

# 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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# The Iowa Guide To Changing Legal Identity Documents

## Table of Contents

### Introduction – The Law and Policy in Action Clinic

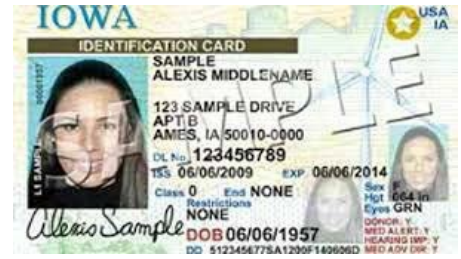
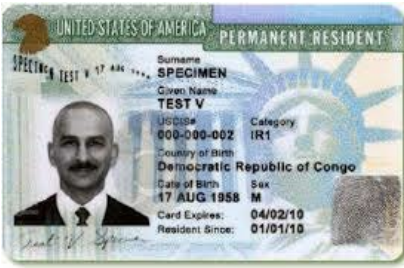
Introduction .....	1
The Rainbow Health Clinic: A Law and Policy in Action Clinic Project .....	1
Acknowledgements .....	1
How This Guide Is Organized.....	2
The Roadmap to Changing Legal Identity Documents in Iowa.....	2
Before Starting Your Journey.....	2
Using or Reproducing The Guide .....	3
Disclaimer .....	3

### Chapters

Changing Your Legal Name in Iowa .....	4
Changing Your Name and Sex Designation on an Iowa Birth Certificate.....	7
Changing Your Name and Sex Identification on Social Security Records .....	10
Changing Your Name or Sex Designation on Your Iowa Driver’s License or Non-Operator’s ID Card .....	13
Changing Your Name and Gender on a U.S. Passport.....	16
Changing Your Name and Gender on Personal, Financial, and Other Records .....	20
Changing Your Name and Gender on Citizenship and Immigration Documents .....	23

### Appendix

Petition For Change of Name (Adult-no dissolution of marriage).....	27
Petition For Change of Name of Minor Child .....	29
Sample Affidavit of Consent of Spouse to Name Change .....	32
Iowa Judicial Branch Name Change Instructions.....	33
Amendment to Iowa Certificate of Birth .....	37
Sample Physician Statement To Amend An Iowa Birth Certificate or Other Records .....	39
Directory of Select Government Agencies, Laws, and Regulations .....	40
Additional Resources .....	41



# The Iowa Guide to Changing Legal Identity Documents

## Introduction

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

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

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

The Law and Policy in Action Clinic provides free consultant services and partners with community organizations, non-profits, businesses, government agencies, and public officials to solve recurring, systemic problems that cannot be addressed through litigation. The Rainbow Health Clinic was created in 2013 to provide representation, technical assistance and advice on a host of medical-legal and policy issues to patients and clinicians at the UI LGBTQ Health Clinic.

We expanded our efforts to meet client demands. In addition to providing holistic representation to individuals, law students have published special reports, drafted policies for hospitals, prisons, blood banks, and universities, and conducted workshops on identity documents, privacy of medical information, free speech and public protests, LGBTQ+ rights, legislation, and other topics. The clinic has supported litigation in Iowa and other states relating to Medicaid coverage of gender-affirming surgery, "Don't Say Gay" laws, gender dysphoria as an ADA disability, dress codes in religious schools and public schools, healthcare discrimination, and other topics. Highlights of this multidisciplinary project are chronicled in "Developing a Welcoming and Inclusive LGBTQ Clinic" [here](#).

## Acknowledgments

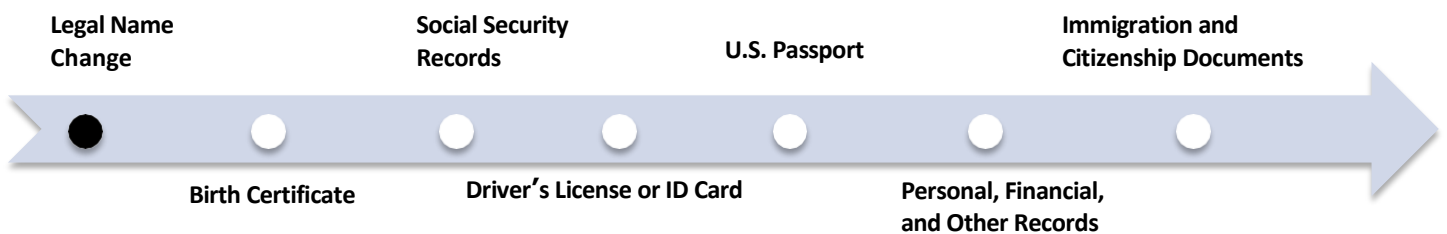
I am retiring at the end of May, 2025 after more than 35 years at the University of Iowa College of Law. The Law and Policy in Action and Estate Planning clinics I created and supervise will come to an end, too. This will be the final edition of the guide under my direction. Many people have contributed to this edition. Special thanks go to Mishelle Eckland, Breanna L. Young, Janice Binder, Caleigh Gumbiner, CB Baga, Iowa Department of Transportation staff and Ashley Peterson for their valuable edits. Any errors are mine alone. Drs. Nicole Nisly and Katie Imborek helped start it all. Sam and Gertrude Sandler, Lucy David, Hannah Sandler, and Josie, Robyn, and Maya Hermiston have inspired me and my life's work. The following life lesson is courtesy of Phil Ochs "[When I'm Gone](#)." Len Sandler, Iowa City. August 2024.

## How This Guide Is Organized

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

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

## The Roadmap to Changing Legal Identity Documents in Iowa



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

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

## Before Starting Your Journey

Knowing what steps to take is important, but following through on those steps is even more important. A mismatch between name, appearance, or gender on different documents could delay or prevent you from taking care of day-to-day business. For example, when trying to board an international flight, if you have changed your gender on only your driver's license and not on any other papers, you might find yourself grounded or worse. State and federal agencies also have different requirements at times. The Transportation Security Administration's gender diversity webpage lists special considerations for transgender travelers [here](#). The advice could apply and come in handy when dealing with other agencies, bureaucracies, and organizations.

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

Discrimination is a very real concern for transgender individuals. If you feel you have been discriminated against by an individual, employer, business, landlord, state or federal agency, etc., on the basis of your gender identity, sex, or sexual orientation, you should ask to speak with the people in charge or their supervisor. If that does not remedy the situation, you may wish to seek legal advice.

With few exceptions, we use the term "gender" throughout the guide even though some agencies refer to "sex designation," "gender transition," "gender marker," "sex change," "gender-affirming procedure," and similar terms and phrases. Always utilize the terms and definitions of the agency or organization when completing paperwork, even if the terms and definitions are outdated.

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

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

These materials are geared primarily to persons aged 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 Len or the University of Iowa College of Law Clinical Law Programs for educational and non-commercial purposes so long as you cite the title, copyright date, and author. Excerpts may be used if they are properly cited and used within their proper context. A note should state that the excerpt is not legal advice.

## **Disclaimer**

This guide is intended for personal and educational use and training. The information is not meant to fully explain any topic, process, or procedure. The information in the guide also should not be considered legal advice. If you have questions about your specific legal needs, please contact an attorney. There is no substitute for reviewing the rules, laws, forms, applications, and instructions of each agency, organization, or institution. The content of this guide is accurate as of August 2024; however, the law often changes, as do web addresses, so do not assume the information or links are up to date when you read the guide. We welcome your feedback. Please contact:

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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 1

# Changing Your Legal Name in Iowa

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

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

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

If you live in Iowa and are age 18 or older, you must first obtain a certified copy of your birth certificate before you can begin the name change process. If you were born in Iowa, you can obtain a certified copy of an Iowa birth certificate online, by mail, or by phone. Online requests can be placed through VitalChek, which is the only third-party vendor authorized by the Iowa Department of Health and Human Services to accept requests for certified copies of vital records. Requests can be made by mail by sending a completed Application for a Certified copy of an Iowa vital record to the Iowa Department of Public Health, Bureau of Health Statistics, Lucas State Office Building, 1st Floor, E. 12th Street, Des Moines, Iowa, 50319-0075. Requests can also be made over the phone by calling VitalChek at 866-809-0290 (toll free). More information can be found [here](#).

The cost to obtain a certified copy of your birth certificate is \$15. There are additional fees required if you place your request online or by phone. VitalChek's fees start at \$9 per phone order and \$14 per online order. It may take up to six weeks to receive the certified copy.

If you were born in a different U.S. 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 [list](#) of state agencies charged with maintaining vital records, along with contact information.

