

## Social Security

1. Fill out the "Application for a Social Security Card." (SS-5).
2. Provide proof of current identity: One or more identity documents in the new legal name such as a driver license, state issue ID card, U.S. Passport.
3. Proof of former identity: One or more identity documents in former name. These documents can be expired.
4. Documents to bring: Proof of court ordered name change.
5. Go to: <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp> to locate a Social Security Office near you.

## Department of Motor Vehicles

The instructions below apply primarily to young adults who may already have a drivers license in their birth name and gender.

1. You will need a letter from a licensed therapist who is certified by the DMV as a member of the World Professional Association for Transgender Health (WPATH). TransActive can provide this. Speak to your therapist.
2. Documents to bring: Copy of name change court order, letter from therapist, copy of birth certificate or passport (doesn't matter if it's in your birth name or not), and Social Security card (OK if it's in your old name).
3. Some DMV clerks may be unaware of the requirements and may tell you they need a letter confirming that you've had sex reassignment surgery. If this occurs, ask to speak with a supervisor.

## Birth Certificate

The requirements for amending a birth certificate to reflect the true gender (not the birth assigned gender) varies from state to state. Most states unreasonably require that some sort of "surgical procedure" has been performed. If you are 18 and under, or the parent of a child or youth under 18, contact TransActive for assistance in navigating this process.

If at any point you feel you are being discriminated against or disrespected by any of the personnel with whom you are interacting, please contact TransActive and/or the American Civil Liberties Union:



**Phone**  
503-252-3000

**Email**  
[info@transactiveonline.org](mailto:info@transactiveonline.org)

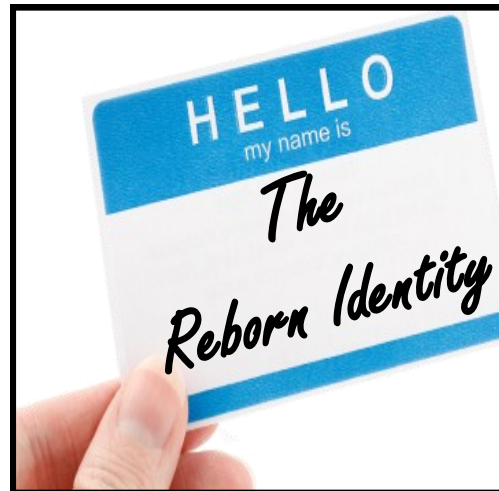


**Phone**  
503-227-3186

**Email**  
[info@aclu-or.org](mailto:info@aclu-or.org)



*Community Education*

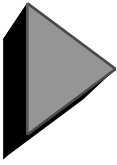


**Name Change**  
**U.S. Passport**  
**Social Security**  
**Gender Change (DMV)**  
**Birth Certificate**

## Amending Identity Documents for Children and Youth Under 18

Also available online at: [TransActiveOnline.org](http://TransActiveOnline.org)

*Published January, 2012 by TransActive Education & Advocacy*

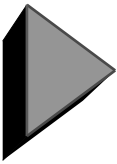


## Name Change

This section describes the process for obtaining a legal change of name in Multnomah County, Oregon. The process in most counties will be very similar.

The Multnomah County courthouse is located at 1021 SW 4th Ave. in downtown Portland. If you do NOT live in Multnomah County, write your county courthouse's address below:

1. Go to the Family Law Office in Room 211. Ask the clerks for the name change form. These forms are also available online.
2. The packet of forms will walk you through the process step-by-step. Make sure to bring valid state ID. Out of state ID is okay as long as it is valid. You will need to file the paperwork and post notice of the name change on the board in the Family Law Office.
3. Schedule a court date. They are typically scheduled 4-5 weeks out.
4. The fee for a name change varies, so ask the clerk for that information. This fee should include the name change forms, the filing fee, and a certified copy of your name change decree signed by the judge.
5. Once you receive your name change form in the mail, you can start changing all your documents: school, medical, DMV, bank, Social Security, etc.
6. For those facing financial challenges, Outside In provides a service known as **"The ID Project"**, which will aid indigent clients and shepherd them through the process. Contact Outside In at 503-535-3813 and ask to speak with a representative from **The ID Project**.



## U.S. Passport

Under the new policy, a physician certification is required if the documents you submit with your application (which may include a prior passport, birth certificate, driver's license or other documents) do not all reflect the correct gender. If all the documents you submit with your application reflect the correct gender, you do not need to submit a physician certification. See the application instructions below for more details.

Since most transgender children and youth do NOT have an existing drivers license, prior passport, or birth certificate that reflects the correct gender, it is TransActive's recommendation that this process be followed for best effect.

### WHO CAN WRITE THE PHYSICIAN LETTER?

You will need a letter from a licensed physician with whom the child/youth has a doctor/patient relationship and who is familiar with their transition-related treatment. This may be **ANY** physician, including a primary care physician or specialist.

The State Department has provided the following model letter for physician certifications. All certifications must include the information seen here. **It is strongly recommended** that your physician use this letter and not give any additional personal health information that is not included here:

*I, (physician's full name), (physician's medical license or certificate number), (issuing U.S. State/Foreign Country of medical license/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 foregoing is true and correct.*

*Signature*

*Typed Name*

*Date*

### WHAT CONSTITUTES APPROPRIATE CLINICAL TREATMENT?

The child/youth is entitled to a passport reflecting their current gender if they have had the clinical treatment (determined by their health provider to be appropriate) in their individual case to facilitate gender transition. **NO SPECIFIC TREATMENT IS REQUIRED.**

This new policy applies to both adults and minors. All passport applications for minors are subject to special parental consent requirements. (These requirements apply to all minors, not just transgender minors.)

### THE PROCESS

To obtain a new or renewed passport with the appropriate gender marker **you will need to apply in person**. Download, print and fill out form DS-11, which is available online at:

**[http://travel.state.gov/passport/forms/ds11/ds11\\_842.html](http://travel.state.gov/passport/forms/ds11/ds11_842.html)**

Take the completed DS-11, court ordered name change paperwork, physician letter and existing birth certificate (or other identity documentation) to a local passport processing center.

To locate a processing center near you visit:

**<http://iafdb.travel.state.gov/>**