, formerly the INS. If you are not a U.S. citizen, you should start with Chapter 7.

These materials are geared primarily to persons age 18 and older. If you are under the legal age, there are exceptions or additional steps that may apply to you which are noted in each section. You might need to talk to your parent or legal guardian for help to obtain or update certain records and documents.

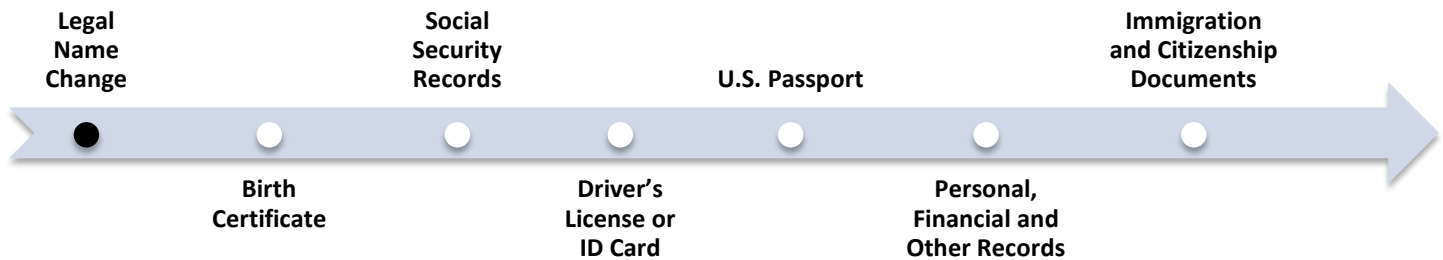
## Using or Reproducing The Guide

You may use and reproduce this Iowa Guide To Changing Legal Identity Documents without the permission of Leonard Sandler or the University of Iowa College of Law Clinical Law Programs for educational and non-commercial purposes so long as you cite the title, copyright date, and author. Excerpts may be used if they are properly cited and used within their proper context. A note should state that the excerpt is not legal advice.

## Disclaimer

This guide is intended for personal and educational use and training. The information is not meant to fully explain any topic, process, or procedure. The information in the guide also should not be considered legal advice. If you have questions about your specific legal needs, please contact an attorney. There is no substitute for reviewing the rules, laws, forms, applications, and instructions of each agency, organization, or institution. The content of this guide is accurate as of January 2019; however, the law often changes, as do web addresses, so do not assume the information or links are up-to-date when you read the guide. We welcome your feedback. Please contact us at:

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# Chapter 1

## Changing Your Legal Name in Iowa

### Why would I need or want to change my legal name?

You may want to change your legal name for several reasons. Conforming your legal identity to your gender identity may be important to you. Also, you need a court-ordered name change before changing the name on your Iowa birth certificate, driver's license, or non-operator's I.D. card.

### What, if anything, must I do or consider first?

If you live in Iowa and are age 18 or older, you must first obtain a certified copy of your birth certificate before you can begin the name change process. If you were born in Iowa you can obtain a certified copy of an Iowa birth certificate by contacting the Iowa Department of Public Health, Bureau of Health Statistics, Lucas State Office Building, 1st Floor, E. 12th Street, Des Moines, Iowa, 50319-0075, or call 866-809-0290 (toll free), <http://www.idph.iowa.gov/health-statistics/vital-records>.

The cost to obtain a certified copy of your birth certificate is \$20.00. It may take up to six weeks to receive the certified copy.

If you were born outside the state, you will need to obtain a certified copy of your birth certificate from the state in which you were born. You should contact the agency responsible for maintaining vital records in your birth state for specific instructions on how to obtain a certified copy of your birth certificate. The Centers for Disease Control and Prevention provides a useful list of state agencies charged with maintaining vital records, along with contact information: <http://www.cdc.gov/nchs/w2w.htm>.

If you were born outside the United States, you may not have a birth certificate issued but instead have a Consular Report of a Birth Abroad (CRBA) issued by the U.S. Department of State. You can request a copy of your CRBA by writing to: Department of State Passport Services Vital Records Section, Room 510, 1111 19th Street, NW, Washington, DC 20036.

### What steps must I take to change my legal name?

1. Obtain a certified copy of your birth certificate;
2. Complete a name change petition on the E-file system or, if necessary, at a courthouse;
3. If you are married, you must provide legal notice to your spouse that you filed a petition. This is done by filing another document with the court, called an "acceptance of service," signed by your spouse. For an explanation of "acceptance of service," please visit the following link: <http://www.iowalegalaid.org/resource/what-is-notice-and-how-is-it-done?ref=QHsnT>. We recommend you consult an attorney if you need help drafting these documents or if you do not know where your spouse resides;
4. Wait 30 days, at which time the court will make a decision about granting the name change.



## **Could I change my name if I am age 17 or under?**

Yes, but there are additional steps you must follow. If you are under 18 years of age, both parents named on your birth certificate must file their written consent to the name change. If one parent does not consent, the court will set a hearing. At the hearing, the court may waive the need for both parents' consent if it finds one of the following: (1) the parent has abandoned the child; (2) the parent has failed, without good cause, to support the child or contribute financially for the child's birth; or (3) the parent does not object to the name change after receiving proper notice. Forms for changing the name of a minor child are at [http://www.iowacourts.gov/For the Public/Representing Yourself in Court/Name Change](http://www.iowacourts.gov/For_the_Public/Representing_Yourself_in_Court/Name_Change).

## **What forms do I need to complete?**

You will need to complete a name change petition. The Iowa Judicial Branch has a webpage devoted to helping people learn how to complete and file forms to change their legal name. Complete the Petition for Change of Name (Adult), or the eForm Petition for Change of Name (Adult), online and pay the filing fee. You can also print out the forms and ask the clerk at the district court to upload them. A copy of the form is in the Appendix at page 25. When you upload the form it must consist of two pages, not front & back.

## **How do I file a name change using the online eFile System or other methods?**

Iowa Courts have gone digital and use the Electronic Document Management System "eFile" system. You must file documents online, ask the court clerk to upload documents at the courthouse, or request a waiver. Online filing may be waived if you do not have regular Internet access or a portable or personal device that is suitable for reading documents. Ask the court clerk if you are eligible. Use the directory at <http://www.iowacourts.gov/Administration/Directories> to contact the clerk. To complete a name change online go to [www.iowacourts.gov](http://www.iowacourts.gov) and begin by filing a new case in the system. Instructions are in the Appendix at page 29. eFile user guides are at [http://www.iowacourts.gov/eFiling/Training Documents](http://www.iowacourts.gov/eFiling/Training_Documents).

## **How much does it cost?**

The basic cost for filing a petition for a name change is \$185. A certified copy costs \$20. You will need one certified copy just to change your birth certificate, so get two certified copies if you can.

## **How much time will it take to receive a court order granting my name change?**

A decree of change of name may be granted any time 30 days after the petition is filed.

## **What do I need to do now that I have a court-ordered name change?**

You may choose to get a new birth certificate. Without it, you'll always have to use the court order along with your original birth certificate. If you are only changing your name, this can be done by court abstract. A court abstract is typically completed by the clerk of court and will cost an additional \$20 to file and \$20 for each copy of your new birth certificate. If you are changing your gender marker, you will need to apply to amend your birth certificate. In that event, see Chapter Two, "Changing Your Name and Gender on an Iowa Birth Certificate."

## **Agency Information:**

Iowa Judicial Branch

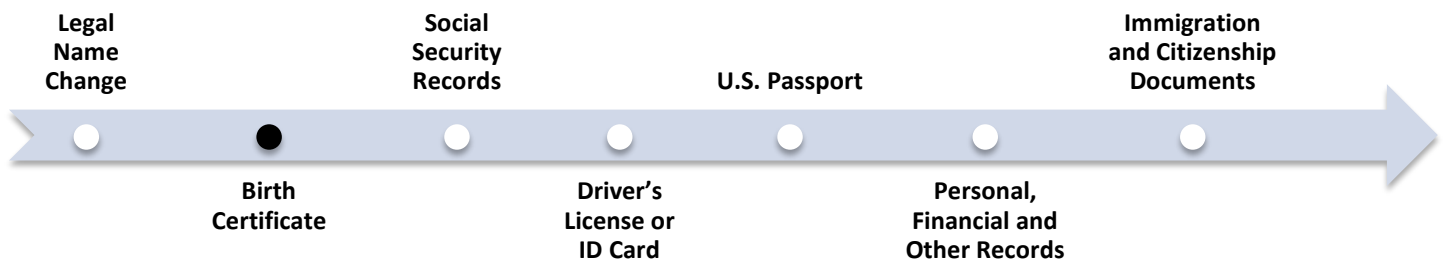
District Court of Iowa in the county where you live.