If you were born outside the United States to a U.S. citizen parent or parents, you may not have a birth certificate issued but instead have a Consular Report of a Birth Abroad (CRBA, or Form FS-240) issued by the U.S. Department of State. You can request a copy of your CRBA by mailing a notarized and completed Form DS-5542, a photocopy of a valid photo ID, and a check or money order for \$50 to U.S. Department of State, Passport Vital Records Section, 44132 Mercure Cir. PO Box 1213, Sterling, VA 20166-1213. More information can be found [here](#).

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

1. Obtain a certified copy of your birth certificate;
2. Complete and file a name change petition on the eFile system or, if necessary, at a courthouse;
3. If you are married, you must provide [legal notice](#) to your spouse that you filed a petition. This is typically done by filing another document with the court, called an "acceptance of service," signed by your spouse. Another option is to file an Affidavit of Consent of Spouse to Name Change, which acknowledges receipt of the petition and serves as a formal consent to the name change, which



some courts require. A sample affidavit appears in page 32 of this guide. For an explanation of acceptance of service, please visit [here](#). We recommend you consult an attorney if you need help drafting these documents or if you do not know where your spouse resides; and

4. Wait at least 30 days for the court to make a decision about granting the name change.

### **Can I change my name if I am under the age of 18?**

Yes, but there are additional steps you must follow. If you are age 14 or older, you must file your written consent to the name change with the petition. If you are under 18 years of age, both parents named on your birth certificate must file their written consent to the name change. If one parent does not consent, the court will set a hearing. At the hearing, the court may waive the need for both parents' consent if it finds one of the following: (1) the parent has abandoned the child; (2) the parent has failed, without good cause, to support the child or contribute financially for the child's birth; or (3) the parent does not object to the name change after receiving proper notice. Forms and instructions for changing the name of a minor child can be found [here](#). A copy of the form appears on page 29 of this guide.

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

You will need to complete a name change petition. The Iowa Judicial Branch has several webpages devoted to helping people learn how to complete and file forms to change their legal name. Complete the Petition for Change of Name (Adult) online and pay the filing fee. You can also print out the forms and ask the clerk at the district court to upload them. A copy of the form appears on page 27 of this guide.

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

Iowa Courts have gone digital and use the Electronic Document Management System "eFile" system. You must file documents online, ask the court clerk to upload documents at the courthouse, or request a waiver. eFile user guides and links can be found [here](#). Online filing may be waived if you do not have regular Internet access or a device that is suitable for reading documents. Ask the court clerk if you are eligible. Use the [directory](#) to contact the court clerk in your county.

One of the easiest methods for completing and filing a Petition for Change of Name is through Law Help Interactive. This easy-to-use, interactive website was created by the Iowa Judicial Branch to guide users through a series of questions that will then complete a name change petition form automatically. Once you answer all the questions, you will be able to download copies of your completed petition form, instructions for how to file the petition, and any other documents you may need. All electronic signatures, including a spouse's acceptance of service, must be hand drawn, not electronically generated. Visit [here](#) to get started.

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

The basic cost for filing a petition for a name change is \$195. A certified copy of the name change decree, sometimes referred to in this guide as the "order," costs \$31.50. You will need one certified copy just to change your birth certificate, so get two certified copies if you can. If you file your petition in a county that has a population of 98,000 or more people, an additional \$5 will be added to your filing fee.

### **Do I have to pay the costs and fees *before* the court will grant my name change?**

Typically, yes, but you can request a deferral of the costs and fees by completing an Application for Deferral of Fees provided by the court clerk. The form will ask you a number of questions about your finances. This is a request for deferral, not a waiver of the costs and fees altogether. If approved, prepayment will be waived, but the costs and fees will still be owed after the granting of your name change. More information about applying for a filing fee postponement can be found [here](#).

**If my prepayment was postponed and my name change was granted, but I cannot pay the costs and fees, will the court order be affected?**

No. If you fail to pay the costs and fees for a name change after the court agrees to defer them, the court order granting your name change will not be affected.

**If I don't pay the costs and fees even after my payment has been postponed, what happens? Can I create a payment plan? Can I get the costs and fees for a name change waived altogether?**

The court will send you notice that you have unpaid court debt, which will include your payment options, and it will enter a judgment against you for the amount due. Visit [here](#) for information about court debt. You can make payments in any amount until the full amount is paid until the due date. If you need to create a payment plan that extends beyond the debt due date, a court may grant you the option to create a payment plan to prevent the debt from becoming delinquent. To make this request, you must submit a letter to the court requesting a payment plan. The court may request financial information about you, and the terms of the payment plan will be set by the judge if your request is approved. It is rare, but not unprecedented, that a judge might waive payment of costs and fees altogether under special circumstances.

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

A decree of change of name may be granted any time 30 days after the petition is filed. Iowa law will not allow the decree to be granted sooner than that. You can keep track of your receipts, document links, and filing status on the eFile system for up to 90 days. You should also keep your own copies of these records outside of the eFile system. Call the court clerk if you do not receive the order.

**What information must the court order include?**

The decree of change of name must include your prior legal name, court-ordered legal name, height, weight, hair and eye color, race, sex, and date and place of birth; the given name of your spouse, if any; the name of each minor child affected by the change, if any; and the legal description of all real property owned by you, if any.

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

You may choose to get a new birth certificate. Without it, you'll always have to use the court order along with your original birth certificate. After the court issues the order granting your name change, the clerk of court will provide you with a certified copy of the order. The clerk will also mail an abstract of the decree to be filed with the Iowa Department of Health, which requires the name change to be made on your birth certificate. If you are only changing your name and you were born in Iowa, you will not need to take any further action to change your birth certificate.

If you were not born in Iowa, you will need to file a copy of the court abstract with the appropriate vital records office. Requesting and obtaining additional copies of the court abstract will cost an additional \$15 per copy. If you are changing your gender marker, you will need to apply to amend your birth certificate. See Chapter 2, "Changing Your Name and Sex Designation on an Iowa Birth Certificate."

**Agency Information:**

Iowa Judicial Branch - District Court of Iowa in the county where you live:

[Listing by County](#)

[Forms](#)

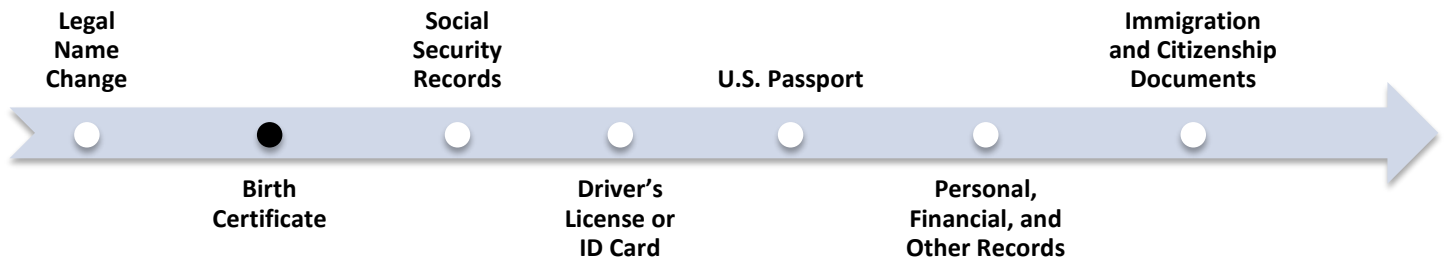
[Iowa Code Chapter 674—Changing Names](#)

[Iowa Code § 602.8105—Fees for civil cases and other services](#)

[Iowa Administrative Code Rule 641.99.19—Certificate of live birth following court-ordered name change](#)

[Iowa Administrative Code Rule 641.95.6—Fees for services provided by state registrar or county registrar](#)





## Chapter 2

# Changing Your Name and Sex Designation on an Iowa Birth Certificate

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

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

This Chapter applies only to persons born in Iowa. If you were born in another U.S. State, the process and cost of amending your birth certificate will differ. Trans Lifeline and U.S. Birth Certificates have published a list of state laws and regulations for changing sex designation on birth certificates. The [Translife Resource](#) website and the [US Birth Certificates](#) website are good places to start your research.

If you were born outside the United States to a U.S. citizen parent or parents, you will need to amend your Consular Report of Birth Abroad. See [here](#) for more information.

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

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



Anyone wishing to amend their sex designation or legal name on an Iowa birth certificate must call the Iowa Department of Public Health (IDPH), now part of the Iowa Department of Health and Human Services, at 515-281-4944 and speak with vital records staff or send an inquiry email to [vitalrecords@idph.iowa.gov](mailto:vitalrecords@idph.iowa.gov). They will send you a packet of materials and instructions.

