



The Iowa Guide to Changing Legal Identity Documents

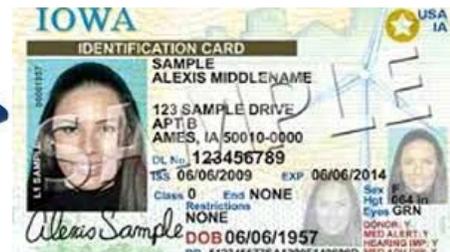
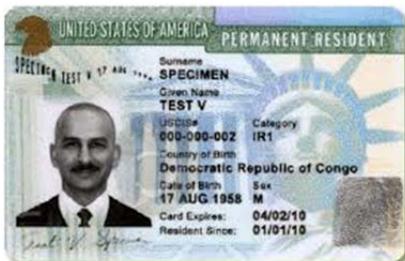
A Handbook and Roadmap for Transgender Individuals Interested in Changing Their Legal Name and Gender on Government and Personal Records and Accounts

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Prepared for the University of Iowa LGBTQQ Health Clinic By

Eric Bigley
Joshua Weiner
Brittany Bermudez
Erin Fleck
Hilary Moise
Student Legal Interns

Len Sandler
Clinical Professor of Law
University of Iowa Clinical Law Programs
Boyd Law Building
Iowa City, IA 52242-1113
319.335.9023
Leonard-sandler@uiowa.edu
www.uiowa.edu/legalclinic



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Introduction

In this day and age, we have to 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 general public to obtain or update identity documents.

Transgender individuals may confront additional obstacles 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 Student Legal Interns and faculty of the University of Iowa Law and Policy in Action project in conjunction with the University's LGBTQQ health clinic.

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

The Law and Policy in Action Project 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, Student Legal Interns working under the supervision of Clinical Professor Len Sandler have produced this guide, helped develop and conduct a survey to identify legal concerns and community needs, drafted proposed legislation, and prepared workshop and other educational 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 your 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 Clinic and believe that the Guide to Changing Legal Identity Documents will be a helpful resource for transgender people across the state of Iowa.

Acknowledgements

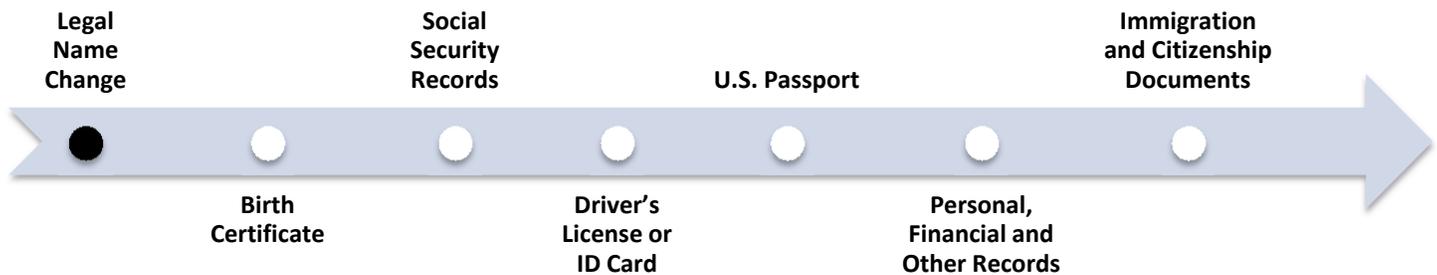
Many people contributed to the design, content, and format of this Guide. We appreciate their comments, suggestions, edits and recommendations. Our special thanks go to Drs. Nicole Nisly and Katie Imborek and the patients and staff at the LGBTQQ health clinic, Assistant Professor Rick Funderburg, Associate Dean & Professor Marcella David, Diversity Resources Coordinator Kendra Malone, JD Candidates Jay Stirling and Jordan Jackson, Center for Teaching Associate Dean Lisa Kelly, Clinical Assistant Professor Susan P. Lehmann, Higher Education and Student Affairs Ph.D. Student Kira Pasquesi, and UI Clinical Programs Administrator Becky Yoder and Secretary Mishelle Eckland, and Mikayla G. Rolfes of Cedar Rapids. Special recognition is also due 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 so. Some of you may wish or need to change your legal name, your gender, or both. We've 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 which 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 and bottom of each page. The destinations – name change, birth certificate, social security, etc. -- are possible stops along the way. The current stop is marked with a Black dot, the next 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's 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 do is important. Following through 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, if you change just the gender on your driver's license and not on any other papers, you might find yourself grounded or worse if trying to board an international flight.

