



3rd Edition



ITHACA COLLEGE

Center for Lesbian, Gay, Bisexual, and  
Transgender Education, Outreach, and Services

# Know How:

THE TRANS PERSON'S GUIDE TO GET OR CHANGE  
ALL OF THE LIFE DOCUMENTS AND ESSENTIAL  
PAPERWORK YOU'LL NEED TO MAKE YOUR WAY IN  
THE WORLD.

Let's get started





**Hey. How are you? We're good, thanks for asking. So, here's the deal.**

At the Ithaca College Center for LGBT Education, Outreach, and Services we're working hard to increase access to care, information, and support for transgender and non-binary people in our community. We were pretty excited to create our center back in 2001 and we have been growing and changing ever since. We've found that there is so much more that we can do with and for our transgender and non binary students and community.

We get a ton of questions from our students and community members about the various legal and administrative paperwork processes in New York that many trans people want and need to do. Our goal for this nifty informational booklet and accompanying webpage is to get all the regularly requested information together in one place and say, "here, jump in, go to whatever page and process you'd like and get the information you need!" We're especially grateful for our former partnership with Planned Parenthood's LGBT Health and Wellness program in Ithaca, New York, Out for Health. Without them, the first two editions of this booklet simply would not be possible.

We know information changes so we'll be watching that closely and updating frequently. Let us know if you find something we missed or could add to make it easier. Email us at [lgbt@ithaca.edu](mailto:lgbt@ithaca.edu) or DM us on our Instagram @ic\_lgbt.

Good luck! The work and costs of these steps are an undue burden, we hope that having a roadmap might help ease the process even the littlest bit for you.





## Table of Contents

Name change in New York .....	7
Social Security name change .....	11
Social Security gender marker change .....	12
Driver's license name change in New York .....	13
Driver's license gender marker change in New York .....	15
How to get a copy of your existing birth certificate .....	16
Birth certificate name and gender marker change in New York .....	17
Selective Service considerations .....	20
Passport name change .....	22
Passport gender marker change .....	24
How to register to vote or change your name and gender marker with voter registration in New York .....	25
NYS Benefits Card name and photo change .....	26
How to get something notarized .....	27
Where else you might want to change your name and gender marker .....	28





# Know How:

THE TRANS PERSON'S GUIDE TO GET OR  
CHANGE ALL OF THE LIFE DOCUMENTS AND  
THE ESSENTIAL PAPERWORK YOU'LL NEED TO  
MAKE YOUR WAY IN THE WORLD.

*Yup, this is a disclaimer, you just have to say this stuff.*

*Just so you know, the following information is meant as a guide regarding some common questions that transgender people may have about paperwork and documents in New York State.*

*You're smart. You know this, but please note, this information does not serve as legal advice. If you have more questions, a complicated situation, or something more nuanced please seek personal legal advice. The information in this booklet is subject to change, that's why there is a new edition! Please make sure to check in with the specific departments and offices listed with questions and the most up-to-date information.*



## **So...You're trans or non binary**

That's a huge thing to realize about yourself! It can signal the coming of a lot of change for you: maybe hormones, or surgery, maybe a new shade of lipstick, or a fabulous new pair of shoes. Maybe changes in your thoughts, emotions, family, relationships, and social life. It's, well, a transition, and we are here to help.

You may be thinking "help with what?" Things like a name change, an updated drivers license, passport, and other things you may not have even thought of yet, like registering with the Selective Service or requesting that your school diploma or transcript be updated. Having these identifying documents in order is crucial. Some of these changes can be your ticket to being able to do a lot of important and fun things in life that may depend on having basic identity documents that are congruent with you, your name, and your gender.

Things like applying for a job, opening a bank account, getting a drink at a bar, traveling by airplane, visiting another country, marriage, adoption and child custody issues, renting an apartment, seeking a loan, applying to college, voting, obtaining a library card, etc., all require state or federally issued identification.