### 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, along with certain additional information (see "What documents do I need to amend my birth certificate?" section of this Chapter below);
3. Obtain an "Amendment to Iowa Certificate of Birth" form from the Iowa Department of Public Health (IDPH);
4. Locate or obtain a current government-issued picture ID;
5. Submit the application and supporting documents to 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. If you have changed your name in Iowa, the court will send a copy of the court decree abstract to IDPH, which requires the name change to be noted on your birth certificate. If you have changed your name in another State, you will need a certified copy of the decree from the court that granted it. Second, you will need a notarized affidavit on letterhead from the doctor who completed the sex designation treatment. This affidavit must include a statement that your sex designation has been permanently changed by surgery or other treatment; a description of the medical procedures; and the physician's full name, address, state of medical license, and medical license number. A sample affidavit is included in this guide at page 39. Third, obtain an "Amendment to Iowa Birth Certificate" form from IDPH. Fourth, you will need a photocopy of a current government-issued picture ID (driver's license, U.S. passport, military ID, etc.).

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

You should complete the "Amendment to Iowa Certificate of Birth" form or have someone help you. A sample copy of this form is included in this guide on page 37. It asks for your name, sex, date of birth, place of birth, mother's name, and father's name, exactly as noted on your original birth certificate. It also asks for the name and sex designation you are requesting. You will need to sign the completed form in the presence of a notary public, who will sign and seal the form. You can usually find a notary public at a local bank, a courthouse, or a County Recorder's office.

If you have questions or need assistance completing the form, you can call the IDPH Vital Records Office at 515-281-4944 and ask for the amendment clerk.

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

You must submit the forms and supporting documents to the IDPH. You can mail or bring the paperwork to the IDPH to this address:

Iowa Department of Public Health  
Bureau of Health Statistics  
Lucas State Office Building, 1<sup>st</sup> Floor  
321 East 12<sup>th</sup> Street  
Des Moines, Iowa 50319

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

The current fee to process a new birth certificate is \$15. Each additional copy is \$15. Obtain at least two official copies if you can afford to and keep one for your personal records and one for changing other documents, such as Social Security records. Fees are payable using a check from your account or a money order in your name made payable to the Iowa Department of Public Health.

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

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

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

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

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

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

### **Agency Information:**

Iowa Department of Public Health  
Bureau of Health Statistics  
Website: <https://hhs.iowa.gov/public-health/health-statistics>  
Lucas State Office Building, 1<sup>st</sup> Floor  
321 East 12<sup>th</sup> Street  
Des Moines, Iowa 50319-0075

Vital Records Office  
Phone Number: 515-281-4944  
Website: <https://hhs.iowa.gov/programs/vital-records>

[Iowa Code § 144.23—State registrar to issue new certificate](#)

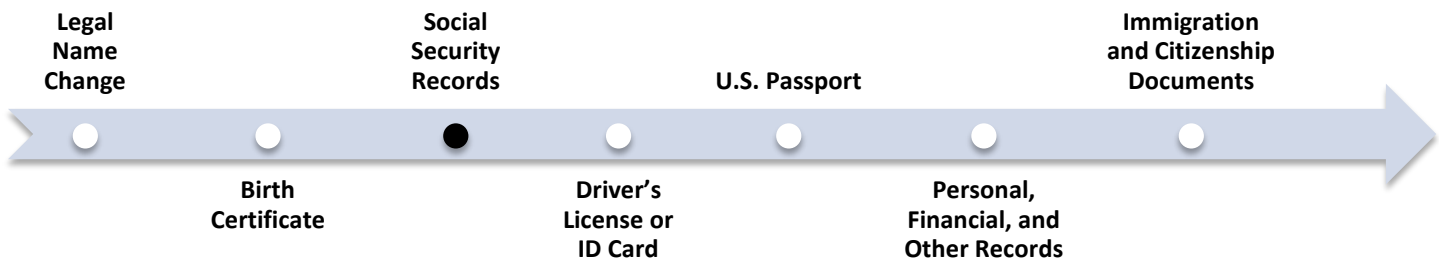
[Iowa Code § 144.24—Substituting new for original birth certificates—inspection](#)

[Iowa Administrative Code Rule 641.95.6\(1\)—Fees for services provided by state registrar or county registrar](#)

[Iowa Administrative Code Rule 641.95.7—General public access of vital records in the custody of the county registrar](#)

[Iowa Administrative Code Rule 641.99.19\(9\)—Certificate of live birth following court-ordered change of name](#)

[Iowa Administrative Code Rule 641.99.20—Certificate of live birth following sex designation change](#)



## Chapter 3

# Changing Your Name and Sex Identification on Social Security Records

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

A Social Security card and the nine-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, collect Social Security benefits, and access other public services or programs. 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 to be consistent with the information on your driver's license, passport, birth certificate, and other legal documents. Your Social Security number will not change if you change your name, gender, or both, on SSA records.

### 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. You should also note that the SSA only allows you to change your sex identification to either male or female. The administration is currently examining ways to provide an unspecified sex identification option in the future.



The following pages on the Social Security Administration's website are helpful places to start the process to change your name and sex identification:

- [Name Change](#)
- [Sex Identification Change](#)

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

First, gather original or certified copies of documents for proof of your legal name, identity, citizenship status, and gender change. Next, complete an application for a Social Security card. Finally, take or mail your completed application and documents to your local Social Security office for processing. You can find your local Social Security office [here](#). The Application for a Social Security Card is available online [here](#). The same application is used to change both your name and gender. A copy is also included in this guide.

- 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 1.

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 (four years ago if you are under age 18), you also must show an identity document in your old name and another identity document with your new legal name. If this applies to you, the SSA will accept an expired identity document with your old name on it. Essentially, the SSA needs documents that will give them enough information to find the correct person in their records.

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

- 2. Gender Change:** The SSA does *not* require you to provide medical or legal evidence of a gender change to change your Social Security record. You will need to provide evidence that proves your identity. Proof of citizenship or immigration status is sometimes required as well. Only certain documents are acceptable as proof of identity. An acceptable document must not be expired and show your name, your date of birth (or age), and, preferably, a recent photograph.

Examples of documents proving identity include:

- U.S. driver's license;
- State-issued non-driver identification card; or
- U.S. Passport showing the correct gender.

If you do not have one of these documents showing the correct gender (or if you cannot get a replacement within 10 business days of submitting your application), the SSA may accept other documents, including:

- U.S. military identification card;
- Certificate of Naturalization;
- Employee identity card;
- Certified copy of a medical record from a clinic, doctor, or hospital;
- Health insurance card;
- Medicaid card;
- School identity card or record; or
- A court order recognizing the correct gender (Iowa courts generally cannot issue such orders, but courts in some states have been authorized to do so).

More information about changing the sex identification on your Social Security record can be found [here](#).

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

To prove your identity, you must furnish a document showing your name, identifying information, and photograph, such as a U.S. driver's license, state-issued non-driver's identification card or U.S. Passport. The SSA may also accept your employer identification card, school ID card, health insurance card, or U.S. military ID card. If you need to prove 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. Please note that a birth certificate showing the correct gender (as described in Chapter 2) is *not* acceptable as proof of identity. The SSA only accepts original documents or certified copies; notarized copies or photocopies that are not certified will not be accepted. Use this [link](#) to determine which documents to submit with your application.

### **Are there any special issues concerning minors?**

The SSA has different rules for replacing or changing cards for children. The agency also requires different proof of identity for children. See this [link](#) for more information.

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

Bring your materials to your local SSA office or mail the materials to that office. Use this [link](#) to find the closest SSA office. If you plan to mail your application, consider sending only certified copies of your supporting documents if possible. This way, you can guarantee your original documents will not be lost.

### **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 it should take about 10 business days to mail your card from the date on your receipt.

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

After changing your SSA records and receiving a Social Security card with your legal name, consider updating your driver's license, passports, financial accounts and documents, deeds, and powers of attorney. Note that you will only receive a new Social Security card if you have changed your legal name. If you change your sex identification *only*, then you will *not* receive a new Social Security card and only the SSA record will be changed.

### **Agency Information:**

Social Security Administration  
Website: <https://www.ssa.gov/>  
Phone Number: 1-800-772-1213  
Toll-Free: 1-800-325-0778  
Find The Nearest [Social Security Office](#)

### [FAQs](#)

### [Program Operations Manual System](#) (SSA Manual)

If you have any difficulties receiving a timely response from the Social Security Administration, you can contact your U.S. Senator's state office or your U.S. House Representative's district office. Contact information for your Congressional representatives can be found using the following links:

### [U.S. Senate](#)

### [U.S. House of Representatives](#)

### [42 U.S.C. § 902—Commissioner; Deputy Commissioner; other officers](#)

### [20 Code of Federal Regulations \("CFR"\) § 422.107—Evidence Requirements](#)

### [20 CFR § 422.110—Individual's request for change in record \(as amended at 80 Federal Register \("FR"\) 47834\)](#)



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 Sex Designation 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 credit or debit card, ensuring that the gender noted on your license or ID card reflects your gender identity can avoid needless delay and confusion. Iowa now issues "REAL ID" licenses and ID cards to comply with federal security laws. These are marked by a "star" in the right-hand corner. A REAL ID will be required to board commercial aircraft and enter certain federal facilities starting on May 7, 2025.