Listing by County: <http://www.iowacourts.gov/Administration/Directories/index.asp?>

Forms: [http://www.iowacourts.gov/Court Rules Forms/Name Change Forms/](http://www.iowacourts.gov/Court_Rules_Forms/Name_Change_Forms/)

Laws: Code of Iowa Chapter 674

Rules: 641 Iowa Administrative Code 99.19



## Chapter 2

# Changing Your Name and Gender on an Iowa Birth Certificate

### Why would I need or want to amend my birth certificate?

Changing the gender on your birth certificate will help you obtain other legal and identity documents, including a driver's license or non-operator's ID card, passport, and financial documents. Amending your birth certificate may also have personal or symbolic importance to you as you continue or complete your gender transition.

This Chapter applies only to persons born in Iowa. If you were born in another state, the process and cost of amending your birth certificate will differ. Lambda Legal has published a list of state laws and regulations for changing sex designation on birth certificates. This website is a good place to start your research: <http://www.lambdalegal.org/publications/sources-of-authority-to-amend>.

If you were born abroad to a U.S. citizen parent or parents, you will need to amend your Consular Report of Birth Abroad, see <https://travel.state.gov/content/travel/en/international-travel/while-abroad/birth-abroad/replace-amend-CRBA.html>.



### What, if anything, must I do or consider first?

Iowa law and vital records officials use the term "sex designation," not gender. Before attempting to change the sex designation on your birth certificate, you should consider whether you want to change your legal name. Though not required when you amend your birth certificate, a legal change may be desirable if you want your name to match your gender identity. By changing your legal name first, you can amend both your name and your sex designation on your birth certificate with one application. For more information on obtaining a legal name change, see Chapter 1.

Anyone wishing to amend their sex designation or legal name on an Iowa birth certificate must call 515-281-6263 and speak with vital records staff. They will send you a packet of materials that includes forms on special security paper that is not available anywhere else.

### What steps do I need to take to amend my birth certificate?

1. Obtain a legal name change, if desired;
2. Obtain an affidavit from your treating physician stating that your sex designation has been permanently changed by surgery or other treatment;
3. Obtain an "Amendment to Iowa Certificate of Birth" form from the Iowa Department of Public Health (IDPH);
4. Locate or obtain a current government-issued picture ID;
5. Submit the application and supporting documents to the IDPH.



### **What documents do I need to amend my birth certificate?**

First, if you have changed your name, you will need a certified copy of the court order. Second, you will need a notarized affidavit on letterhead from the doctor who completed the sex designation treatment. This affidavit must include a statement that your sex designation has been permanently changed by surgery or other treatment; a description of the medical procedures; and the physician's full name, address, state of medical license, and medical license number. A sample affidavit is on page 23 in the Appendix. Third, obtain an "Amendment to Iowa Birth Certificate" form from IDPH. Fourth, you will need a copy of a current government-issued picture ID (driver's license, U.S. passport, military ID, etc.).

### **Who has to complete the form?**

You should complete the "Amendment to Iowa Certificate of Birth" form or have someone help you. It asks for your name, sex, date of birth, place of birth, mother's name, and father's name, exactly as noted on your original birth certificate. It also asks for the name and sex designation you are requesting. You will need to sign the completed form in the presence of a notary public, who will sign and seal the form. You can usually find a notary public at a local bank or courthouse.

### **Where should I send my paperwork?**

You must submit the forms and supporting documents to the IDPH. You may mail or bring the paperwork to the IDPH at the address noted below.

### **How much does it cost?**

The current fee to process a new birth certificate is \$20.00. Each additional copy is \$20.00. Obtain at least two official copies if you can afford to and keep one for your personal records and one for changing other documents, such as Social Security records. Fees are payable using a check from your account or a money order in your name made payable to the Iowa Department of Public Health.

### **How much time will the entire process take?**

Processing time is 4 to 6 weeks, depending on whether you apply in person or by mail. The agency may request additional documents or information from the physician, which could take up to 10 weeks.

### **What happens to my original birth certificate once I am issued a new one?**

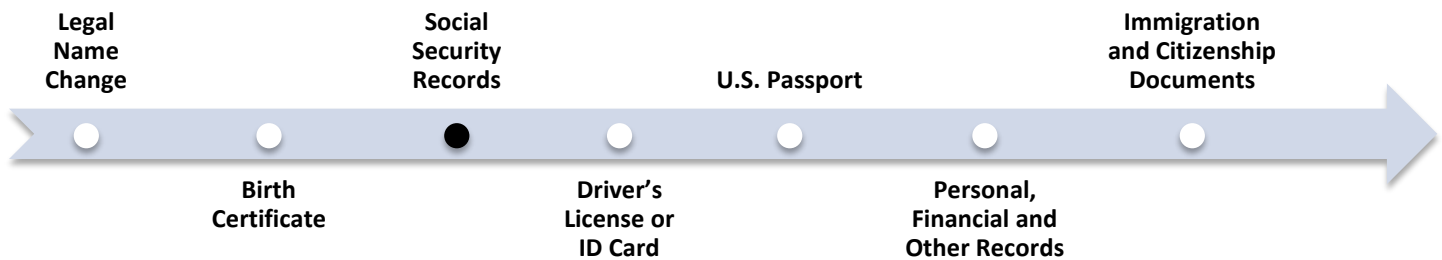
The state registrar will place the original birth certificate in a sealed file. The file will not be opened or inspected except by the state registrar for administrative purposes or upon court order.

### **What do I need to do now that I have an amended birth certificate?**

You may want to update and revise other documents next, including Social Security records.

### **Agency Information:**

Iowa Department of Public Health  
Bureau of Health Statistics  
Lucas State Office Building  
321 East 12<sup>th</sup> Street  
Des Moines, Iowa 50319-0075  
Vital Records Phone Number: 515-281-6263  
[http://www.idph.state.ia.us/apl/health\\_statistics.asp](http://www.idph.state.ia.us/apl/health_statistics.asp)  
Laws: Iowa Code sections 144.23, 144.24  
Rules: 641 Iowa Administrative Code 95.6(1), 95.7, 99.19(9), and 99.20



## Chapter 3

# Changing Your Name and Gender on Social Security Records

### Why would I need or want to update my Social Security card and other federal records to reflect my legal name and gender?

A Social Security card and the 9-digit number on the card are required in order for you to get a job, file tax returns, open a bank account, obtain a credit card, and collect Social Security and other public benefits and services. The card lists your name and number, not your gender, but Social Security Administration (SSA) computer records include your name, date of birth and gender. Your SSA records should be updated to reflect your legal name and gender and be consistent with the information on your driver's license, passport, birth certificate and other legal documents.

### What, if anything, must I do or consider first?

You should first decide whether you want to change your name and gender, or just your gender. We recommend doing both at the same time if you have obtained a court order changing your name. Second, if you are enrolled in Medicare, or receive Medical Assistance and Supplemental Security Income (SSI) program benefits, these programs might initially refuse to cover health services that appear inconsistent with your gender. Denial of coverage could occur with private insurance but not due to information in your SSA records. Additional concerns are addressed by the National Center for Transgender Equality at



[http://www.transequality.org/sites/default/files/docs/kyr/SSAResource\\_June2013.pdf](http://www.transequality.org/sites/default/files/docs/kyr/SSAResource_June2013.pdf).

### How do I change my name and gender in SSA records?

Gather original or certified copies of documents for proof of your legal name, identity, citizenship status and gender change. Complete an application for a Social Security card, and take or mail your completed application and documents to your local Social Security office <https://secure.ssa.gov/ICON/main.jsp>. The Application for a Social Security Card is online at <http://www.socialsecurity.gov/forms/ss-5.pdf>.