The Transportation Security Agency lists special considerations for transgender travelers online at <http://www.tsa.gov/traveler-information/transgender-travelers>. 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. But 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 also 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.

The 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 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 first read Chapter 7. It is the last stop on the roadmap simply because we believe it might be of interest to the fewest number of readers in Iowa.

The 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.

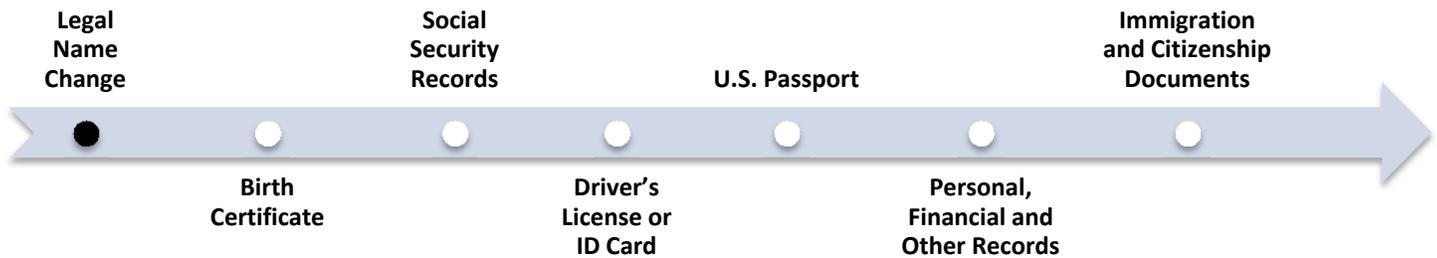
Using or Reproducing The Guide

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 you cite the title, copyright date and author. Excerpts may be used if they are properly cited, they are used within their proper context, and a note is included 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 or to furnish legal advice. The information in the guide 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 was accurate when it was written in April 2014; however, the law often changes, so do not assume the information is up-to-date when you read the guide. No guide intended to reach a wide audience can do so. We welcome your feedback. Please contact us at:

Law and Policy in Action Projects
University of Iowa College of Law
Clinical Law Program
380F Boyd Law Building
Iowa City, Iowa 52242-1113
319-335-9023 Toll-Free 866-251-5491
Leonard-sandler@uiowa.edu
www.uiowa.edu/legalclinic



Chapter 1

Changing Your Legal Name in Iowa

Why would I need or want or need 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, 866-809-0290 (toll free) http://www.idph.state.ia.us/apl/health_statistics.asp

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 take to change my legal name?

1. Obtain a certified copy of your birth certificate;
2. Complete a name change petition;
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. <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 currently resides.
4. Wait 30 days, at which time the court will make a decision to grant the name change.

What forms do I need to complete?

You will need to complete the name change petition. Thankfully, you do not need to create a name change petition from scratch—the Iowa Judicial Branch website provides a form that you can use: http://www.iowacourts.gov/Court_Rules_Forms/Name_Change_Forms/. A copy of the form is in the appendix. Iowa does not require you to publish notice of your name change in a newspaper of general circulation.

Can I still 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: the parent has abandoned the child; the parent has failed, without good cause, to support the child or contribute financially for the child's birth, or the parent does not object to the name change after receiving proper notice.

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

Depending on where you live, you can submit your name change petition online or in person at the office of the clerk of court in your county. Not all Iowa counties accept online submissions. The list of clerks of court by county is at <http://www.iowacourts.gov/Administration/Directories/>.

How much does it cost?

The cost for filing a petition for name change in county court is \$185.00. You must submit a processing fee payment along with your name change petition.

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

Iowa law states that a decree of change of name may be granted any time thirty days from the date the petition is filed.

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

Now that you have received a court order changing your legal name, you can obtain an amended birth certificate from the Iowa Department of Public Health. First, however, you will need to get a signed and notarized statement from your treating physician. See Section Two, "Amending Your Birth Certificate in Iowa" for more information.