And come on - how awesome is it going to be to look at those documents and, for the first time ever, see them actually reflect and identify you!? Having documents that validate your most authentic self is a cause for celebration. So, let's get started!





**The process of securing identity documents with your name and gender marker can be time consuming and expensive. It can all feel overwhelming. So, where do you start? How do you start? What will you need?**

This handy booklet is chock-full of specific steps and how-to's to help people manage the process of changing names, gender markers, and identity documents from driver's licenses to passports. You may want to make some of these changes, all of them, or none. There is no one path to take. You will have to think about how or which parts work best for you, and also think through the possible benefits and complications each step might create for you.

If you decide, "yeah I totally want to do this! I want to change my name or gender marker on some official documents!" Then here ya go, this booklet charts out a suggested route. **You get to determine what is best for you.**

\*Please note, the information in this handy booklet is for people in New York state; we include some federal information and some New York City information, however the City has many of its own unique rules and and procedures.

**Alright, now lets get started!**



## NAME CHANGE

If you want to change your name, it's wise to make that your first step in your journey of Transgender Paperwork. After all, that's likely what you'll be altering on the rest of your documents too.

### TO CHANGE YOUR NAME IN NYS

you'll have to follow a specific procedure in a specific order. It involves filling out some forms, taking them to the County Clerk's office in the county where you live, and paying a fee.

You also need to be 18 years old. If you are under 18, your parent or guardian will need to take all of these steps and fill out the forms on your behalf.

Before you do anything, look up your County Clerk's office online. Some offices have a lot of information online about the name change process in their county, which can be helpful if you want an overview of exactly what to expect. Some even have name change information packets with sample forms and other information. Find out if your local office provides these, either on their website or at the County Clerk's Office.



**YOU MAY BE ABLE TO USE THE NYS FREE DIY COMPUTER PROGRAM TO COMPLETE YOUR FORMS**

This free program will help you create the petition.

You can use this program if:

- You are 18 or older
- You are not in prison, or probation, or on parole.
- You do not need to keep you name private for safety reasons.

<https://nycourts.gov/courthelp/DIY/nameChange.shtml>





## YOU WILL NEED

**Court papers asking for the name change**, which you will have prepared ahead of time, because you're brilliant like that.

These papers include:

- A name change petition - the petition must be filled out, signed, and notarized. Don't know how to get something notarized? We've got you covered. Skip to page 27.
- A proposed order - This form can be found at the link\* below.
- A Request for Judicial Intervention (RJI)
- The original or certified copy of your birth certificate. How do you get that? Skip to page 17.
- And you'll need to pay a court fee, which is currently \$210 (terrible, we know) but if you are unable to pay this, you can ask the court for a fee waiver.

An overview of the process in NYS is available at: <https://nycourts.gov/courthelp/namechange/basics.shtml>

\*NYS forms and info are available at: <https://nycourts.gov/courthelp/namechange/forms.shtml>

## ON A SIDE NOTE

### **Make copies of everything,**

and have a designated, secure place to keep all of your documents and paperwork during this process. You never know when you might lose something, so make copies if possible.

Remember to ask ahead of time if originals are necessary for any of the processes you are going through.

For some banks, the Selected Service, and other places, copies are fine, so why mail off your only copy of your official document? That would be silly.





## SO WHAT DO YOU NEED TO DO?

Go into to County Clerk's office in the county where you live. Unfortunately at this point this can not be done online.

When it's your turn, tell the staff person that you would like to file for a name change. They will:

- look over your paperwork
- ask for your proof of birth and return it to you
- probably ask to see a form of photo ID, like a drivers license - this will have your birth name on it at this point and that's okay.
- and ask you to pay the fee - again it's \$210

Different offices accept different forms of payment and not all offices will accept a debit or credit card. You'll probably want to check online (if your clerk's office website has a name change section that offers more details) or call ahead of time to ask. Some offices only accept checks, money orders, or sometimes cash, so it's important to be prepared ahead of time with a method of payment that will work. Otherwise you'll have to do this whole process over again, when you could be spending that time doing literally anything else.