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

You should first decide whether you want to change your name, gender, or both on your license or ID card. The rules and methods of proof for changing gender on these documents differ for people born in Iowa and people born in another state or jurisdiction. You should also note that, as of April 2024, the Iowa Department of Transportation (IDOT) is unable to issue a license or ID card with a nonbinary gender marker. If you present documentation that lists your gender as nonbinary, the IDOT will not be able to issue a license or ID card without additional documentation that establishes an indicator of "Male" or "Female," which are the only options available.

**Legal Name Change:** The first step is to obtain a legal name change order from a court in Iowa or another state, using the instructions in Chapter 1 of this guide. Most people then obtain an amended birth certificate from the Iowa Department of Public Health or the vital records office for their state of birth, as detailed in Chapter 2. To complete the process, you must schedule an appointment and bring a certified copy of the amended birth certificate or court order to your local Iowa DOT Driver & Identification Service Center location and request a new driver's license or ID card that includes your legal name. You can schedule an appointment [here](#).

**Gender Change:** The steps you must take and the proof you must provide depend on where you were born.

*Applicants Born in Iowa* have only one method of changing gender on a driver's license or ID. They must submit an amended or new Iowa birth certificate that documents the change of sex designation.

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

the sex designation of the applicant has been changed. This notarized statement is identical to what an Iowa-born applicant must present to the Iowa public health department in order to obtain an amended or new Iowa birth certificate documenting a gender change. A sample physician statement appears on page 39 of this guide.

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 because both processes require documentation with your current name and Social Security number. The steps for changing your name with the SSA are detailed in Chapter 3. The Iowa DOT 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, and you are not a U.S. citizen by birth, you must also change the name on your identity, resident, and immigration/citizenship documents that will be presented with the new driver's license application.

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

The Iowa DOT website has a helpful tool that can help you determine what documentation to bring and schedule an appointment at your local Driver & Identification Service Center location. Use this [link](#) to begin the process. The categories of required documents are outlined as followed:

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 2, "Changing Your Name and Sex Designation on an Iowa Birth Certificate." The birth certificate must have the raised seal of the Iowa Department of Public Health, so a photocopy will not work. Your amended birth certificate will also serve to verify the change of gender. Any court order must contain your prior legal name, court-ordered legal name, date of birth, and the court's certification of authenticity. Photocopies and faxes are not acceptable.

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

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

Third, you will need to establish Iowa residency and your address by submitting two documents that show your current name and Iowa residential address. You can find a checklist of acceptable documents [here](#).

Finally, you will also need to furnish your current driver's license or ID Card. The IDOT requires you to surrender your current driver's license or ID card after you get a new one.

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

An unmarried person under the age of 18 who applies for an Iowa license must submit a parent's or guardian's consent and birth date confirmation form. This form can be obtained at your local IDOT service center or [here](#).

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

You must go to an Iowa DOT Driver & Identification Service Center location because a new

photo will be required to change your gender and/or name on your driver's license or ID card. 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 service center location and to schedule an appointment, go [here](#) or call 515-239-1101.

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

There is a \$10 fee to obtain a replacement driver's license or ID card. Payment is due at the time of application. The fee is payable by MasterCard (debit and credit), Visa (debit only), Discover (credit), check, or cash. More information can be found [here](#).

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

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

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

Now that you have received your updated driver's license or ID card, you may want or need to update additional documents and records. Note that, if you changed your name on your driver's license, your name on your vehicle registration information will not update automatically. You need to submit an application to the county treasurer for a "Certificate of Title of Registration for a Vehicle," with your name change decree. This form can be found [here](#). You can locate your county treasurer's office [here](#).

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 documents, a process which is explained further in Chapter 7, "Changing Your Name and Gender on Citizenship and Immigration Documents." If you are a U.S. citizen, you may want to update your U.S. passport as detailed in Chapter 5.

### **Agency Information:**

Iowa Department of Transportation Motor Vehicle Division  
Office of Driver Services  
P.O. Box 9204  
Des Moines, Iowa 50306-9204  
General DOT Information Phone Number: 515-239-1101  
Driver's License Information Phone Number: 515-244-8725  
Website: <https://iowadot.gov/mvd>

[County offices](#)

[License and ID Renewal](#)

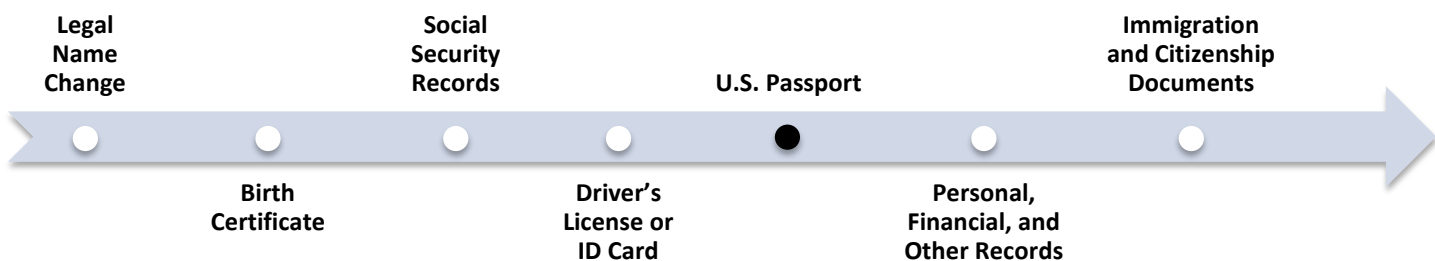
[License and ID Changes or Corrections](#)

[REAL ID](#)

[Iowa Code § 321.182](#)

[Iowa Code § 321.189](#)

[Iowa Administrative Code Rule 761.601.5](#)



## Chapter 5

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

### Introduction

The State Department recently revised its policies to allow you to select male (M), female (F), or an unspecified or another gender identity (X) as the gender marker on your U.S. passport. You do not have to submit medical documentation.

### 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. You may now select the gender marker you would like printed on your passport, even if it does not match your other documents. You do not have to submit medical documentation! Be aware that the name and gender marker on your passport must match the name and gender marker on your airline ticket. Not all airlines currently allow for an “X” gender marker. Check with the airline before purchasing tickets. Additionally, not all countries recognize “X” as a gender marker. As a result, you may run into problems during international travel. See [here](#) for more information.

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

Before attempting to update your passport, you should consider whether you want to change your name. By changing your name first, you can amend both your name and gender marker on your passport with a single process. See Chapter 1, “Changing Your Legal Name in Iowa,” for more information. We also encourage you to amend your birth certificate, driver’s license or non-operator’s ID card, and Social Security Records before updating your passport.

### What documents are required to self-select or change your gender marker?

Information for selecting your gender marker may be found [here](#).

#### 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 an amended birth certificate.

#### 2. Gender Change

You can now select male (M), female (F), or an unspecified or another gender identity (X) as the gender marker on your U.S. passport. The gender marker on your citizenship evidence and photo ID does not have to match the gender marker you selected on your passport application. However, the photo you submit with your passport application must be current and look similar to the photo on your ID. If you are requesting a new passport with a different gender marker than the one you have on your current passport, or if you are applying for your first passport, submit a new application and select the gender marker you identify with. You do not have to submit medical documentation.

If you were in the process of transitioning to a new gender when you applied for your passport, you may have received a limited-validity passport. You can now self-select your gender marker on your passport application and remain eligible to apply for a full-validity passport. Currently "X" as a gender marker is available for passport books, passport cards, emergency passport books printed at embassies and consulates, expedited and emergency passports, and Consular Reports of Birth Abroad.

**What forms are needed to change your name and gender marker on your passport?**

The process, forms, and costs for changing your name and gender marker on your passport will vary depending on whether you are a current passport holder or whether you are a 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 [here](#). You must submit Form DS-11 and the supporting materials in person, not by mail. To find the Passport Acceptance Facility nearest you, visit [here](#). Along with this form you must submit several supporting materials. These include: (1) proof of U.S. citizenship; (2) proof of identity; (3) a recent color photograph 2x2 inches in size; (4) proof of parental relationship for applicants under 16; and (5) any applicable fees. For examples of what qualifies as proof of U.S. citizenship and proof of identity see the section later on in this Chapter titled: What documents are accepted as evidence of citizenship, identity, and other matters.