Agency Information:

Iowa Judicial Branch

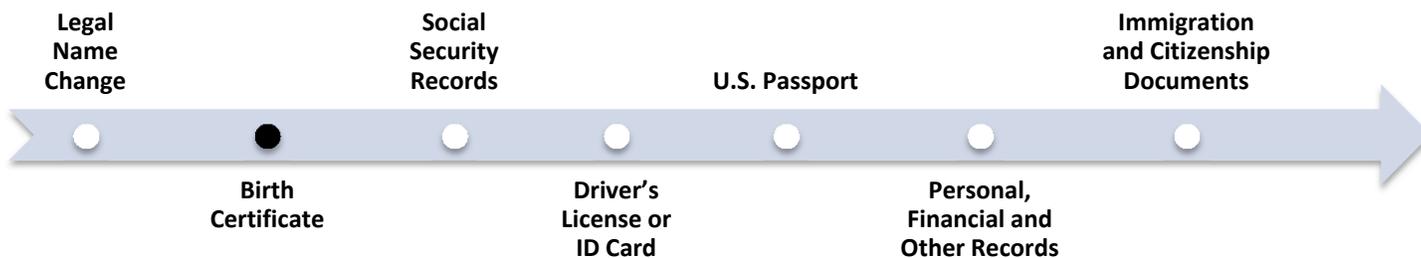
District Court of Iowa in the county where you live.

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

Forms: http://www.iowacourts.gov/Court_Rules_Forms/Name_Change_Forms/

Laws: Code of Iowa Chapter 674

Rules: 641 Iowa Administrative Code 99.90



Chapter 2

Changing Your Name and Gender on an Iowa Birth Certificate

Why would I need or want or need 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 <http://travel.state.gov/content/passports/english/abroad/events-and-records/birth/replace-or-amend-consular-report-of-birth-abroad.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.

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 and complete a special toolkit and "Amendment to Iowa Certificate of Birth" form.
4. Locate a current government-issued picture ID.
5. Submit the application and supporting documents to the Iowa Department of Public Health (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 changing your name. Second, you will need a notarized affidavit on letterhead from the physician or surgeon 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. See the Appendix for a sample affidavit. Third, you will need to obtain an "Amendment to Iowa Birth Certificate" form and toolkit from the IDPH Adoption and Name Change Clerk. The toolkit outlines the required documents, the processing fee, and the applicable law. To request a toolkit call (515) 281-6263, or by writing to the address provided at the end of this section.

Finally, you will need a photocopy of a current government-issued picture ID—for example, a state-issued driver's license, U.S. passport, or government-issued military photo ID.

Who has to complete the form?

You will complete the "Amendment to Iowa Certificate of Birth" form yourself. The first section must include the following: your name, sex, date of birth, place of birth, mother's name, and father's name. This information must be the same as indicated on your original birth certificate. The second section must include the name you are requested (if applicable) and sex designation. You will need to sign the completed form in the presence of a notary public. You can usually find a notary public at a local bank or at the courthouse in your county. The notary will sign and seal the form.

Your treating physician will draft the affidavit. You must include this affidavit with your application, along with your picture ID and name-change order (if applicable).

Where should I send my paperwork and how do I apply?

You must submit the forms, along with supporting documents, to the address listed below. You may submit the paperwork in person or by mail.

How much does it cost?

You must submit a processing fee along with your sex designation change application. The current fee to process the new birth certificate is \$20. There is additional cost for extra copies. The fees are payable by check or money order made out to the Iowa Department of Public Health. The check must be drawn from your account, or the money order must be in your name.

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 wish to other documents, including Social Security records next.

Agency Information:

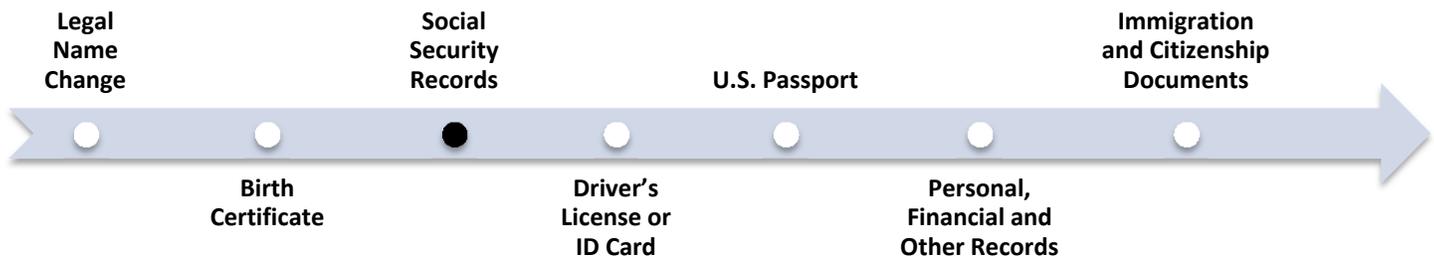
Iowa Department of Public Health
Bureau of Health Statistics
Lucas State Office Building
321 East 12th Street
Des Moines, Iowa 50319-0075

Vital Records phone number: (515) 281-6263

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 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/Resources/SSAResource_June2013.pdf



To Change Your 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>.

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:** Social Security 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.
 - 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 state/s have been authorized to do so).

Documents SSA Accepts 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. 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 it will accept as evidence: <https://secure.ssa.gov/poms.nsf/lnx/0200301030>

Special Issues Concerning Minors:

SSA has different rules for replacing or changing cards for children. The agency also requires different proof of identity for children. <https://faq.ssa.gov/link/portal/34011/34019/Article/3613/What-document-s-are-needed-to-prove-a-child-s-identity>

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

You should visit your local office or mail the materials to that office. You can find the nearest office at <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 updating your SSA records and receiving a Social Security card with your legal name, there are additional documents and records that you will want or need to update. Updating your Iowa driver's license, passport, financial documents, deeds, powers of attorney, should be high on the list.

Agency Information:

Social Security Administration (SSA)

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/ArticleFolder/261/Social-Security-Card>

20 Code of Federal Regulations § 422.110

Program Operations Manual System: <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

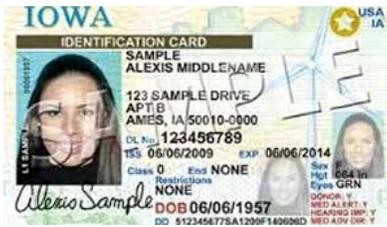
Personal,
Financial and
Other Records

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.



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

You should first decide whether you want to change both your name and gender, or just your gender. Changing your legal name requires some additional steps, described below.

Legal Name and Gender: There are two ways to change your legal name AND gender on your driver's license:

1. The first and traditional route is to apply for and receive an amended birth certificate from the Iowa Department of Public Health. The steps to obtain an amended birth certificate are detailed in Chapter 2, "Amending Your Birth Certificate in Iowa."
2. The second route involves providing additional information in a Petition for Name Change, discussed in Chapter 1, and asking the Court to change your legal name and your sex designation for purposes of amending your driver's license. This approach has been used by at least one individual in Iowa. Please consult an attorney if you want to take this route. The petition could include language such as:

Iowa Administrative Code § 601.5(7) permits the Iowa Department of Transportation to change the sex designation on Petitioner's Drivers License on the basis of a Court order. To avoid confusion and the appearance the Petitioner is trying to evade law enforcement in the event of a traffic stop or other involvement with law enforcement, and in the interests of justice, the sex designation on the Petitioner's driver's license marker should be changed from [male to female/female to male]. Petitioners request a Court order for the same.

3. Take a certified copy of the amended birth certificate or court order to the Division of Motor Vehicles and request a new driver's license that matches your gender identity. If you are from a state other than Iowa and have a court-ordered change of gender from that state, you can use that

court order to change your driver's license in Iowa. This route will NOT change your birth certificate in Iowa.

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 the 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.

Gender Only: If you are only changing your gender you need to:

1. Petition a court to order a new driver's license that matches your gender identity (see above) or receive an amended birth certificate from the Iowa Department of Public Health. The necessary steps to obtain an amended birth certificate are detailed in Chapter Two.
2. Take the amended birth certificate to your nearest Iowa MVD office or driver's license issuing station along with proof of your identity, social security number, and current residential address (see "What documentation do I need to show?" below).

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.

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

- Your 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.

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 made by the Iowa MVD 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 DOT requires you to surrender your current driver's license or ID card when you obtain a new one.