Your request will be assigned a court number.

Ask any questions you may have for the staff while you are there.

Then...  
You wait.





Usually it will take a few weeks before a judge reviews your request. Good news: in NYS you usually do not have to appear before a judge in court. Instead, the judge reviews your request without you having to be there. If the judge has any questions, they will contact you.

The judge will then grant your name request and you will be mailed the Order.

**WHEN YOU RECEIVE THE ORDER** in the mail you will head back down to the County Clerk's office with it and all the other paperwork the court sent you. The staff will look it over and verify that everything is in order. They will then notarize and place a seal on your paperwork. This shows that it is complete.

Woo-Hoo!  
You just leveled up!

This paperwork is your official name change document, and you will probably want more than one official copy. Tell the staff how many copies you'd like and pay the fee (this is usually about \$5 a copy).

**POSSIBLE PRIVACY CONCERNS:** Anyone can view name change applications. They are public record. If your safety is in danger, you can have your application "sealed" so it is no longer public record.

HOORAY! You changed your name!  
Now, you on to your Social Security!



So, how are you doing after step one? It can be a stressful process. It may be helpful to have a friend, or two or three, to help you through it. Whether it be having someone help organize the paperwork or stand in lines with you, buy you ice cream after every step, it can be helpful to have a support network.

► Be sure to talk to a lawyer or victim's services advocacy agency if you want to change your name because your safety is at risk.



## SOCIAL SECURITY NAME CHANGE

To apply for a new Social Security card with your shiny, newly correct name, you can start the application online at [www.ssa.gov/ssnumber/](http://www.ssa.gov/ssnumber/). After you submit your online request, you must go in person to your local SSA office with your documentation within 45 days.

### YOU WILL NEED

- A filled out Form SS-5. You can print out this form from [www.ssa.gov/forms/ss-5.pdf](http://www.ssa.gov/forms/ss-5.pdf) or get a copy in a Social Security office.
- A certified copy of your name change order
- Your birth certificate or certificate of naturalization or citizenship
- A document showing your identifying information and photo (such as a passport, driver's license, US military ID card).

This document will have to show your old name. It's just used to verify your identity, the staff person knows it won't match your newly changed name yet.

So. Yes.

Here you are standing in another line.

When it's your turn, tell the staff person you have changed your name and need to update your Social Security records and obtain a new card. The staff person will look over your documents, return them to you, submit your request, and let you know how long it will take to receive your new card.

Your new card will arrive by mail and there is no fee! Yay!  
You did it! Step two complete. But what about your gender?

### ON A SIDE NOTE

You may decide to change your name and gender marker with Social Security at the same time, or you may decide to do them at different visits depending on your circumstances.



## SOCIAL SECURITY GENDER MARKER CHANGE

To change your gender on Social Security records you must gather documents proving your:

- **Identity** (i.e. drivers license, state-issued non-driver ID card, US Passport)
- **US Citizenship**
- **Immigration Status** (if not a US citizen).

After you have gathered the above documents you must fill out an application for a Social Security card. This can be found at [ssa.gov/forms/ss-5.pdf](https://ssa.gov/forms/ss-5.pdf)

Take or mail your completed application and evidence documents to your local Social Security office or your local Social Security Card Center.

All documents must be either originals or copies certified by the issuing agency. The Social Security Office can't accept photocopies or notarized copies of documents. They will return any documents mailed to them, along with a receipt.

### ON A SIDE NOTE

You can receive up to ten replacement social security cards in your lifetime. So if you change your name more than once, or you change your gender separately, no need to worry. You can go through the process again.