1. **Legal Name Change:** Obtain a court order changing your legal name. In Iowa, this process is called petitioning for change of name. For a detailed explanation of how to do this, please refer to Chapter One. Provide the original or a certified copy of the order with the application and other documents noted below.

If you legally changed your name more than two years ago, you also must show an identity document in your old name and another document with your new legal name.

SSA also accepts a certified copy of a marriage or divorce document, or a certificate of naturalization showing a new name as proof of legal name change.

2. **Gender Change:** The SSA will accept any of the following documents as proof of gender change *without* the need to complete an application for a Social Security card name change:
  - a. An original or certified letter from the licensed physician who treated you or reviewed and evaluated your medical history, stating that you have had appropriate clinical treatment for gender transition to the new gender. SSA does not require surgery to change the gender in records. See the sample letter for SSA and other federal agencies in the Appendix on page 24;
  - b. A birth certificate showing the correct gender (if you have obtained an amended birth certificate as described in Chapter Two);
  - c. A U.S. Passport showing the correct gender; or
  - d. A court order recognizing the correct gender (Iowa courts cannot issue such orders, but courts in some states have been authorized to do so).

### **What documents does the SSA accept as evidence of identity, citizenship and other matters?**

To prove your identity, you must furnish a document showing your name, identifying information and photograph, such as a U.S. driver's license, state-issued non-driver's identification card or U.S. Passport. The SSA may also accept your employer identification card, school ID, health insurance card, or U.S. military ID. If you need to demonstrate U.S. citizenship, you may provide a U.S. birth certificate, U.S. Consular Report of Birth Abroad, U.S. Passport, Certificate of Naturalization, or Certificate of Citizenship. The SSA lists the documents acceptable as evidence at <https://secure.ssa.gov/poms.nsf/lnx/0200301030>.

### **What special issues concerning minors?**

The SSA has different rules for replacing or changing cards for children. The agency also requires different proof of identity for children. See <https://www.ssa.gov/ssnumber/ss5doc.htm>

### **Where should I take my paperwork and how do I apply?**

Visit your local SSA office or mail the materials to that office, see <https://secure.ssa.gov/ICON/main.jsp>.

### **How much does it cost?**

There is no fee for the SSA to change the name or gender on your card or records.

### **How much time will it take to receive my Social Security card?**

The SSA states that should take about 10 business days to mail your card from the date on your receipt.

### **What must I do now that I have changed my Social Security card and records?**

After changing your SSA records and receiving a Social Security card with your legal name, consider updating your driver's license, passports financial documents, deeds, and powers of attorney.

### **Agency Information:**

Social Security Administration

Phone Number: 1-800-772-1213 Toll-Free (1-800-325-0778)

Find The Nearest Social Security Office: <https://secure.ssa.gov/ICON/main.jsp>

FAQs: <https://faq.ssa.gov/link/portal/34011/34019/Article/3749/How-do-I-change-or-correct-my-name-on-my-Social-Security-number-card>

Program Operations Manual System (SSA Manual): <https://secure.ssa.gov/poms.nsf/lnx/0110212200>

Legal  
Name  
Change

Social  
Security  
Records

U.S. Passport

Immigration  
and Citizenship  
Documents

Birth  
Certificate

Driver's  
License or  
ID Card

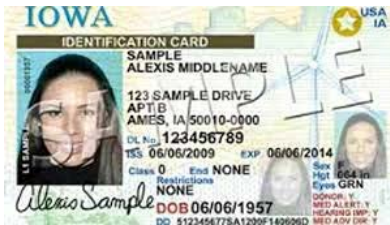
Personal,  
Financial and  
Other Records

## Chapter 4

# Changing Your Name or Gender on Your Iowa Driver's License or Non-Operator's ID Card

### Why would I need or want an updated driver's license or non-operator's ID card?

For many of us, a driver's license or ID card is our primary means of identification. If you are attempting to vote, going through airport security, or making a purchase with a check or debit card, ensuring that the gender noted on your license or ID card reflects your gender identity can avoid needless delay and confusion. Iowa now issues "REAL ID" licenses and ID cards to comply with federal security laws. The REAL ID, marked by a "star" in the right hand corner, will allow you to board commercial aircraft and enter certain federal facilities.



### What, if anything, must I do or consider first?

You should first decide whether you want to change your name, gender, or both on your license or ID card. As of January 2018, the rules and methods of proof for changing gender documents differ for people born in Iowa and people born in another state or jurisdiction.

**Legal Name Change:** The first step is to obtain a legal name change order from a court in Iowa or another state, using the instructions in Chapter One of this guide. Most people then obtain an amended birth certificate from the Iowa Department of Public Health or the vital records office for their state of birth, as detailed in Chapter Two. To complete the process you must bring a certified copy of the amended birth certificate or court order to your local Iowa Motor Vehicle Division (MVD) office and request a new driver's license that includes your legal name.

**Gender Change:** As noted above, Iowa changed the administrative rules for updating gender identity on driver's licenses and non-operator cards. The steps you must take and the proof you must provide depend on where you were born.

*Applicants Born In Iowa* now have only one method of changing gender. They must submit an amended or new Iowa birth certificate that documents the change of sex designation. The rule used to provide that an applicant could submit a court-ordered change of sex designation, however this option has been removed from the rule. The transportation department asserted in rulemaking that there is no known cause of action under Iowa law for obtaining a court-ordered change of sex designation.

*Applicants Born in Another State or Jurisdiction* -- Iowa transplants -- have additional ways to change the gender listed on an Iowa driver's license or ID. They can submit (a) a certified amended or new birth certificate from a state other than Iowa that documents the change of sex designation, (b) an amended or new Consular Report of Birth Abroad issued by the Department of State that documents the change of sex designation, (c) an amended or new Certificate of Citizenship issued by the U.S. Department of Homeland Security that documents the change of sex designation, or (d) a notarized affidavit from a licensed physician and surgeon or osteopathic physician and surgeon that states that by reason of surgery or other

treatment, the sex designation of the applicant has been changed. This notarized affidavit is identical to what an Iowa-born applicant must present to the Iowa public health department in order to obtain an amended or new Iowa birth certificate documenting a gender change.

You must mail the documents noted above along with proof of identity, social security number, current Iowa residential address and proof of lawful status in the U.S. to Driver and Identification Services, Iowa Department of Transportation, P.O. Box 9204, Des Moines, IA, 50306-9204. The local MVD office will not accept or process the paperwork for changing gender. See "What documentation must I show?" below.

You should also change your name with the Social Security Administration (SSA). You should do this before attempting to change the name and gender on your driver's license. The steps for changing your name with the SSA are detailed in Chapter Three. The Motor Vehicle Division website recommends that you update your information with the SSA several days before you apply for a Driver's License or ID card.

If you have changed the name on your amended birth certificate, you must also change the name on your identity, resident, and immigration/citizenship documents that will be presented with the new driver's license application.

### **What documentation must I show?**

First, you will need to document your date of birth, identity, and lawful residency in the United States. You can do this by obtaining a certified copy of the amended birth certificate issued by the Department of Public Health, see Chapter Two, "Amending Your Birth Certificate in Iowa". The birth certificate must have the raised seal of the Iowa Department of Public Health, so a photocopy will not work. Your amended birth certificate will also serve to verify the change of gender. Any court order must contain your prior legal name, court-ordered legal name, date of birth, and the court's certification of authenticity. Photocopies and faxes are not acceptable.

Second, you will need to select one document that contains your current name and Social Security number. Any of the following documents will work:

- Social Security card;
- W-2 form;
- Social Security Administration 1099 form;
- Non-Social Security Administration 1099 form;
- Pay stub or statement with your Social Security number on it;
- Internal Revenue Service Form 1095-A, 1095-B, or 1095-C.

Third, you will need to establish Iowa residency and your address by submitting two documents that show your current name and Iowa residential address. You can find a checklist of acceptable documents at <https://forms.iowadot.gov/FormsMgt/External/431053.pdf>.

Finally, you will also need to furnish your current driver's license or ID Card. The Iowa Department of Transportation requires you to surrender your current driver's license or ID card when you get a new one.