**Adult First-Time Applicant Fees:**

Product	Form	Application Fee	Execution (Acceptance) Fee
Passport Book	DS-11	\$130	\$35
Passport Card	DS-11	\$30	\$35
Passport Book & Card	DS-11	\$160	\$35

**Child (Under 16) Applicant Fees:**

Product	Form	Application Fee	Execution (Acceptance) Fee
Passport Book	DS-11	\$100	\$35
Passport Card	DS-11	\$15	\$35
Passport Book & Card	DS-11	\$115	\$35

**2. Current Passport Holders**

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

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

**a. Name Change Only:**

**If your passport was issued within the past year AND your name was legally changed within the last year**, you will need to complete and submit Form DS-5504, available [here](#). Once complete, submit the Form DS-5504, your most recent U.S. passport, a certified copy of the court order or decree changing your name, and one color [passport photo](#) by USPS mail to the address in the instructions. The address is found in Section E of Form DS-5504. There is no fee associated with this form unless you request expedited processing. Expedited processing costs \$60.

**If your previous passport was issued more than one year but less than 15 years ago, is undamaged, and was issued to you when you were age 16 or older OR it has been more than one year since your name was legally changed,** you will need to fill out Form DS-82, available [here](#). Once complete, submit Form DS-82, your most recent U.S. passport, a certified copy of the court order or decree changing your name, one color [passport photo](#), and Adult Renewal Applicant fees by USPS mail to the address in the form's instructions. The address is found in Section E of Form DS-82.

**Adult Renewal Applicant fees:**

Product	Form	Application Fee
Passport Book	DS-82	\$130
Passport Card	DS-82	\$30
Passport Book & Card	DS-82	\$160

**If your previous passport was issued more than 15 years ago, when you were under 16 years old, or was lost, stolen, or damaged** you will use Form DS-11, available [here](#). Once complete, you will need to submit this application in person at an authorized Passport Application Acceptance Facility or Passport Agency, which you can find [here](#). You will need to bring your Form DS-11, evidence of U.S. citizenship and photocopies of that evidence, a certified copy of the court order or decree changing your name, a Valid ID and photocopy of that ID, one color [passport photo](#), and Adult First-Time Applicant fees or Child Applicant fees.

**If you cannot show legal name change through citizenship evidence or certified court order or decree** you will fill out form DS-60: Affidavit Regarding Change of Name, available [here](#). This form will need to be filled out by two people who have known you by both names and you will need to submit three certified or original public records that show you have used the name for five years or more.

**b. Gender Change:**

**If you want to change your gender marker,** you must use Form DS-11, available [here](#). Submit the form in person with qualifying proof of citizenship, proof of identity, a recent color photograph, and applicable fees. Additional information may be found [here](#).

**If you were issued a limited-validity passport within the last two years,** submit Form DS-5504 to replace your limited-validity passport with a full-validity passport. Form DS-5504 can be found [here](#). You can self-select your gender marker on your passport form, and you are eligible to apply for a full-validity passport. To use Form DS-5504, you must apply within two years of your previous passport's issuance date. You will submit Form DS-5504 as well as your most recently issued passport, a recent color photograph, and any supporting documents. There are no fees. The address you will mail these forms to is found in Section E of Form DS-5504.

**If you were issued a limited-validity passport more than two years ago,** you will use Form DS-11 and follow steps to apply in person. See steps for First-Time Applicant above.

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

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

To prove your identity, you may submit a previous or current U.S. passport, a permanent driver's license, a Certificate of Naturalization, a Certificate of Citizenship, a military ID, or a government



employee ID card. To be acceptable, the proof of identity must contain your signature and a photograph that reflects your current appearance. Temporary or altered documents will not be accepted.

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

Fees vary based on which form you submit. For fee information, see [here](#).

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

Generally, routine passport applications are processed in six to nine weeks. For expedited service, passport applications are processed in three to five weeks. For emergency situations involving international travel within 14 calendar days, you can call 1-877-487-2778 to make an appointment to have your passport expedited at an agency. Processing times are described [here](#).

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

Go to the next Chapter to update other legal and financial documents to reflect your name and/or gender marker change. You should consider updating your name and gender on any bank account, investment, digital assets, 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.

### **Anticipated Changes:**

One consideration that applicants should be aware of is the upcoming enforcement of the 2005 REAL ID Act. Initially set to begin in 2023, this act will prohibit certain federal agencies from accepting identification documents that fail to meet the minimum standards imposed by the act. As an alternative to using a REAL ID card, the participating federal agencies will also accept passports. This could, at the very least, affect processing times for passport documents due to an increase in demand. More information about the REAL ID Act can be found [here](#).

### **Agency Information:**

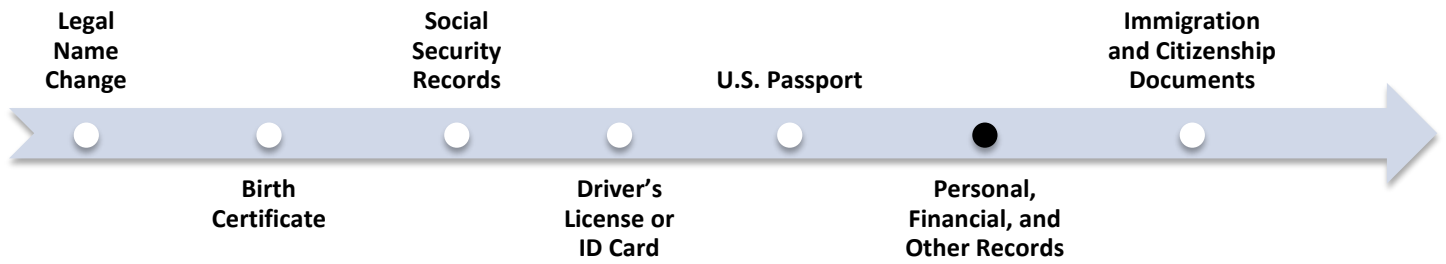
U.S. Department of State Bureau of Consular Affairs

Phone Number: 1-877-487-2778; 1-888-874-7793 (TDD/TTY)

Website: <https://travel.state.gov/content/travel/en/about.html>

Find The Nearest [Iowa Passport Acceptance Facility](#)

[Chicago Passport Agency](#) information



## Chapter 6

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

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

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

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

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



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

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

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

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

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

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

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

**Household:** Change your name with the post office, gas and electric, water and sewer, 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, umbrella, 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. To contact the Treasurer's offices in Iowa, visit [here](#).

**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 [here](#).

[Equifax](#): (800) 685-1111  
[Experian](#): (888) 397-3742  
[Trans Union](#): (800) 916-8800

For more information about transgender individuals and credit reports, visit the Federal Trade Commission website [here](#) and read the "ID Please" guide [here](#).

**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 [here](#) to locate local election officials, or find out more about registration visit [here](#).

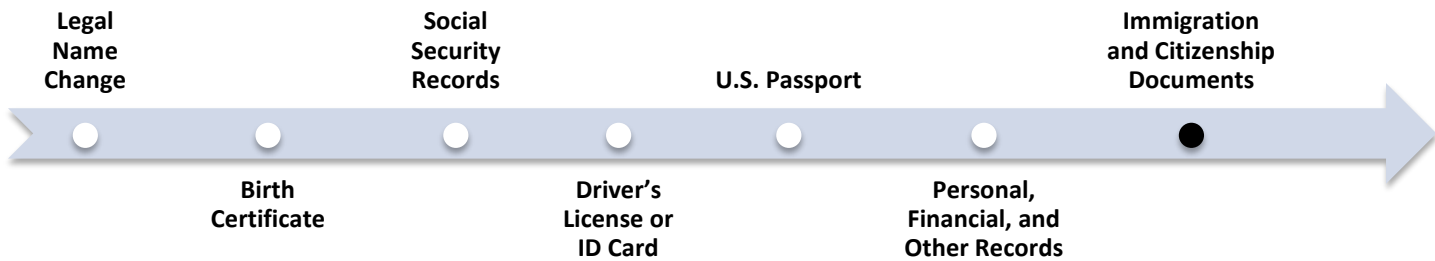
**Selective Service Registration:** Registration requirements are based on gender assigned at birth, and not on gender identity. Individuals who were assigned female at birth are not required to register, regardless of gender identity. Individuals who were assigned male at birth are required to register, regardless of gender identity. However, in the event of a resumption of the draft, those assigned male at birth who have had gender-affirming medical care 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 [here](#). The registration form is located [here](#).