## **DRIVER'S LICENSE NAME CHANGE**

How you change your name on your NYS drivers license depends on what type of ID you have. Detailed information can be found here: <https://dmv.ny.gov/address-change/how-change-information-dmv-documents>

### **IF YOU HAVE A STANDARD LICENSE, PERMIT OR NON-DRIVER ID**

You can change or update your legal name on your Standard document by mail and order a new DMV document if:

- you have a Social Security Number on file with the DMV and you already changed your name with the Social Security Administration
- you **do not** have a commercial driver license or commercial learner permit
- you **do not** need to change any other information (height, gender, address, etc.)

#### **To change by mail:**

- Complete form MV-44NC, found at <https://dmv.ny.gov/forms/mv44nc.pdf>
- provide a copy of your new Social Security Card
- provide a copy of your current "Standard" New York State license, permit or non-driver ID
- provide a copy of your name change court order
- provide a check or money order for \$12.50 (for license or permit) or \$5.00 (non-driver ID) payable to 'Commission of Motor Vehicles'

If you have a REAL ID or EDL license, permit or non-driver ID or if you are not eligible to mail your Standard ID you also have to update your photo so the process is different.





## IF YOU HAVE A REAL ID, EDL LICENSE, PERMIT OR NON-DRIVER ID, OR IF YOU ARE NOT ELIGIBLE TO MAIL YOUR STANDARD ID

### You must bring the following to your local DMV

- a filled out MV-44 form, found at: [dmv.ny.gov/files/mv44pdf](https://dmv.ny.gov/files/mv44pdf)
- your current NYS driver's license or other proof of identity that displays your previous name and has a value of at least six points.
  - (Head to [dmv.ny.gov/idlicense.htm](https://dmv.ny.gov/idlicense.htm) for a list of acceptable documents for this crazy point system you have to follow).
- your official name change document
- a fee of \$17.50 for a new driver's license or learner permit, or \$9.50 for a new non-driver photo ID card. You can usually pay DMV fees with a credit card, cash, check, or money order.

So. Yes. You guessed it. You're standing in another line.

Tell the staff person you have changed your name and want update your ID. They will look over your paperwork, take a photo, and submit your request. They will return your official name change document-however, you will have to surrender your current ID. In its place you will receive a paper ID and your new ID will be mailed to you.

What about your gender marker? You can change that too if you'd like. We won't leave you hanging. Information about how is on the next page.

### ON A SIDE NOTE



Yup. You are taking a picture. Haul out your cutest outfit so you look appropriately smashing for the occasion.





## DRIVER'S LICENSE GENDER MARKER CHANGE

To change the gender marker on your New York State Driver's License you will need to complete the MV-44 form. This form is called the Application for Driver's License or Non-Driver ID Card and can be found at [dmv.ny.gov/forms/mv44.pdf](https://dmv.ny.gov/forms/mv44.pdf).

You used to need proof of a "gender reassignment surgery" to change your gender marker on your Driver's License. This is no longer the case.

Hooray for progress!



**AS OF MAY 27, 2022  
THERE IS A THIRD  
GENDER OPTION ON  
NYS DRIVERS  
LICENSE'S**

In accordance with the Gender Recognition Act, DMV processes applications to allow existing applicants to update their NYS photo documents to reflect an "X" gender option and new applicants to apply with an "X" gender option.

### ON A SIDE NOTE

You may decide to change your name and gender marker with the DMV at the same time, or you may decide to do them at different visits depending on your circumstances.

There is a fee of \$17.50 to make this change. The DMV office will issue you a temporary paper document that does not have a photo, and they will keep your old license. This may make it difficult to travel by plane, buy alcohol, or do any activity where you would need a photo ID, so plan for this accordingly. Your new license will arrive by mail.

If you need information about Driver's Licenses from different states you can visit <https://transequality.org/documents>

Yippee!  
A shiny brand new license that reflects you!  
Finally!



## **BIRTH CERTIFICATE**

If you want to do anything with your NYS birth certificate, you'll need a copy of your existing one to even begin the process. Don't have that? Can't find it?