### **What special issues concern minors?**

An unmarried person under the age of 18 who applies for an Iowa license must submit a parent's or guardian's consent and birth date confirmation form. This form can be obtained at your local Iowa MVD office or license issuing station or at <https://forms.iowadot.gov/FormsMgt/External/430018.pdf>.

### **Where should I go to change my driver's license or ID card?**

The only way to change the gender on a driver's license is by mail. Submit the required documentation to Driver and Identification Services, Iowa Department of Transportation, P.O. Box 9204, Des Moines, Iowa,

50306-9204. in person. To change your name you must go to an Iowa MVD office or a driver's license issuance station. You should bring the documents listed above to verify your identity. You do not have to go to the office in the county where you live. To find the closest MVD office or station, go to <https://iowadot.gov/mvd/iowa-dot-locations> or call 800-532-1121.

### **How much does it cost?**

There is a \$10.00 fee to obtain a replacement driver's license or ID card. Payment is due at the time of application. The fee is payable by check, money order, or cash.

### **How long must I wait to receive my changed driver's license or ID card?**

At the time of your application, you will receive a temporary card that is valid for 30 days. The new driver's license or ID card will be mailed to you. The new driver's license will arrive before the temporary document expires, typically after 21 days. Contact your local driver's license issuing site if you have not received your permanent license or ID card by the time your temporary document expires.

### **What must I do now that I have changed my driver's license or non-operator's ID card?**

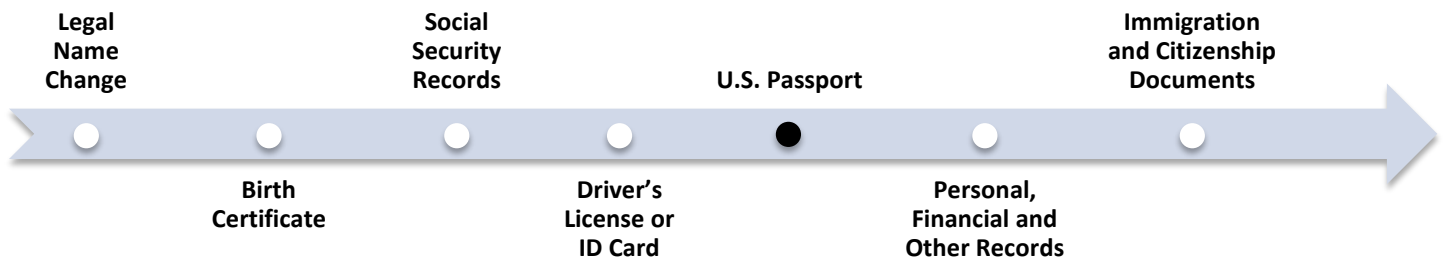
Now that you have received your updated driver's license or ID card, you may want or need to update additional documents and records. Note that, if you changed your name on your driver's license, your name on your vehicle registration information will not update automatically. You need to submit an application to the county treasurer for a "Certificate of Title of Registration for a Vehicle," along with your court-ordered name change. This form is at <https://forms.iowadot.gov/BrowseForms.aspx?category=5>. You can locate your county treasurer's office at <https://www.iowatreasurers.org/maphome.php>

Which documents you update next will depend on your particular circumstances. For example, if you are not a U.S. citizen, you will likely want to update your immigration service documents, a process which is explained further in Chapter 8, "United States Citizenship and Immigration Service Documents." If you are a U.S. citizen, you may want to update your U.S. passport, detailed in Chapter 5.

### **Agency Information:**

Iowa Department of Transportation Motor Vehicle Division  
Office of Driver Services  
P.O. Box 9204  
Des Moines, Iowa 50306-9204  
Phone Number: 800-532-1121 (toll free in Iowa) or 515-244-8725  
County offices <https://iowadot.gov/mvd/iowa-dot-locations>  
Renewal and Changes <http://www.iowadot.gov/driversvehicles.html#/licenseddrivers>  
Law: Code of Iowa Section 321.182 and 321.189  
Rules: 761 Iowa Administrative Code Chapter 601.5  
REAL ID: <https://iowadot.gov/mvd/realid/real-id-home>





## Chapter 5 Changing Your Name and Gender on a U.S. Passport

### Why would I want or need to update my passport to reflect my legal name and gender?

A passport is essential for international travel, and it may also be used as a form of photo identification for other purposes. If the name or gender on your passport does not match your other identity documents, you may run into problems during international travel, and you may not be able to use your passport as a form of identification for other purposes.

### What, if anything, must I do or consider doing first?

Before attempting to update your passport, you should consider whether you want to change your name. By changing your name first, you can amend both your name and gender on your passport with a single process. See Chapter One, "Changing Your Legal Name in Iowa," for more information. We also encourage you to amend your birth certificate, driver's license or non-operator's ID card, and Social Security Records before updating your passport.

### What documents are needed to show a change of name or gender?

#### 1. Legal Name Change

If you have obtained a legal name change, you will need a certified copy of the court order changing your name or amended birth certificate.

#### 2. Gender Change

For a change of gender, the U.S. State Department will accept a signed original statement, on official letterhead from your attending physician, certifying that you have undergone appropriate clinical treatment for gender transition. Sexual reassignment surgery is not required. A model physician's statement that could be used for several federal agencies is included in the Appendix on page 24. There is no need to provide any additional details about your health or type of treatment.

### What forms are need to change your name and gender on your passport?

The process, forms, and cost for changing your name and gender on your passport will vary depending on whether you are a current passport holder or whether you are first-time passport applicant. Each of the forms referenced below is available on the U.S. State Department's website:

<https://travel.state.gov/content/passports/en/passports/forms.html>.

## 1. First-Time Passport Applicants

If you have never applied for a U.S. passport, you will need to complete and submit Form DS-11, available at <http://www.state.gov/documents/organization/212239.pdf>. You must submit Form DS-11 and the supporting materials in person, not by mail. To find the Passport Acceptance Facility nearest you, visit <http://iafdb.travel.state.gov>. Along with this form, you must submit qualifying proof of U.S. citizenship, proof of identity, a recent color photograph, and the applicable fees.

If you have updated the name and gender on your birth certificate and other identity documents, you generally will not need to submit a physician's statement to verify your gender transition or a court order changing your name. However, if the name or gender you request on the passport does not match your other identity documents, you may need to submit additional verification. We recommend that you submit both the name change order and physician's statement even with a first-time application.

## 2. Current Passport Holders

If you want to change your name but not your gender identity, follow the path in the Name Change Only section below.

If you want to change your gender identity, follow the path in the Gender Change section below, whether or not you also want to change your name.

### a. Name Change Only:

**If your passport was issued within the past year**, you will need to complete and submit Form DS-5504, available at <http://www.state.gov/documents/organization/212249.pdf>. Once complete, submit the form, a certified copy of the court order or decree changing your name, and the required supporting documents by mail to the address in the instructions. There is no fee associated with this form unless you request expedited processing.

**If your passport was issued more than one year but less than 15 years ago** you will need Form DS-82, available at <http://www.state.gov/documents/organization/212241.pdf>. Once complete, submit the form, a certified copy of the court order or decree changing your name, and required supporting documents, by mail to the address in the form's instructions.

**If your passport was issued more than 15 years ago, or when you were under 16 years old**, use Form DS-11, at <http://www.state.gov/documents/organization/212239.pdf>. You will need to submit this application in person at an authorized Passport Application Acceptance Facility or Passport Agency, which you can find at <http://iafdb.travel.state.gov>.

### b. Gender Change:

**If you have completed your gender transition**, you must use Form DS-11, available at <http://www.state.gov/documents/organization/212239.pdf>.

In addition, you must include a signed statement from your attending physician certifying that you have undergone treatment to change your gender and a certified copy of the court order or decree changing your name, if applicable. A sample of the signed physician statement can be found in the Appendix at page 24. Submit the form in person with qualifying proof of citizenship, proof of identity, a recent color photograph, and applicable fees. Find out more at <https://travel.state.gov/content/passports/en/passports/information/gender.html>.