**Schools:** Public and private schools, including K-12, vocational, undergraduate, graduate, professional, and other schools and programs keep records about students and alumni. Contact each school you attended about changing information relating to enrollment, admissions, registration, grades and transcripts, verifications, diplomas, financial aid, email accounts, special education, and other matters. Some schools allow use of legal names, official names, and the name that should be used when referring to the student. 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, and allows individuals to designate sex, gender identity, the name and pronouns that should be used for the individual, and other personal information on its [MyUI](#) page. For policies of other schools and universities visit [here](#) or contact the individual institution or registrar.

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

**Digital Assets:** The most common types of digital assets include digital accounts, storage platforms (e.g., iCloud, OneDrive, Google Drive, Dropbox), media accounts and content, networking accounts and content, apps, credit card accounts and points, travel-related miles and points, computer source codes, computer programs and software, software licenses, and databases. If you have any of these types of accounts, you may want to consider changing them.



## 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?**

On your initial Application for Naturalization, you can choose the gender option of “Male,” “Female,” or “X.” You will not need to submit medical documentation to support your request.

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

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

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

Form N-400 (Application for Naturalization) has been updated to allow applicants to choose from one of three gender options: “Male,” or “Female,” or “X.” However, if your Form N-400 has already been approved and you would like to change your gender marker changed to “X” on your citizenship or naturalization documents, you will need to wait until USCIS revises the Form N-565 to request that change. This is because Form N-565—the form used to change your gender on citizenship or naturalization documents—does not yet have an “X” gender option. At the time of this printing, USCIS has not provided a timeline for when the Form N-565 will be updated. If you filed your Form N-400 before April 1, 2024, and it is still pending, you may contact USCIS to request to change your gender to “X.” When selecting the “X” gender option on the Form N-400, you will *not* need to provide documentation to support your request, and your selected gender does not need to match the gender listed on your other immigration documents or your supporting identity documents (including your birth certificate, passport, or state identification).

### **What documentation must I provide?**

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

If you are changing your gender identity, you will need to submit either an amended birth certificate or

medical certification of the change in gender from a licensed physician. USCIS does *not* require gender-affirming surgery in order to establish a legal change of gender.

USCIS recommends that applicants submit copies of supporting documents unless the original document is specifically required. If USCIS does not require an original and you send one anyway, USCIS will *not* automatically return it to you, and may destroy it once it is no longer needed.

### **What steps do I take to change a permanent residence card?**

Submit the following information, in person, to your local field office, which can be found [here](#). The same form can be used to change both your name and gender. This form can also be completed online through the USCIS website if you are able to upload your documentation electronically. Instructions for completing Form I-90 can be found [here](#).

1. [Form I-90](#);
2. A certified copy of a court order legally changing your name;
3. An amended birth certificate or medical certification of a change in gender;
4. A copy of your current Permanent Residence Card;
5. \$465 application fee and \$85 biometric services fee.

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

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

Submit the following information, in person, to your local field office, which can be found [here](#). The same form can be used to change both your name and gender. This form can also be completed online through the USCIS website if you are able to upload your documentation electronically. Instructions for completing Form N-565 can be found [here](#).

1. [Form N-565](#);
2. A certified copy of the court order legally changing your name;
3. An amended birth certificate, medical certification of a change in gender, or another government-issued document reflecting the requested gender designation;
4. Original document or certificate;
5. Two recent passport-style photographs of yourself;
6. \$555 application fee.

After your application is submitted, USCIS may notify you that you need to attend a biometrics services appointment at a local Application Support Center. Failure to attend a required biometrics services appointment may result in denial of your application. You may request to reschedule using the USCIS online account self-service rescheduling tool.

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

Submit your application and supporting documents, in person, to your local field office, which can be found [here](#). USCIS field offices do *not* allow walk-ins, so you will have to make an appointment. If you live in Iowa, your field office is either in Des Moines, Iowa, at the Neal Smith Federal Building, 210 Walnut Street, Room 215 Des Moines, IA 50309, or in Omaha, Nebraska, at 1717 Avenue H E. Omaha, NE 68110.

### **What should I do if one of my supporting documents contains information that is not written in English?**

USCIS requires that any documents containing any information in a non-English language must be accompanied by a full English translation. The translator must sign a certification that the English



translation is complete and accurate, and that the translator is competent to translate from the other language into English. The certification should also include the date, the translator's signature and printed name, and the translator's contact information.

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

The fees associated with changing USCIS documents will vary depending on which form you are filing, whether a biometric services appointment is required, and whether you file an online or paper form. See [here](#) for more information about the filing fees for specific documents.

Fee waivers are available to certain applicants. If you cannot afford the required filing fees, you can apply for a USCIS fee waiver. More information about the fee waiver application process can be found [here](#).

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

It depends. USCIS usually processes cases in the order they are received. The service's website states that it *tries* to process permanent residency and naturalization cases within six months of the date received. Unfortunately, case processing often takes months or years longer than expected. Here are some resources for following up on your submitted case:

- You can check your application status online [here](#).
- Visit [here](#) to check average case processing times and determine whether you can submit a case inquiry.
- If you have not received a decision on your case after six months, you can:
  - Submit a USCIS Service Request online [here](#).
  - Call the USCIS toll free number at 1-800-375-5283
  - Contact your U.S. Senator or U.S. House Representative
  - Contact an immigration advocacy organization

More information about case processing times can be found [here](#).

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

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

### **Agency Information:**

United States Citizenship and Immigration Services (USCIS)

Website: <https://www.uscis.gov/>

Toll-Free: 1-800-375-5283

TTY: 1-800-767-1833

Find The Nearest [USCIS Field Office](#)

[8 U.S.C. § 1103: Powers and duties of the Secretary, Under Secretary, and the Attorney General \(also known as Section 103\(a\) Immigration and Nationality Act\)](#)

[8 CFR § 264.5 Application for a replacement Permanent Resident Card;](#)

[8 CFR § 343a.1 Application for replacement of or new papers relating to naturalization, citizenship, or repatriation;](#)

[8 CFR § 106.2\(a\)\(1\) Application Fee to Replace Permanent Resident Card, Form I-90 \(as amended at 89 FR 6386\);](#)

[8 CFR § 106.2\(b\)\(6\) Application Fee for Replacement Naturalization/Citizenship Document, Form N-565 \(as amended at 89 FR 6390\)](#)

If you have any difficulties receiving a timely response from United States Citizenship and Immigration Services, you can contact your U.S. Senator's state office or your U.S. House Representative's district office. Contact information for your Congressional representatives can be found using the following links:

[U.S. Senate](#)

[U.S. House of Representatives](#)

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

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

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

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

In re the Name Change of:

\_\_\_\_\_   
Petitioner

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

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

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

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

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

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

5. Petitioner currently resides at \_\_\_\_\_.

and has also resided at the following prior addresses during the past five years:

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

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

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

9. Check either A or B:

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

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

11. Petitioner requests the court to enter an order changing petitioner's name:

From (present full name) \_\_\_\_\_

To (requested new name) \_\_\_\_\_

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

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

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

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

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

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

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

**Petition for Change of Name of Minor Child**

**Note:** Fields marked with an asterisk (\*) require *protected information*. You must file this form, a redacted copy of this form that abbreviates or masks the protected information, and a Protected Information Form.

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

*County where the case is filed*

**In re the Name Change of:**

\* \_\_\_\_\_  
*A minor child*

Case no. \_\_\_\_\_

**Petition for Change of  
Name of Minor Child**

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

Iowa Code chapter 674

I (We), \_\_\_\_\_  
as parent(s) of \* \_\_\_\_\_, a minor child, for this Petition for Change  
of Name of Minor Child, state:

1. Check **A**, **B**, or **C**:

- A.  I am the sole parent qualified to act on behalf of the minor child and either the parental rights of the other parent have been terminated or there is no other legally established parent.
- B.  The other parent has not consented to the minor child's change of name.
- C.  We (both parents) consent to the minor child's change of name.

\*2. The minor child's present full name is \_\_\_\_\_  
and the minor child resides in \_\_\_\_\_ County, Iowa.

\*3. The minor child's date of birth is \_\_\_\_\_  
*(month/day/year)*

and the minor child is therefore: *Check either A or B*

- A.  Fourteen (14) years of age or older and the child's written consent is filed with this petition.
- B.  Under fourteen (14) years of age and: *Check one*
  - (1)  All parents listed on the minor child's birth certificate consent to the minor child's change of name.
  - (2)  The other parent has not provided consent. At the hearing, I will provide adequate proof that: *Check at least one*
    - (a)  The nonconsenting parent has abandoned the minor child.
    - (b)  The nonconsenting parent has been ordered to contribute to the support of the child or to financially aid in the child's birth and has failed to do so without good cause.
    - (c)  The nonconsenting parent does not object to the name change after receiving due and proper notice.