### **HOW TO GET A COPY OF YOUR EXISTING BIRTH CERTIFICATE**

In order to make these changes to your name or gender marker, you'll need an official copy (not a photocopy, but an officially issued one with a raised seal or other official mark) of your original birth certificate. If you don't have one or don't know where it is, here's how to request one before you begin the process.

**If you were born in New York State** you'll need to find the city or County Clerk's office in the place where you were born. Check their website for information about requesting an official copy of your birth certificate, or call them to ask what is needed to obtain an official copy.

You will need to find the "Application to Local Registrar for Copy of Birth Record" <https://www.health.ny.gov/forms/doh-4380.pdf>. Fill out the form, provide a copy of a valid photo ID or other proofs of name or address that are listed on the form, include the required fee (this is anywhere between \$10-\$40, check with your local office to get the price and how the accepted payment methods) and mail or bring it into the office.

This can also be done online at [vitalcheck.com](http://vitalcheck.com)

**If you were born in New York City** you can request an official copy in person, by mail, or online. More information can be found here:

<https://www1.nyc.gov/site/doh/services/birth-death-records-birth.page>





**If you were born in a state other than New York, or in another country** you'll need to check with your state Department of Health of Vital Records, or other government office that oversees birth certificates in the place you were born to find out what information is required and request an official copy of your birth certificate. The amazing people at Lambda Legal ([lambdalegal.org](http://lambdalegal.org)) have an overview of what is required in each state and in New York City.

**If you are an American Citizen born overseas to American parents** visit the United States State Department website, [travel.state.gov](http://travel.state.gov), for information about how to have a replacement Consular Report of Birth Abroad (FS-240) issued to you.

### **BIRTH CERTIFICATE NAME AND GENDER MARKER CHANGE**

If you were born anywhere in New York State (including NYC), you can now change your gender marker on your birth certificate much more easily than in the past! You can update your name at the same time, if you have changed your name too.

**If you were born in New York City** it is a slightly different process than the rest of the state. Details can be found here: <https://www1.nyc.gov/site/doh/services/birth-death-records-corrections-birth.page>. You will need the following:

- A completed Birth Correction Application
- A photo identification
- A Self Attestation Form, signed and notarized
- A check or money order for \$55 made payable to the NYC Department of Health and Mental Hygiene





**If you were born in New York anywhere other than New York City** make your request in writing to the New York State Department of Health, Bureau of Vital Records along with the following documents:

- A completed Application for Correction of Certificate of Birth for Gender Designation for an Adult - <https://www.health.ny.gov/forms/doh-5305.pdf>
- A Notarized Affidavit of Gender Error for a Person 17 Years of Age or Older - <https://www.health.ny.gov/forms/doh-5303.pdf>

If you are simultaneously requesting that your name be changed on your birth certificate, that should be noted on the application. Your application must then include a copy of the court order authorizing your name change.

As soon as all documentation is submitted, your request will be reviewed and processed. Processing take approximately three months. When approved, the Department will issue a new birth certificate reflecting the requested change. The certificate will not indicate that there was a change.

Your original birth certificate and all other documents relating to the name and gender marker change will be kept in a sealed file. The registrar will make a copy of the new certificate for the local record and keep the contents of the original record confidential.

One certified copy of your birth certificate will be provided to you at no charge. Additional copies are \$30 each.

Additional questions can be directed to Diana A. Yang, Director of the Bureau of Vital Records at (518) 474-5245.



**ADDITIONAL NOTE ON THIS PROCESS IN SUPER LEGAL LANGUAGE!**

**Because it's important legal stuff to know about.**

If you are incarcerated pursuant to a state sentence of imprisonment, the application for correction of certificate of birth must first be submitted through the appropriate state judicial or legal process, then through the New York State Department of Health, Bureau of Vital Records. If an incarcerated applicant's criminal history includes one or more felony convictions enumerated in Article 6 of the Civil Rights Law or its equivalent, if committed in another jurisdiction, the application shall for each such conviction specify such felony conviction or convictions were entered. At the same time that the application is submitted for consideration, the applicant shall serve, in like manner as a notice of a motion upon the district attorney of every county (or comparable jurisdiction) in which such person has been convicted of such felony and upon the court or courts in which the sentence for such felony was entered.