Special Issues Concerning Minors:

An unmarried person under the age of 18 who applies for an Iowa license must submit a parental consent and birth date confirmation form, "Parent's Written Consent to Issue Privilege to Drive or Affidavit to Obtain Duplicate." This form can be obtained at your local Iowa MVD office or license issuing station.

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 in person. You must go to an Iowa DMV 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 DMV office or station, go to <http://www.iowadot.gov/mvd/ods/dlsites.htm> 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 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 can be downloaded at <http://www.iowadot.gov/mvd/ovs/register.htm>, and you can locate your county treasurer's office on the Iowa DOT website: <http://www.iowatreasurers.org/iscta/access/countyService.do>.

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, 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 by going to Chapter 5.

Agency Information:

Iowa Department of Transportation Motor Vehicle Division
Office of Driver Services
P.O. Box 9204

Des Moines, Iowa 50306-9204

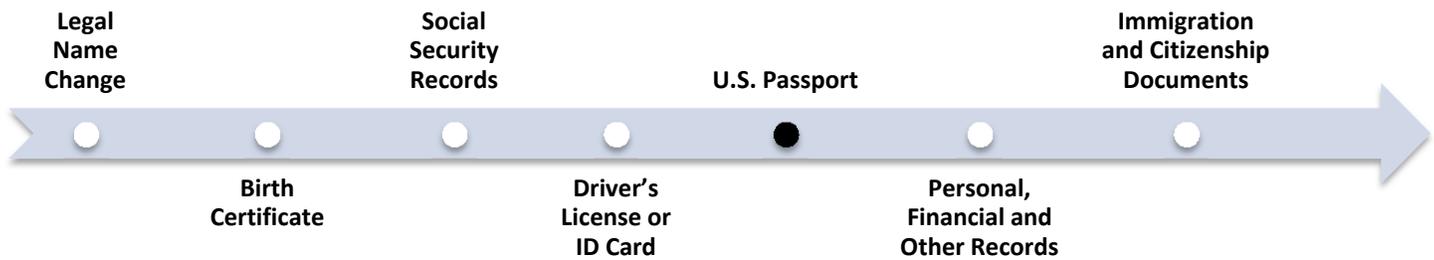
800-532-1121 (toll free in Iowa) or 515-244-8725

County offices <http://www.iowadot.gov/mvd/ods/dlsites.htm>

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



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, do I do need to 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/non-operator’s ID card, and Social Security Records before updating your passport.



Documents Needed to Show Change of Name and 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. There is no need to provide any additional details about your health or type of treatment.

Forms for Changing 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.

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://travel.state.gov/content/passports/english/passports/new.html>. 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 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

Name Change Only:

If your passport was issued within the past year you will need to complete and submit Form DS-5504. 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 to Form DS-82. Once complete, submit the form, a certified copy of the court order or decree changing your name, the required supporting documents, and the by mail to the address in the form instructions.

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

Gender Change With or Without Name Change:

If you are requesting a change of gender instead of, or in addition to, a change of name, you must use Form DS-11.

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. Submit the form in person with qualifying proof of citizenship, proof of identity, a recent color photograph, and the applicable fees.

Documents 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.

Special Considerations for Those in the Process of a Gender Transition

If you are in the process of your gender transition but have not yet completed your course of treatment, you are able to obtain a two-year limited validity passport. The two-year limited validity passport has the same effect as a full passport, but it is only valid for two years. To apply for a limited validity passport, you will need to complete and submit Form DS-11 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 in the Appendix.

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 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.

How much does it cost?

As noted above, the applicable fees vary depending on which form you submit. Information about fees is available at http://travel.state.gov/passport/fees/fees_837.html.

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?

Follow the arrow 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. State Department Bureau of Consular Affairs
1-877-487-2778; 1-888-874-7793 (TDD/TTY)