**If you are in the process of gender transition, but have not yet completed your course of treatment**, you are eligible for a passport that is good for two years. Complete and submit Form DS-11, available at <https://www.state.gov/documents/organization/212239.pdf>, in

person along with the required supporting documents. You will also need to submit a physician's statement certifying that you are in the process of gender transition to the new gender. A sample statement is included in the Appendix at page 24. This will allow you to obtain a two-year limited validity passport that has the same effect as a full passport, but it is only valid for two years.

If you complete your gender transition during the two-year period, you can convert the limited validity passport into a full validity ten-year passport. To do this, complete and submit Form DS-5504, available at <http://www.state.gov/documents/organization/212249.pdf>, along with a physician's statement your gender transition is complete, and the required supporting documents. There is no fee for converting a limited validity passport to a full validity passport during the two-year period.

### **What documents are accepted as evidence of citizenship, identity and other matters?**

To prove your citizenship, you may submit a previous passport or a certified copy of your birth certificate. If you were born outside the United States, you may demonstrate citizenship by submitting a previous U.S. passport, a Certificate of Naturalization, a Certificate of Citizenship, or a Consular Report of Birth Abroad.

To prove your identity, you may submit a previous or current U.S. passport, a permanent driver's license, a Certificate of Naturalization, a Certificate of Citizenship, a military ID, or a government employee ID card. To be acceptable, the proof of identity must contain your signature and a photograph that reflects your current appearance. Temporary or altered documents will not be accepted.

### **How much does it cost?**

Fees vary based on which form you submit. For fee information, see <https://www.uscis.gov/forms>.

### **How much time will it take to receive my updated U.S. passport?**

Generally, routine passport applications are processed in 4-6 weeks. For expedited service, passport applications are generally processed within three weeks. Processing times are described at <http://travel.state.gov/content/passports/english/passports/information/processing-times.html>.

### **What do I need to do now that I have updated my U.S. Passport?**

Go to the next Chapter to update other legal and financial documents to reflect your name and/or gender change. You should consider updating your name and gender on any bank account, investment, or other financial documents you have. You will also want to make sure to update any estate planning documents, such as wills, trust documents, and powers of attorney.

### **Agency Information:**

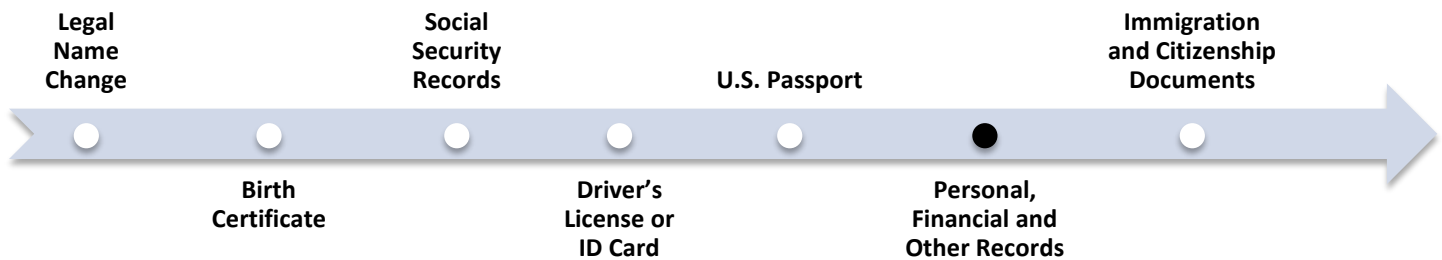
U.S. Department of State Bureau of Consular Affairs  
Phone Number: 1-877-487-2778; 1-888-874-7793 (TDD/TTY)  
<https://travel.state.gov/content/travel/en/about.html>

Find The Nearest Iowa Passport Acceptance Facility: <http://iafdb.travel.state.gov/DefaultForm.aspx>

Chicago Passport Agency information:

<http://travel.state.gov/content/passports/english/passports/information/where-to-apply/agencies/Chicago.html>

U.S. State Department Foreign Affairs Manual Section on Documents to Be Submitted with Form DS-11:  
<https://fam.state.gov/FAM/07FAM/07FAM1300apM.html#M1321>



## Chapter 6

# Changing Your Name and Gender on Personal, Financial, and Other Records

**Why would I need or want to update my education, finance, insurance, property, estate planning and other records to reflect my legal name and gender?**

In addition to the legal identity documents discussed above, we all have other records that reference our legal name and gender. Updating these records eliminates confusion about what you own, what you owe, who inherits property, receives life insurance and retirement account proceeds, and who makes decisions for you in the event of injury or incapacity.

**What, if anything, must I do or consider first?**

The first step is to notify offices, agencies and organizations. Be prepared to present original or certified copies of a court-order, amended birth certificate, or other identity documents. Each entity will have different policies, rules, forms and criteria. Some companies require court orders to change names on accounts, while others have more lenient policies. You might consider whether there is good reason to use both your legal name and your previous name on certain accounts or personal checks, at least temporarily.



People conduct a host of personal and financial transactions that are too numerous to mention or properly address in this guide. The list of organizations to notify includes schools, insurance and pension companies, employers, banks and other financial institutions, health care providers, social service agencies and other government programs, state and federal tax officials, utility companies, licensing offices, estate planners and accountants, family members involved in your health care or financial affairs, credit card

companies, credit reporting agencies, social media providers, the post office, and others. These records can be in paper or electronic format.

**What types of records should I consider updating?**

Listed below are suggestions for taking immediate steps and confirming that the records and accounts are accurate. This list is not exhaustive, but it includes some of the most common and important records and the steps you may want to take to update them.

**Employment:** Contact the human resources or administrative offices to update your personnel, payroll, benefits, pension and retirement, release of information, and other work-related records. Notify colleagues and contacts of the name change.

**Credit and Debit Cards:** Contact each company that has issued you a credit or debit card. Don't forget to contact retail and online stores that have issued you a credit or debit card.

**Banking and Financial Records:** Change the name on your bank accounts, IRAs, certificates of deposit, safe deposit box authorizations, stocks, mortgages, leases, and other financial and investment accounts. Order new checks and correct online banking accounts. Complete a new financial power of attorney authorizing someone else to make decisions and conduct financial transactions for you when you can't do so yourself, for a specified period of time, or to become effective immediately. Update your Last Will and Testament to direct what happens to your children and property at death.

**Household:** Change your name with the post office, gas and electric, water and sewer, landline and cell phone, cable and satellite, internet service and other personal services and utility accounts. Update magazine and other subscriptions and notify family and friends of your new contact information.

**Insurance and Retirement Accounts and Beneficiary Designations:** Contact insurance companies and agents that provide your medical, dental, life, disability, homeowner, long-term care, mortgage, motor vehicle, partnership, corporation or other insurance policies. Consult with companies that oversee your retirement and pension accounts for instructions. Be sure to change your name on all beneficiary and reporting forms. And, if you are named a beneficiary on someone else's policy, have them complete and file a change of beneficiary form with your legal name and gender.

**Real Property and Personal Property:** Consider changing your name on documents relating to land, mobile homes, homes, vehicles, and other property you own. Check with your lawyer, real estate agent, or local recorder, treasurer, assessor, or court clerk about updating deeds, mortgages, certificates of title, leases, and other papers and records. Treasurer's offices in Iowa can be contacted at <https://www.iowatreasurers.org/iscta/access/countyService.do>.

**Credit Reporting Agencies:** Credit bureau reports are linked to Social Security numbers, and federal law dictates how long they are required to keep records that have your old name. Contact the three major credit reporting agencies to try to get your records revised immediately. You are entitled to one free credit report every calendar year so you can double-check that the reports have been updated by visiting <https://www.annualcreditreport.com/index.action>.

Equifax: (800) 685-1111, <http://equifax.com>  
Experian: (888) 397-3742, <http://www.experian.com>  
Trans Union: (800) 916-8800, <http://www.transunion.com>

For more information about transgender and credit reports, visit the Federal Trade Commission website at <https://www.consumer.ftc.gov/topics/credit-and-loans> and read the "ID Please" guide at <http://transgenderlawcenter.org/issues/id/id-please>.