If you are under community supervision, you must submit a letter from your Department of Correction and Community Supervision (or comparable entities) on official letterhead to the New York State Department of Health, Bureau of Vital Record, with knowledge of the applicant's history certifying that there are no public safety concerns with your application.



## SELECTIVE SERVICE

**American citizens and noncitizen immigrants age 18–25 who were assigned male at birth** are required to register with the Selective Service System within 30 days of their 18th birthday. This is important because it impacts many things like federal financial aid, jobs with the federal government, citizenship, and other government benefits.

Selective Service bases the registration requirement on gender assigned at birth and not on gender identity or transition status. Therefore, transgender people are uniquely affected by their Selective Service registration status.

**Trans women and individuals who were assigned male at birth** are required to register for the Selective Service within 30 days of their 18th birthday. This includes those who have transitioned before or since then. In the event of a resumption of the draft, individuals assigned male at birth who have changed their sex to female can file a claim for an exemption from military service if they receive an order to report for examination or induction.

**Trans men and individuals who were assigned female at birth** are not required to register with the Selective Service regardless of their gender or transition status. When applying for federal financial aid, grants, and loans as a man however, you may be asked to provide proof that you are exempt. Do this by requesting a Status Information Letter (SIL) at [www.sss.gov/verify/sil/](http://www.sss.gov/verify/sil/).





If you were assigned female at birth, transition before your 18th birthday, and change your birth certificate, it is possible to register with the Selective Service should you want to. However, registration is not required for anyone assigned female at birth.

### **NAME CHANGES AND THE SELECTIVE SERVICE**

People who were assigned male at birth and are therefore required to register for the Selective Service are also required to inform the Selective Service of any legal name change until their 26th birthday. This notification of a name change is required within 10 days.

To update your records, fill out the Change of Information Form attached to the Registration Acknowledgement Card with your new name. Further information can be found here: [www.sss.gov/verify/update-info/](http://www.sss.gov/verify/update-info/).

Alternatively, you can fill out a Change of Information form called SSS Form 2, which is available at any US Post Office or US Embassy or Consulate.

You may also change your information with the Selective Service by letter. In the letter be sure to include your full name (the one you are changing), Social Security Number, Selective Service Number, date of birth, current mailing address, and new name (your lived name).

With any of these methods, you must attach official documentation of your name change and mail it to the Selective Service. Updates take 4-6 weeks, after which you will receive a new acknowledgement card.



## PASSPORT NAME CHANGE

The process and cost to change your name on your passport depends on if you have ever had a passport before, and if so, how long it has been since your passport was issued. You can find an online guide at [www.pptform.state.gov/](http://www.pptform.state.gov/) to help you with this process.

If you already have a passport and less than one year has passed since your passport was issued:

- You will **not** have to pay for the passport or processing fees
- Submit form DS-5504 by mail with your current passport, your name change document (original or certified copy), and a color passport photo. You may use the online guide to fill and print out the form, or download it and fill it out by hand.

If more than one year has passed since your passport was issued, and you are eligible to use form DS-82\*:

- Submit form DS-82 by mail with your current passport, your name change document (original or certified copy), a color passport photo, and all applicable fees. You may use the online guide to fill out and print form DS-82 or fill it out by hand.

If more than one year has passed and you are not eligible to use form DS-82\*:

- Submit form DS-11 in person at an Acceptance Facility or Passport Agency, along with evidence of US citizenship, your name change document, a valid ID and photocopy of that ID, a color passport photo, and all applicable fees.