4. The minor child is \_\_\_\_\_ feet, \_\_\_\_\_ inches tall; weighs \_\_\_\_\_ lbs.; has \_\_\_\_\_ color hair; and \_\_\_\_\_ color eyes.

5. The minor child is a \_\_\_\_\_ who  
(race) (gender)  
was born in \_\_\_\_\_ .  
(place of birth)

\*6. Petitioner(s) currently reside(s) at \_\_\_\_\_  
and the minor child currently resides at \_\_\_\_\_

\*7. Petitioner(s) and the minor child has (have) also resided at the following prior addresses during the past five years:

Petitioner(s):	Minor child:
_____	_____
_____	_____
_____	_____

8. I (We) request a change of name for the minor child for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. A change of name for the minor child has not been previously requested pursuant to Iowa Code chapter 674.

10. Check either **A** or **B**:

\*A.  A certified copy of the minor child's birth certificate is filed with this petition.

B.  A certified copy of the minor child's birth certificate is not available because (state reasons birth certificate is not available):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. If the minor child's birth certificate is not available, petitioner(s) must file another form of identification in place of the certified copy of the birth certificate. Such other form of identification may include documents provided by United States Citizenship and Immigrations Services (USCIS).

12. I (We) request the court to enter an order changing the minor child's name:

\*From (child's present full name): \_\_\_\_\_

\*To (child's requested new name): \_\_\_\_\_

*Continued on next page*



**13. Oath and signature**

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

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

/s/ \_\_\_\_\_  
*Signature of parent*

/s/ \_\_\_\_\_  
*Signature of parent*

\_\_\_\_\_  
*Printed name*

\_\_\_\_\_  
*Printed name*

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

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

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

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

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

In re the Name Change of:  _____ Petitioner	Case no. _____  Petition for Change of Name (Adult – no dissolution of marriage)  Affidavit of Consent of Spouse
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I, \_\_\_\_\_, of \_\_\_\_\_, am the spouse of \_\_\_\_\_ who is the Petitioner in the above-captioned proceeding. I hereby state the following:

1. I am married to \_\_\_\_\_, who is the Petitioner.
2. Petitioner and I live together at \_\_\_\_\_, \_\_\_\_\_(City), \_\_\_\_\_ (County), Iowa.
3. I have received and read the petition filed in this proceeding and understand the nature and consequences of having my spouse's name changed.
4. I freely and voluntarily give my consent to the Court changing my spouse's legal name from \_\_\_\_\_ to \_\_\_\_\_.

I, \_\_\_\_\_, certify under penalty of perjury and pursuant to the laws of the State of Iowa that the information I have provided in this Affidavit is true and correct.

Month, Date, Year

\_\_\_\_\_  
Name  
Address  
Telephone  
Email

Congratulations, you have created the paperwork you need to file a name change

### To Do

1. Check the signatures
2. Scan proof of identity
3. Register for eFile account
4. Enter case information
5. Upload forms and scans
6. Submit filing and arrange payment
7. Serve parent or spouse, if applicable

### If you are filing name changes for one or more minor children

You must have a proof of identity for each child. You can scan all proofs of identity (including yours, if applicable) into one PDF or into separate PDFs.

- **If the child is fourteen years of age or older**, the child must write (or type) a statement consenting to the name change.
- **If the child is younger than fourteen**, ask the other parent listed on the birth certificate to sign the Petition to indicate approval. Scan the signed petition so you can upload it later.  
If the other parent cannot or will not sign, you must explain why the parent's approval is not needed.

## Check the signatures

1. If you are requesting a name change for yourself, open the Petition for Change of Name.
  - a. Look under the paragraph called "Oath and Signature."
  - b. If the form is signed with /s/ and your name, this form is ready to be filed.
  - c. If the form is *not* signed, you will need to print it, sign and date it, and scan it into a PDF form.
2. If you are requesting a name change for your minor children, open *each* Petition for Change of Name of Minor Child.
  - a. Look under the paragraph called "Oath and Signature."
  - b. If the form is signed with /s/ and your name **AND** the child's other parent does not consent to the name change or does not have legal rights, this form it is ready to be filed.
  - c. If your name **does not** appear after the first /s/, you need to print the form, sign and date it, and scan it into a PDF form.
  - d. If the child's other parent consents (agrees to) the name change, you need to print the form, have them sign and date it, and scan it into a PDF form.

## Scan proof of identity

1. Get a certified copy of the birth certificate or other government-issued identification for each person requesting a name change.
  - a. If born in Iowa, get from the county clerk in the county where the birth was recorded.
  - b. If born in another state, contact the vital records office in that state.
2. Scan the proof (or proofs) of identity into one black and white PDF.

If you do not have a scanner, you can use one at the public library or the public access computers at a courthouse. If you have questions, go to the county clerk of court office.

## Register for an eFile account

If you already have an eFile account, skip to **Enter your case information into the eFile System**.

1. Go to [www.iowacourts.state.ia.us/Efile/](http://www.iowacourts.state.ia.us/Efile/).
2. Click the **Request Account** button under the User Name and Password fields.
3. Read the User Agreement, and select “I have read, understand, and agree to comply with this user agreement and the rules and procedures contained in Chapter 16, Iowa Rules of Electronic Procedure.”
4. Click **Submit**.
5. Select **Registered Filer**.
6. Click **Next**.
7. Complete the form with your name and contact information. The fields with an asterisk are required.
8. Click **Submit**.
9. Write down your User Name and Password somewhere safe. You will need to log on to the eFile System many times throughout your case to check the status and view documents.


You’ll get an email when your account is created.

## Enter your case information into the eFile System

In the eFile System:

1. Click **New Case**.
2. Click **Change of Name**.
3. County: Select the county printed at the top of the Petition for Change of Name.

You can save your work at any time by clicking **Move to Drafts** at the bottom of the screen.

In the Iowa District Court for  County

4. Case Title: Type your current name
5. Click your name under **Add Case Participant**.
6. Select **Self Represented Filer**.
7. Click **Next**.

## Upload your documents

You will upload each document individually.

To upload a document:

1. Select the document category as instructed below.
2. Select the document type as instructed.
3. Click **Browse**.
4. Browse to the document and select it.
5. Click **Open**.
6. Click **Add**.

### *Upload the Petition for Change of Name*

1. Document Category: Select **Petition**
2. Document Type: Select **Petition – Name Change**.

### *Upload proof of identity*

1. Document Category: select **–select a Document Category–** (at top of list)
2. Document type: **Protected Information Form**
3. Additional text: type “Proof of identity”

### *Upload the Protected Information Disclosure form*

1. Document Category: do not change
2. Document type: **Protected Information Form**

### *Upload the Application to Defer Filing Fees if you have it*

Skip if you do not have this form.

If you completed the Fee Waiver interview at [www.iowacourts.gov/for-the-public/representing-yourself/iowa-interactive-court-forms](http://www.iowacourts.gov/for-the-public/representing-yourself/iowa-interactive-court-forms), upload the form.

1. Document Category: do not change
2. Document Type: **Application to Defer Filing Fees**

## Submit the filing and arrange payment of your fees

1. Click **Next**.
2. Click **Submit the Filing**.
3. At the bottom of the page where it says "Payment on Behalf of," select your name.
4. Choose your method of payment. (If you filed a request for a fee waiver, select **Order granting exemption**.)
5. Click **Submit the Filing**.
6. Click **Next**.

If you select **Pay at the Counter**, you must pay before your forms will be filed.

## Wait for your forms to be reviewed

Now you'll need to wait. The clerk of court will review your filings, then accept or reject them. It may take a few days.

You will normally receive three emails every time you submit a filing. One says the filing has been received; one is the courtesy copy of the official Notice of Electronic Filing; one is the email saying whether it was "accepted" or "returned not filed."

Check the status of your filing at least once per day. When your filing is accepted, you will normally get an email that includes your case number. The emails are a courtesy, and you need to make sure to check the eFile system daily in case the email gets lost or sent to your spam folder.

### How to check the status of your filing

1. Log on to eFile System.
2. Click **My Filings**.
3. Where it says "View Filings Between," select the date on which you filed your documents.
4. Click **Go**.
5. Your filings display. The blue word on the right indicates the status:

- **Filed:** Your documents are accepted.
- **Returned not Filed:** Your documents are rejected.
- **Awaiting Approval:** The clerk has not yet reviewed your documents.
- **Package Pending:** The system has not yet submitted the documents to the clerk.

### If your filing status is "Returned not Filed"

If your filing status is "returned not filed," you must correct any errors and refile.