**Health Care Records:** Contact your doctors, hospitals, dentists, specialists, clinics, pharmacists and others involved in your health care and medical treatments. Update your medical records and files, release of information authorizations, emergency notification and next of kin papers, HIPAA designations, online access accounts, and insurance records. Complete new health care powers of attorney that designate someone to make decisions for you when you can't do so yourself, living wills that provide instructions for end of life care and other health care directives. If you are named as someone else's health care agent on a power of attorney, ask them to complete a new version with your correct name and gender.

**Voter Registration:** Each state has its own requirements. To register or update your registration, contact election officials. Many states allow you to register on Election Day. In Iowa, visit <https://sos.iowa.gov/elections/auditors/auditorslist.html> to locate local election officials, or find out more about registration at <https://sos.iowa.gov/elections/voterinformation/updatereg.html>.

**Selective Service Registration:** This agency uses the term "sex change." Individuals who are born female and have a sex change are not required to register. U.S. citizens or immigrants who are born male and have a sex change are still required to register. In the event of a resumption of the draft, males who have had a sex change can file a claim for an exemption from military service if they receive an order to

report for examination or induction. Learn more about selective service requirements at <https://www.sss.gov/Registration-Info/Who-Registration>.

**Schools:** Public and private schools, including K-12, vocational, undergraduate, graduate, professional, and other schools and programs keep records about students and alumni. Contact each school you attended about changing information relating to enrollment, admissions, registration, grades and transcripts, verifications, diplomas, financial aid, email accounts, special education, and other matters. Some schools allow use of legal names, official names, and preferred names. Most require students or graduates to submit change of name forms.

The University of Iowa, for example, directs people to a specific website to begin the process, <https://uiowa.edu/ui-trans-resources/changing-university-iowa-records>, and allows students to designate sex and gender identity, preferred names and pronouns, and other personal information on its MYUI page <https://myui.uiowa.edu/my-ui/home.page>. For policies of other schools and universities visit <https://www.campuspride.org/tpc/records> or contact the individual institution or registrar.

**Professional Licenses and Accreditation:** If you are in an occupation or profession that requires a license or accreditation by a public or private organization – contractor, lawyer, nurse, doctor, massage therapist, dentist, etc. – contact the organization and request that your records be updated.



Legal  
Name  
Change

Social  
Security  
Records

U.S. Passport

Immigration  
and Citizenship  
Documents

Birth  
Certificate

Driver's  
License or  
ID Card

Personal,  
Financial and  
Other Records

## Chapter 7

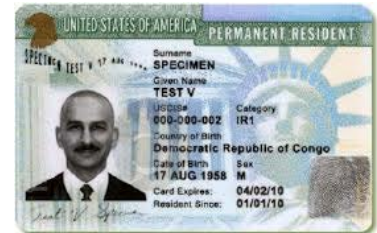
# Changing Your Name and Gender on Citizenship and Immigration Documents

### Why would I need or want to update documents related to my immigration or citizenship status?

This Chapter is directed to individuals who are not U.S. citizens by birth. It is best to change your name and gender with U.S. Citizenship and Immigration Services (USCIS) *before* going to the Social Security Administration. This is because the SSA verifies a person's immigration status when changing their records. There are variety of government documents that evidence a person's identity and immigration status in the United States. These documents include Employment Authorization, Refugee Travel, Permanent Resident Cards, and Naturalization Certificates. If the gender or name listed on these documents is incorrect or mismatched, it may affect your ability to receive immigration benefits.

### What, if anything, do I do need to do or consider doing first?

There are different rules and requirements for changing your name or gender identity with USCIS. You can find a description of the required documentation below. It is critical that you double check any and all documents you send to or receive from this government agency.



### What documentation must I provide?

If you are changing your legal name you will only need to submit a certified copy of a court order legally changing your name.

If you are changing your gender identity, whether or not you are changing your name on USCIS documents, you will need to submit either an amended birth certificate or medical certification of the change in gender from a licensed physician. See the sample physician statement for federal agencies in the Appendix at page 24. Immigration services does *not* require sex reassignment surgery in order to establish a legal change of gender.

### What steps do I take for a permanent residence card?

Name and Gender Change: Submit the following information, in person, at your local district or sub-office, which can be found at <https://www.uscis.gov/about-us/find-uscis-office/field-offices/iowa> if you reside in Iowa.

1. Form I-90, available at <http://www.uscis.gov/sites/default/files/files/form/i-90.pdf>;
2. A certified copy of a court order legally changing your name;
3. An amended birth certificate or medical certification;
4. Original Permanent Residence Card;
5. Two photographs of you that are less than 6 months old;
6. \$450 application fee.

USCIS will notify you in writing when to go to a local Application Support Center for your biometrics services appointment, where your fingerprints will be taken for analysis and filed with the FBI. Your picture will also be taken. Failure to attend the biometrics services appointment may result in denial of your application.

### **What steps do I take for naturalization and citizenship papers?**

Name and Gender Change: Submit the following information, in person, at your local district or sub-office.

1. Form N-565, available at <http://www.uscis.gov/sites/default/files/files/form/n-565.pdf>;
2. A certified copy of the court order legally changing your name;
3. An amended birth certificate or medical certification;
4. Original document;
5. Two photographs of you that were taken within 30 days of the submission date of your application;
6. \$345 application fee.

### **Where should I take my paperwork and how do I apply?**

Submit all applications and forms in person at your local district or sub-office. Locations can be found at <https://www.uscis.gov/about-us/find-uscis-office/field-offices>. Depending on what county you live in, your field office is either in Des Moines, Iowa, at the Neal Smith Federal Building, 210 Walnut Street, Room 215 Des Moines, IA 50309, or in Omaha, Nebraska, at 1717 Avenue H Omaha, NE 68110.

### **How much does it cost?**

The fees associated with changing USCIS documents will vary depending on the type of document you are changing. See <http://www.uscis.gov/forms> for the filing fees for specific documents.

### **How much time will it take to receive my updated USCIS documents?**

It depends. USCIS usually processes cases in the order they are received. The service's website states that it *tries* to process naturalization cases within 6 months of the date received. You can check your application status online at <https://egov.uscis.gov/casestatus/landing.do>. Cases often take longer than expected. If you have not heard anything, call the USCIS toll free number at 1 (800) 375-5283, your U.S. Senator or Representative, or contact one of the immigration advocacy organizations listed in the Appendix at page 30.

### **What do I need to do now that I have changed my USCIS Documents?**

After changing your immigration and citizenship documents you can update your information with the Social Security Administration. Generally, only noncitizens authorized to work in the U.S. by the Department of Homeland Security get a Social Security Number. If you are a naturalized citizen, you should also consider updating your U.S. Passport if you have one.

### **Agency Information:**

United States Citizenship and Immigration Services (USCIS)

1 (800) 375-5283 Toll-Free (TTY 1 (800) 767-1833)

Find The Nearest USCIS Field Office: <http://www.uscis.gov/about-us/find-uscis-office/field-offices>

Laws: Section 103(a) Immigration and Nationality Act, 8 U.S.C. § 1103

Rules: 8 Code of Federal Regulations § 103.1

# Directory of Select Government Agencies, Laws, and Regulations

Identity Document	Agency or Organization	Contact Information and Local Offices	Statutes, Codes and Agency Regulations
Iowa Petition for Change of Name	Iowa Judicial Branch	<a href="http://www.iowacourts.gov/Administration/Directories">http://www.iowacourts.gov/Administration/Directories</a>	Iowa Code Ch. 674 641 Iowa Administrative Code 99
Iowa Birth Certificate	Iowa Department of Public Health	Bureau of Health Statistics 321 E. 12th Street, Des Moines, Iowa, 50319-0075 (515) 281-7689 Vital Records (515) 281-6263 <a href="http://idph.iowa.gov/health-statistics">http://idph.iowa.gov/health-statistics</a>	Iowa Code Sections 144.23-144.24 641 Iowa Administrative Code 100
Iowa Driver's License and Nonoperator's ID Card	Iowa Department of Transportation, Division of Motor Vehicles	Office of Driver Services Iowa Department of Transportation P.O. Box 9204 Des Moines, Iowa 50306-9204 <a href="http://www.iowadot.gov/index.html#/services">http://www.iowadot.gov/index.html#/services</a>	Iowa Code Chapter 321 761 Iowa Administrative Code 605
Social Security Records	Social Security Administration	<a href="https://secure.ssa.gov/ICON/main.jsp">https://secure.ssa.gov/ICON/main.jsp</a>	20 C.F.R. § 422.110
Immigration and Citizenship Documents	U.S. Customs and Immigration Service	<a href="http://www.uscis.gov/about-us/find-uscis-office/field-offices">http://www.uscis.gov/about-us/find-uscis-office/field-offices</a>  <a href="http://www.uscis.gov">http://www.uscis.gov</a>	8 U.S. Code § 1103(a) 8 C.F.R. § 103.1
United States Passport	U.S. Department of State Bureau of Consular Affairs	<a href="http://iafdb.travel.state.gov">http://iafdb.travel.state.gov</a>  <a href="https://travel.state.gov/content/travel/en.html">https://travel.state.gov/content/travel/en.html</a>	22 U.S. Code Chapter 4 22 C.F.R. § 55.21(c)

## A Note on Physician Statements

Drs. Nicole Nisly and Katie Imborek emphasized that your doctor and other members of your healthcare team play an important role in all aspects of gender transition. The best practice is to establish and maintain a collaborative and supportive relationship. In fact, some state and federal agencies require doctors to verify in writing that patients have completed or are undergoing gender transition before they will amend agency records.