**\*Form DS-82 Eligibility:**

- You can submit your most recently issued passport;
- You were at least 16 years old when your most recent passport was issued;
- Your most recent passport was issued less than 15 years ago;
- Your most recent passport has not been lost, stolen, damaged, or mutilated; and
- You use the same name as on your most recent passport, or have had your name changed by marriage or court order, and can submit proper documentation to reflect the name change.

**IF YOU HAVE NEVER HAD A PASSPORT BEFORE**

you must apply in person. In person applications are accepted at authorized facilities or agencies. These usually include US Post offices, County Clerk offices, and regional passport agencies. Find a full list of places where you can apply at [www.travel.state.gov](http://www.travel.state.gov).

**What you will need to apply for your first Passport:**

- Completed Form DS-11: Application For A U.S. Passport
- Evidence of U.S. Citizenship
- Present Identification
- Official Name Change Court Document
- Pay the fee (Fee chart can be found here [https://travel.state.gov/content/dam/passports/forms-fees/Passport%20Fees%20Chart\\_TSG\\_JAN%202022.pdf](https://travel.state.gov/content/dam/passports/forms-fees/Passport%20Fees%20Chart_TSG_JAN%202022.pdf))
- A photo that meets passport requirements.

Your passport will be mailed to you! Yay! The average wait time is 4-6 weeks. Any documents you mailed in will be mailed back separately from your passport.





## **PASSPORT GENDER MARKER CHANGE**

Similarly to the process of changing your name, the way you change your gender marker depends on whether or not you have a passport already. You can change your gender marker at the same time you change your name if you are doing both. The forms, eligibility requirements, and fees remain the same.

As of recently, the gender you select does not need to match the gender on your supporting documentation such as a birth certificate, previous passport, or state ID and you no longer need medical documentation to change the gender marker on your U.S. passport. (YAY!)

At this time, you can select male (M), female (F), or unspecified or another gender identity (X) as your gender marker if you are applying for a U.S. passport book and selecting routine service. You can apply in-person at a passport acceptance facility or renew by mail.

For further information go to:

<https://travel.state.gov/content/travel/en/passports/need-passport/selecting-your-gender-marker.html>



## VOTER REGISTRATION

### HOW TO REGISTER TO VOTE OR CHANGE YOUR NAME AND GENDER MARKER WITH VOTER REGISTRATRION.

So, cool thing.

If you live in New York and are already changing your name or gender at the DMV, New York makes it simple for you to register to vote, or update your voter registration information.



Simply fill out page 3 of form MV-44 for the DMV, the one that says "New York State Voter Registration Application" on the top. Do this and it will be done for you when you turn in that form at the DMV.

You can also visit [www.elections.ny.gov/](http://www.elections.ny.gov/) to see additional options which include:

- Downloading the New York voter form, print it, complete it, sign it, and mail it to the Board of Elections.
- Registering in person at your county Board of Elections.
- Registering at any New York State Agency-Based voter registration center.
- Requesting to have a New York State Voter Registration Form mailed to you by calling the 1-800-FOR-VOTE hotline.



## **NYS BENEFITS CARD**

### **CHANGING YOUR NAME AND PHOTO ON YOUR NYS BENEFITS CARD**

If you receive benefits from New York State such as

- Medicaid
- Food stamps
- Employment training or
- Other public assistance

you can change your name and photo on your benefits card when you get a legal name change.

All you have to do is bring your legal name change court order to your local Department of Social Services office.

### **If you have health insurance through Medicaid or Child Health Plus, you can change your info by**

- Signing into your account online through your NY State of Health account at [nystateofhealth.ny.gov](http://nystateofhealth.ny.gov).
- Meeting with an Enrollment Assistor to receive assistance with updating your account.
- Calling the NY State of Health Customer Service Center at 1-855-355-5777 (TTY: 1-800-662-1220).