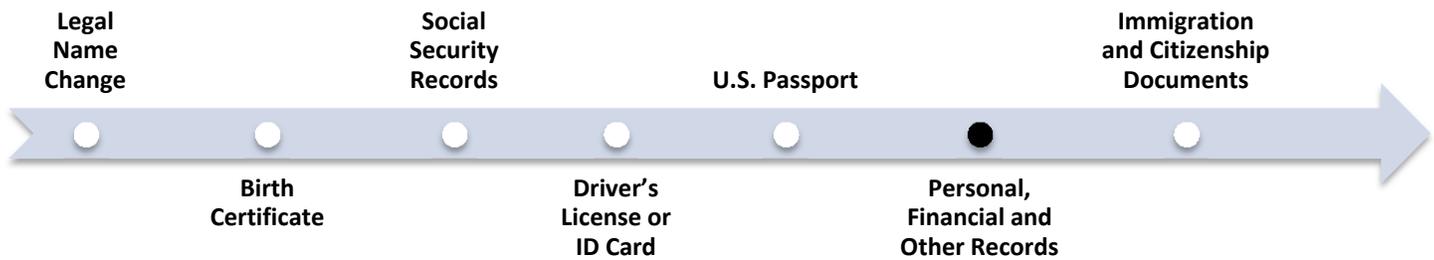
<http://travel.state.gov/content/passports/english.html>

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 Manual Sections: <http://www.state.gov/m/a/dir/regs/fam/07fam/c22714.htm>



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 steps immediately 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 and on 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>.

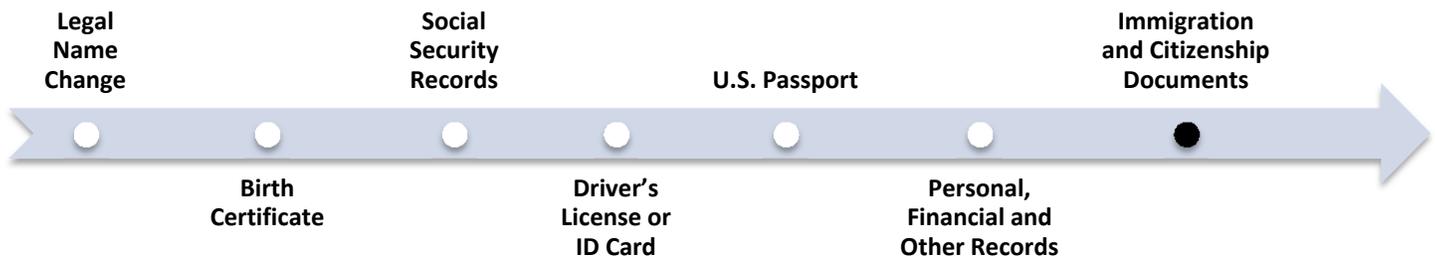
Health Care Records: Contact your doctors, hospitals, dentists, specialists, clinics, pharmacists and others involved in your health care and medical treatments. Update your medical records and files, release of information authorizations, emergency notification and next of kin papers, HIPAA designations, 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/ga.htm>.

Schools: Public and private schools, including K-12, vocational, undergraduate, and 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: <http://hr.uiowa.edu/payroll/name-and-address-change>.

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.

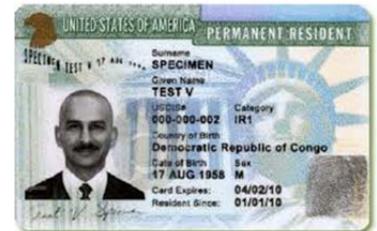


Chapter 7

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 *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?

An amended birth certificate or court order recognizing your gender is accepted, but not required, to obtain USCIS document amended to reflect your current gender.

To Change Your Name and Gender

The USCIS accepts the following documents to change your name and gender on identity documents in order of preference; it does *not* require sex reassignment surgery in order to establish a legal change of gender:

- An amended birth certificate, passport, or court order recognizing the new gender; or
- A medical certification of the change in gender from a licensed physician. See the sample physician statement for federal agencies in the Appendix.

Evidence that any name change was completed according to the relevant state or foreign law.

What steps should I take to change specific documents?

If you are changing your legal name on USCIS documents, you will only need to submit a certified copy of a court order legally changing your name. If, however, you are changing your gender identity as well as your legal name on USCIS documents, you will need to submit either an amended birth certificate or medical certification (see above).

Permanent Residence Card

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

1. Form 1-90, 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.

Naturalization 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://egov.uscis.gov/crisgwi/go?action=offices.type&OfficeLocator.office_type=LO.

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 USCIS 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://secure.immigrationdirect.com/uscis/uscis-status.jsp>.

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

After changing your USCIS 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

USCIS Adjudicator's Field Manual: <http://www.uscis.gov/iframe/ilink/docView/AFM/HTML/AFM/0-0-0-1.html>.