For example, to amend a birth certificate in Iowa, the law requires treating physicians to furnish a notarized affidavit certifying and explaining how the patient's gender has been changed by surgery or other treatment. Federal agencies such as the Social Security Administration and the Bureau of Consular Affairs require that the patient has received appropriate clinical treatment for gender transition, but there is no need to provide details about the type of treatment to federal agencies. Please refer to other sections of this guide for agency-specific rules; for example, the passport office permits doctors to certify that the patient is in the process of gender transition.

The two sample letters in this section are intended to assist you and your doctors. Depending on your circumstances, you may receive most of your treatment from a nurse, physician's assistant, or other health professional. Make sure that the supervising physician who oversees or coordinates your treatment signs the statement.

The sample letters are only examples and should be revised and tailored to your specific circumstances. The first letter is the Sample Physician Statement to Amend an Iowa Birth Certificate or Other Records. It could be revised and submitted to other state and federal agencies, but it includes much more personal health information that you or agencies might want or need. The second letter is the Sample Physician Statement to Amend Select Federal Agency Records. It contains fewer details about your health and treatment and is accepted by the Social Security Administration, State Department, and most other federal agencies.

# Sample Physician Statement To Amend An Iowa Birth Certificate or Other Records

[Letterhead of Physician]

[Date]

RE: Sex Designation Change of [Legal Name of Patient]  
[Name of Treating Physician]

To Whom It May Concern:

I, [physician's name], am a licensed physician in the State of [State] and the primary care physician of [legal name of patient]. [Describe physician's qualifications and medical background, if desired].

I have treated [legal name of patient] since [date] for the purpose of completing gender transition and a permanent sex designation change from [male to female or female to male]. These treatments and medical procedures included, but were not limited to, [provide detailed description of physical, mental, or psychological treatments and procedures, including drugs, hormones, surgery, etc.]. The treatments irreversibly altered [his or her] body in the following manner: [include a detailed description of results of surgery or non-surgical treatments, e.g., development of breast tissue, decreased size of testicles, inhibition of sperm maturation, or enlargement of clitoris, deepening of voice, growth of facial hair, hair loss at the temples and crown of the head, increased growth and thickening of body hair, etc.].

All of the treatments [legal name of patient] received under my care were medically necessary, clinically appropriate, and in accord with the standards and Guidelines [for treatment of patient's diagnosis and] of the World Professional Association for Transgender Health, American Medical Association, American Psychiatric Association, American Psychological Association, and the American College of Obstetricians and Gynecologists. Sex reassignment surgery [was or was not] medically necessary, clinically appropriate, or consistent with the above-mentioned standards and Guidelines to complete the sex designation change or gender transition of [legal name of patient].

In my professional medical opinion and judgment, the sex designation of [legal name of patient] has been permanently changed. Please contact me if you have questions or need more information.

I declare under penalty of perjury under the laws of the United States and the State of [State] that the foregoing is true and correct.

Respectfully submitted,

[Name of Physician]  
[State Medical License #]  
[DEA License #]  
[Address and Contact Information]

STATE OF [State]  
COUNTY OF [County]

Subscribed and sworn to before me, a Notary Public in and for the State of [State], on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by the person known to me to be [name of physician].

\_\_\_\_\_  
Notary Public  
My commission expires on \_\_\_\_\_

# Sample Physician Statement to Amend Social Security, U.S. Passport and Select Federal Agency Records

[Letterhead of Physician with Address and Telephone Number]

[Date]

RE: [Legal Name of Patient]  
[Name of Treating Physician]

I, [physician's full name], [physician's medical license or certificate number], [issuing U.S. State or Foreign Country of medical license or certificate], [DEA registration number or comparable foreign designation], am the physician of [name of patient], with whom I have a doctor/patient relationship and whom I have treated [or with whom I have a doctor/patient relationship and whose medical history I have reviewed and evaluated].

[Name of patient] has had appropriate clinical treatment for gender transition to the new gender [specify new gender, male or female].

I declare under penalty of perjury under the laws of the United States that the forgoing is true and correct.

[Signature of Physician]

[Typed Name of Physician]

[Date]



eForm: *Petition for Change of Name (Adult—no dissolution of marriage)*

\*Caution: this form requires *protected information* and the filing of a separate *Protected Information Form*.

In the Iowa District Court for \_\_\_\_\_ County

**Petition for Change of Name  
(Adult—no dissolution of marriage)**

In re the Name Change of:

\_\_\_\_\_  
Petitioner

If you need assistance to participate in court due to a disability, contact the disability coordinator (information at [www.iowacourts.gov/for-the-public/ada](http://www.iowacourts.gov/for-the-public/ada)). Persons who are hearing or speech impaired may call Relay Iowa TTY (1-800-735-2942). **Disability coordinators cannot provide legal advice.**

Petitioner, for this Petition for Change of Name under Iowa Code chapter 674, states:

1. Petitioner's present full name is \_\_\_\_\_, and petitioner resides in \_\_\_\_\_ County, Iowa.

2. Petitioner is \_\_\_ feet, \_\_\_ inches tall; weighs \_\_\_ lbs.; has \_\_\_\_\_ color hair; and \_\_\_\_\_ color eyes.

3. Petitioner is a \_\_\_\_\_ (race) \_\_\_\_\_ (female/male) who was born in \_\_\_\_\_ (place) on \_\_\_\_\_ (date)\*.

4. Petitioner owns the following real property in Iowa (provide legal description):

5. Petitioner currently resides at \_\_\_\_\_. and has also resided at the following prior addresses during the past five years:

6. Petitioner is (check one):  unmarried or  married. (If married, petitioner must give legal notice to the spouse of the filing of this petition.)

7. Petitioner desires a name change for the following reasons:

8. Petitioner has not previously requested a name change pursuant to Iowa Code chapter 674.

9. Check either A or B:

- \*A.  A certified copy of petitioner's birth certificate is filed with this petition. Or,
- B.  A certified copy of petitioner's birth certificate is not available because (state reasons birth certificate is not available):

10. If petitioner's birth certificate is not available, petitioner must file another form of identification in place of the certified copy of the birth certificate. Such other form of identification may include documents provided by the United States department of immigration and naturalization service.

11. Petitioner requests the court to enter an order changing petitioner's name: From  
(present full name) \_\_\_\_\_  
To (requested new name) \_\_\_\_\_

I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the preceding is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Signature of Petitioner

/s/ \_\_\_\_\_  
Printed name

\_\_\_\_\_  
Mailing address

\_\_\_\_\_

\*In the event that petitioner is a minor, use the sample petition that is available online at <https://www.iowacourts.gov/for-the-public/representing-yourself/name-change/>.