## HOW TO GET SOMETHING NOTARIZED

Some of the documents we have talked about must be "notarized." What does that mean? Well, it means that you sign the document in front of a person who is officially designated as a "notary public," and that you have shown them proof of who you are, and also that you are signing voluntarily.

If you need a document notarized, *do not sign it first!* You must sign it in front of the notary.

### Where can you find a notary public?

They can be found in banks, credit unions, libraries, town and county clerk offices and courts, legal offices, schools, colleges and universities, post offices, mailing and shipping services. It is a good idea to call ahead, make sure they have one, and ask if an appointment is needed.

### How much does it cost?

There may be a fee of a few dollars, but sometimes notary services are free. Banks and credit unions often provide notary services to their customers for free, and each county clerk has a notary in the office to serve the public at no cost.

### What to bring:

- The document you need notarized
- Proof of your identity (a driver's license, state issued non-driver ID, passport, or other government-issued photo ID).



## WHERE ELSE MIGHT YOU CHANGE YOUR NAME OR GENDER MARKER?

If you changed your name or your gender marker on other documents, you will also want to update this with your:

- Bank accounts
- Credit cards
- Workplace or school
- Student loan
- Leases or mortgages
- Voter registration
- Car loan or other loans
- Medical offices
- Post office boxes
- Library card

### ON A SIDE NOTE

If you were married in New York before you changed your name or gender, here's how to have your new info reflected on your marriage certificate.

Visit the town or city clerk where the marriage license was issued. Provide your name change or gender change court document, OR amended birth certificate that shows your change of name or gender marker, OR a notarized affidavit of your change of gender marker. There may be a \$10 fee. The clerk will issue you a new marriage certificate right there!

Each of these will have a separate process, so you will have to contact each to ask what they require in order to update your records.

It will take time until all your records and all accounts reflect your name and gender. Some people find it helpful to keep track using a list, spreadsheet, or elaborate color coated bulletin board to help chart their progress and keep track of what each company or organization has requested, when you provided it to them, and when you hear that they have updated your information in their systems. We have a spreadsheet for you if you want one! You can find it here: <https://bit.ly/ICKnowHow>



**THERE ARE A COUPLE EXCELLENT PLACES ONLINE TO GATHER MORE INFORMATION AND RESOURCES ABOUT TRANSGENDER RIGHTS**

**Lambda Legal**  
[lambdalegal.com](http://lambdalegal.com)

**The National Center for Transgender Equality**  
[transequality.org](http://transequality.org)

**The Sylvia Rivera Law Project**  
[srlp.org](http://srlp.org)

**So hey.**

We really hope some of this information was useful to you.

If you have a question or suggestion about what we could add, or how we could make this information easier to understand, please let us know. This is a big work in progress, and as things change and more people go through the various processes, we can update our information and make this document more helpful for the next people trying to do the same thing.

Email us with ideas and thoughts at [lgbt@ithaca.edu](mailto:lgbt@ithaca.edu)

**THANKS!**

**ON A SIDE NOTE**

So, did you do this? Did you successfully change your name, gender marker, paperwork, or ID? If you did and you're reading this, email us at [lgbt@ithaca.edu](mailto:lgbt@ithaca.edu) and say "hey, I'm an awesome trans person and I did some important stuff!" and give us a mailing address and we'll send you a prize.

Seriously, we're that cool.



# ITHACA COLLEGE

Center for LGBT Education,  
Outreach, and Services



Scan for a PDF version  
of this booklet

### **Third Edition, 2022**

Written by Grace Dosdall  
and Luca Maurer

from the Ithaca College  
Center for LGBT Education,  
Outreach, and Services.

A special thanks to  
Maureen Kelly  
and Calvin Kasulke

from Planned Parenthood's  
former LGBT Health and  
Wellness program in Ithaca, NY,  
Out for Health

**Ithaca College Center  
for LGBT Education,  
Outreach, and Services**

953 Danby Road,  
Ithaca, NY, 14850  
lgbt@ithaca.edu