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	http://www.iowacourts.gov/Administration/Directories/	Iowa Code Ch. 674 641 Iowa Administrative 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 http://www.idph.state.ia.us/apl/health_statistics.asp	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 www.iowadot.gov	Iowa Code Chapter 321 761 Iowa Administrative Code 605
Social Security Records	Social Security Administration	www.ssa.gov/locator/	20 C.F.R. § 422.110
Immigration and Citizenship Documents	U.S. Customs and Immigration Service	http://www.uscis.gov/about-us/find-uscis-office/field-offices http://www.uscis.gov	8 U.S. Code § 1103(a) 8 C.F.R. § 103.1
United States Passport	U.S. Department of State Bureau of Consular Affairs	http://iafdb.travel.state.gov/ http://www.travel.state.gov	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 earlier that your doctor and other members of your healthcare team play an important role in all aspects of gender transition. The best practice to establish and maintain a collaborative and supportive relationship. In fact, 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 only examples and should be revised and tailored to your specific circumstances. The first letter is the Sample Physician Statement to Amend 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 to share. 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 Social Security, passport 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, 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 _____, 201_ 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]

IN THE IOWA DISTRICT COURT FOR _____ COUNTY

IN RE THE NAME CHANGE OF: _____)
) No. _____)
)
) PETITION FOR CHANGE OF NAME)
) (Adult))

COMES NOW petitioner and for his/her petition under Iowa Code Chapter 674,
states:

1. Petitioner's present name is _____
and she/he 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 estate in Iowa (set out legal description):

5. Petitioner currently resides at _____
_____ and has resided at the
following addresses during the past five years: _____

_____.

6. Petitioner is (check) unmarried or married.

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. A certified copy of petitioner's birth certificate is attached to this petition.

WHEREFORE, petitioner prays that the court enter an order changing petitioner's name from _____
to _____.

Petitioner's Signature

STATE OF IOWA, COUNTY OF _____) ss.

I, _____, being first duly sworn upon oath, state that I am the petitioner in the foregoing petition; that I have read and know the contents of said petition, and that the allegations and statements contained therein are true and correct.

Petitioner's Signature (observed by notary)

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public in and for the State of Iowa

Quick Reference Checklists

Name Change

- Obtain a certified copy of your birth certificate if you do not already have one;
- Download name change petition from Iowa Judicial Branch website (http://www.iowacourts.gov/Court_Rules_Forms/Name_Change_Forms) or use the copy provided in the Appendix to this Guide;
- Complete name change petition and make two copies. The court will keep the original and the clerk will time stamp the copies "Filed" and return them to you for your records;
- 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;
- Locate a current government-issued ID (e.g., driver's license, passport, non-operator's ID card);
- Submit completed "Amendment to Iowa Certificate of Birth" to Iowa Department of Vital Records 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, or use the copy provided in the Appendix to this Guide;
- Mail the Form along with the requested documents to the SSA take or mail this 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-ordred name and gender change, or
- Obtain amended birth certificate (the original with raised seal, 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 Motor Vehicle Department license-issuing station;
- Pay fee (\$10) and complete forms at Motor Vehicle Department.

U.S. Passport

Current Passport Holders

- Obtain a court order changing your legal name, if desired;
- Obtain a letter from your physician stating that you have completed a gender transition;
- If you have a valid U.S. passport that was issued more than one year ago, but not longer than 15 years ago, download and complete Form DS-82 (Renewal Application for a U.S. Passport by Mail);
- 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 have not received an amended birth certificate, you must submit a letter from your physician stating that you have completed a 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.

Additional Resources

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

Lambda Legal Sources of Authority to Amend Sex Designation
<http://www.lambdalegal.org/publications/sources-of-authority-to-amend>

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.htm>

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

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

Information for Transgender Travelers, Transportation Security Administration
<http://www.tsa.gov/traveler-information/transgender-travelers>.

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
<http://www.uihealthcare.org/lgbt/>.

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

Planned Parenthood of Iowa <http://www.plannedparenthood.org/health-center/centerDetails.asp?f=2470#!service=lgbt>

Transgender Travelers, Transportation Security Administration <http://www.tsa.gov/traveler-information/transgender-travelers>