# Quick Reference Checklists

## Name Change

- Obtain a certified copy of your birth certificate if you do not already have one;
- Download the name change petition from Iowa Judicial Branch website at ([http://www.iowacourts.gov/Court\\_Rules\\_Forms/Name\\_Change\\_Forms](http://www.iowacourts.gov/Court_Rules_Forms/Name_Change_Forms)) or use the copy provided in the Appendix to this Guide on page 25. When you upload the form it has to consist of two pages and not front & back;
- Complete name change petition and make two copies. When you upload the form it has to consist of two pages -- not front & back. Follow the instructions to submit the petition electronically or in person at the clerk's office;
- Write a check for \$185 payable to the Clerk of Court for the county where you reside;
- Submit the completed form along with the check to the Clerk of Court (civil).

## Iowa Birth Certificate

- Obtain a legal name change, if desired;
- Obtain an affidavit from your treating physician stating that your sex designation has been permanently changed by surgery or other treatment;
- Obtain an "Amendment to Iowa Certificate of Birth" form from the Iowa Department of Vital Records by calling (515) 281-6263;
- Locate a current government-issued ID (e.g., driver's license, passport, non-operator's ID card);
- Submit completed and notarized "Amendment to Iowa Certificate of Birth" to Iowa Department of Public Health along with the physician affidavit, government-issued ID, and court order recognizing a legal name change (if applicable).

## Social Security

- Obtain a court order changing your legal name, if desired;
- Obtain an original or certified letter from your physician stating that you have had appropriate clinical treatment for a gender transition;
- Obtain a document showing your name, identifying information and photograph, such as a driver's license or U.S. passport;
- Gather original certified copies of documents for proof of your legal name, identity, citizenship status and gender change;
- Download and complete Form SS-5 (Application for a Social Security card) from the SSA website;
- Mail the Form along with the requested documents to the SSA or take the signed application with your documents to any Social Security office. Go to <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp> to find the Social Security office or Social Security Card Center that serves your area.

## **Driver's License or Nonoperator's ID Card**

- Obtain court order for legal name change, or
- Obtain amended birth certificate (the original or a certified copy not a photocopy);
- Update name with Social Security Administration;
- Find two documents that show your current name and residential address;
- Find your current driver's license or non-operator's ID card;
- Take identification documents and current driver's license to nearest MVD license-issuing station for name change;
- Pay the \$10.00 fee and complete forms at the MVD for name change.
- Pay the \$10.00 fee and submit forms to Driver and Identification Services for gender change.

## **U.S. Passport**

### **Current Passport Holders**

- Obtain a court order changing your legal name;
- If you are only making a name change on your passport:
  - If your passport was issued within the past year, you will need to complete Form DS-5504;
  - If your passport was issued more than one year ago, but not longer than 15 years ago, you must complete Form DS-82 (Renewal Application for a U.S. Passport by Mail);
  - If your passport was issued more than 15 years ago, or when you were under 16 years old, you need to complete Form DS-11;
  - Mail the completed Form, along with a court ordered name change, physician letter, current passport, and the \$140.00 fee.\*
- If you are making a gender change on your passport:
  - Obtain a letter from your physician stating that you or in the process of transitioning or have completed your gender transition;
  - If you have completed your gender transition, you must fill out Form DS-11 to obtain a full validity passport;
  - If you are in the process of your gender transition but unsure if you want to complete the transition, you could fill out Form DS-11 to obtain a two-year limited validity passport. If you complete your gender transition during that two-year period, you can convert the limited validity passport to a full validity ten-year passport by filling out and submitting Form DS-5504;
  - Mail the completed Form, along with a court ordered name change, physician letter, current passport, and the \$140.00 fee.\*

### **First-Time Passport Applicants**

- If applying for a U.S. passport for the first time and you have not received an amended birth certificate, you must submit a letter from your physician stating that you are in the process of or have completed your gender transition;
- Download and complete Form DS-11 (Application for U.S. Passport);
- Submit in person the completed application along with identity documents listed in the application, the physician statement or amended birth certificate, and the fee (\$165)\* to an

authorized acceptance agent. A list of authorized acceptance agents is provided in the application.

\*For current fee information visit: [http://travel.state.gov/passport/fees/fees\\_837.html](http://travel.state.gov/passport/fees/fees_837.html)

# Instructions for E-Filing a Name Change in Iowa

[www.iowacourts.gov](http://www.iowacourts.gov)

You may be excused from filing court documents online if you do not have regular access to the Internet in your residence, or you do not have "a portable or personal device that is suitable for reading documents." Ask the court clerk if you are eligible for an exception to eFiling.

Complete your \*eForm Petition for Change of Name by clicking on "FOR THE PUBLIC" tab. Drop down to "Representing Yourself", and then click on the Name Change tab to the left. There is a link to the eform petition within the online instructions. Once completed print, sign and then scan and save to a location on your computer that's easily retrievable. Scan and save the birth certificate to a location on your computer that's also easily retrievable.

Click on EFILE and then efile Login:

- New Case (File new case)
- Change of Name
- "County" field – select Johnson
- "Case Title" field – type: NAME CHANGE OF (YOUR NAME)
- "Add My parties" –Make yourself the petitioner and then complete your personal information by filling out first and last name, address, date of birth and social security number fields then click "Next"-(If you are married please include your spouse as an "interested party" with their information. If you are filing on behalf of a minor make them a "juvenile involved" along with their information)
- Next
- Document Category, select "PETITION"
- Document Type, select "PETITION- NAME CHANGE"
- Document Location, click on Browse. Search for your saved document.
- Click on the green "Add" button
- To upload Birth Certificate (please note this is a public document containing \*protected information): leave Document Category blank
- Document Type, select "ATTACHMENT"
- Document Location, click on Browse. Search for your saved birth certificate document.
- Click on the green "Add" button
- Next
- Next
- Review your document by clicking on the paper icon under "View Document". If acceptable,
- Submit the Filing (green box on the bottom right)
- Pay the \$185.00 filing fee

The Clerk will forward to the Court for decree after 30 days from acceptance of the filing. It is your responsibility to monitor your eFiling account for notifications regarding this case.

*\*Please note the petition cautions the filer to be aware of certain fields containing protected information. Please refer to the Chapter 16 rules posted on our website for instruction regarding how to file documents that contain protected information, including ways to redact protected information.*



## Additional Resources

Lambda Legal: <http://www.lambdalegal.org>

Transgender Law Center: <http://transgenderlawcenter.org>

Transgender Law Center, "ID Please": <http://transgenderlawcenter.org/issues/id/id-please>

Centers for Disease Control, National Center for Health Statistics:  
<http://www.cdc.gov/nchs/w2w/iowa.htm>

National Center for Transgender Equality: <http://transequality.org>

American Civil Liberties Union: <https://www.aclu.org/issues/lgbt-rights?redirect=lgbt-rights>

Transportation Security Administration, "Information for Transgender Travelers":  
<https://www.tsa.gov/transgender-passengers>

GLAAD Media Reference Guide, "Transgender Glossary of Terms":  
<https://www.glaad.org/reference/transgender>

University of Iowa Hospitals and Clinics Lesbian, Gay, Transgender, Queer, and Questioning Clinic:  
<https://uihc.org/lesbian-gay-bisexual-transgender-queer-and-questioning-clinic>

University of Iowa Lesbian, Gay, Bisexual, Transgender, & Queer Resource Center:  
<http://csil.uiowa.edu/multicultural/lgbtrc>

University of Iowa Trans Communities and Allies Resources  
<https://uiowa.edu/ui-trans-resources>

Planned Parenthood of Iowa:  
<http://www.plannedparenthood.org/health-center/IA>

Iowa Courts Electronic Data Management System eFile Training and User Guides:  
[http://www.iowacourts.gov/eFiling/Training\\_Documents](http://www.iowacourts.gov/eFiling/Training_Documents)

Iowa Courts EDMS Training User Guide:  
[https://www.iowacourts.gov/static/media/cms/E0002\\_569890E51EF7C.pdf](https://www.iowacourts.gov/static/media/cms/E0002_569890E51EF7C.pdf)

Iowa Courts EDMS Registration Reference Guide:  
[https://www.iowacourts.gov/static/media/cms/E0001\\_8C603A1F5FC2E.pdf](https://www.iowacourts.gov/static/media/cms/E0001_8C603A1F5FC2E.pdf)

Iowa Justice for Our Neighbors: <http://www.iowajfon.org/about-us>

American Immigration Lawyers Association: <http://www.ailalawyer.org/FAQ.aspx#faq1>