You should receive a rejection email from the clerk's office explaining the reason for rejection. You can also see the reason if you access the document through the My Filing tab in the eFile System

A list of common reasons for rejection is given in Step 5 on [www.iowacourts.gov/efile/efile-instructions](http://www.iowacourts.gov/efile/efile-instructions) under 'Resubmitting a returned filing'.

For defendants that live in a different state than Iowa, be sure to follow that state's rules about service.

## Save your Filed forms

You should keep a paper copy of all the accepted filings on your case.

Once your filings are accepted, log into the eFile system, click on **My Filings**, and find your case by date or by case number.

"Filed" means your case has a case number and can proceed.

It does not necessarily mean you filled out the form correctly or that you are going to get what you asked for.

1. Click the word "**Filed**."
2. Scroll to the bottom of the page, under the heading "Response."
3. For each document, click the blue file name under "View Document" column

4. Save the document to your computer, print it, or email it to yourself.

## If you are married, or are asking to change the name of a minor child

**If you are married**, the petition and Form 109 must be served on your spouse.

**If you are filing for a minor child**, the petition and the application to defer filing fees must be served on the parent named on the birth certificate.

You must hire a sheriff or process server and pay their fees directly.

1. Print a copy of the signed and timestamped Petition.  
Make sure you print the one listed under the “Response” heading; it will have a blue file stamp text across the top of each page.
2. Contact a process server or the civil division of the sheriff’s department in the county where defendant resides to arrange for service.

## For more information

- For general information about changing names, see the Iowa Judicial Branch website at [www.iowacourts.gov/for-the-public/representing-yourself/name-change/](http://www.iowacourts.gov/for-the-public/representing-yourself/name-change/)
- For court forms, see the Iowa Judicial Branch website at [iowacourts.gov/for-the-public/court-forms/](http://iowacourts.gov/for-the-public/court-forms/)
- For help finding a lawyer and other self-help tools, see the Iowa State Bar Association website at [iowabar.org](http://iowabar.org).
- For general questions about filing and forms, contact the clerk of court office in your county.
- For Iowa state law regarding name changes, see [Iowa Code chapter 674](#).

**STATE OF IOWA**  
IOWA DEPARTMENT OF PUBLIC HEALTH  
*Bureau of Health Statistics*

For State Office Use Only
Certificate # _____
SE# _____

## AMENDMENT TO IOWA CERTIFICATE OF BIRTH

To Correct Typographical Errors on Records of Birth One Year or Older

APPLICANT: COMPLETE PARTS 1 AND 2 ONLY. TYPE OR PRINT LEGIBLY. SEE INSTRUCTIONS ON REVERSE SIDE.

**PART 1. THIS INFORMATION MUST BE THE SAME AS ON THE BIRTH CERTIFICATE**

<b>PERSON NAMED ON RECORD</b> First		Middle, if any	Last (surname)	Suffix, if any (Jr., Sr., II, III, IV)
<b>SEX</b>	<b>DATE OF BIRTH</b> Month Day Year	<b>PLACE OF BIRTH</b> City County		
<b>MOTHER'S NAME</b> First		Middle, if any	Maiden Last Name	Current Last Name
<b>2<sup>nd</sup> PARENT's NAME</b> First		Middle, if any	Last (surname)	Suffix, if any (Jr., Sr., II, III, IV)

**PART 2. THE FOLLOWING ITEMS ARE TO BE AMENDED** Must be supported by evidentiary documents.

Item Description _____	Correction _____
Item Description _____	Correction _____
Item Description _____	Correction _____
Item Description _____	Correction _____
Item Description _____	Correction _____

**PART 3. AFFIRMATION – Applicant to sign and date in the presence of an authorized notary public.**

<b>APPLICANT'S NAME</b>		<b>RELATIONSHIP TO PERSON NAMED ON RECORD</b>	
<b>MAILING ADDRESS</b> Street City State Zip Code			
<b>DAYTIME PHONE#</b> (Include Area Code & Extension)	<input type="checkbox"/> \$15.00 processing fee enclosed <input type="checkbox"/> \$15.00 fee per Certificate enclosed # of copies _____ <input type="checkbox"/> Certified copy exchange, incorrect copy enclosed		

**Applicant's Signature** *By signing, you are affirming that the information above is accurate.* **Date Signed**

State of \_\_\_\_\_ County of \_\_\_\_\_ ss

Signed and affirmed in my presence \_\_\_\_\_  
Write name exactly as appears on government-issued photo I.D.

NOTARY SEAL

**Notary Public's Signature** **Date Signed**

Notary Address & Expiration

**PART 4. TO BE COMPLETED BY BUREAU OF HEALTH STATISTICS** (Abstract of documents and dates of originals)


# INSTRUCTIONS and GENERAL INFORMATION

- To amend items on records of births age one year or more. (To correct records of births under one year old, call the state vital records office at 515-281-4944 and ask for the birth registration program.)
- To amend birth records of persons still living.
- To amend obvious errors or omissions. A complete change of name requires a court order.
- To amend an item for the first time. Subsequent amendments may only be made with a court order or if the first correction was made in error.
- The amendment process may NOT be used to change the legal name to a different name. Check with the local Clerk of District Court for that process.

**Entitled Applicant:** Application to amend a birth certificate may be requested by: (1) the registrant [person named on the record], if of legal age; (2) a parent if the registrant is a minor; or (3) a legal guardian of the registrant.

**Completing the Form:** Complete Parts 1 and 2 of this form, except for your signature. Sign this form only in front of a notary public. In Iowa, your local County Recorder/County Registrar of Vital Records office (located in your county courthouse or county office building) may assist you in completing this form and provide notary services. OR, visit the state vital records office.

As requested, present certified copies, original statements, or legible photocopies of documents that support each requested correction. Documents must be clearly dated and established at least five years prior to this request. If the registrant is age one to seven years, the document must be at least one year old.

## **INCLUDE A LEGIBLE COPY OF YOUR CURRENT GOVERNMENT – ISSUED PHOTO ID**

Additional information, assistance, and amendment forms are available either from local County Recorders /County Registrars of Vital Records or the state office of vital records. Visit the state office in Des Moines or call 515-281-4944 and ask for the amendment clerk.

## **Sample Supporting Documents:**

- Certified copy of a sibling's Certificate of Live Birth to correct a parent's name
- Certified copy of military entry or discharge papers
- Certified copy of a Certificate of Marriage to correct age, birthplace, or name of a parent
- Original statement by employer of employment record
- School enrollment or transcript records, but NOT diplomas
- Life insurance policy or pension plan with statement prepared by the company
- Hospital or physician medical record
- Social security application (micro print)

**Cost:** A **\$15 processing fee** is required to file an Amendment to Certificate of Birth. An **additional fee** is required for a certified copy of the amended birth certificate, unless a state certified copy is relinquished for exchange at the time of the amendment request. All fees are payable in U.S. funds by check or money order to the Iowa Department of Public Health.

**Notarization:** The applicant must sign this form in front of an authorized Notary Public. The notary completes Part 3 of the form and applies a legible signature and seal to this form only. In Iowa, County Registrars of Vital Records (i.e., County Recorders) may provide notary services and assistance in selecting supporting evidentiary documentation.

**Submit to State:** Submit this completed notarized Amendment to Iowa Certificate of Birth form, along with supporting document, fees, and the incorrect state-certified copy to the Iowa Department of Public Health, Bureau of Health Statistics, Lucas State Office Building, 1<sup>st</sup> Floor, 321 E. 12<sup>th</sup> Street, Des Moines, Iowa 50319.

The amendment request and supporting document(s) will be verified for accuracy. Processing the amendment request should be completed within approximately 3-4 weeks after receipt unless additional supporting documents are required. After processing, the appropriate correction will be made on the record as authorized by the Code of Iowa and the record will be marked "Amended." The state vital records office will notify the County Registrar in the county of your birth of the corrections, if appropriate. All certified copies of supporting documents will be returned to the applicant.



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

Iowa law requires physicians to furnish a notarized affidavit certifying and explaining how the patient's sex designation has been changed by surgery or other treatments. This sample letter is intended to guide your doctors and treatment team. Make sure that the supervising physician who oversees or coordinates your treatment tailors the letter to your circumstances and signs the statement.

[Letterhead of Physician]

[Date]

[Complete Mailing Address of Person, Office, and Agency Specified By Law or Regulation]

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

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

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

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

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

Respectfully submitted,

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

STATE OF [State]

COUNTY OF [County]

This record was acknowledged before me on [date] by [name of physician].

\_\_\_\_\_  
Notary Public in and for the State of [State]

My commission expires on \_\_\_\_\_

## Directory of Select Government Agencies, Laws, and Regulations

Identity Document	Agency or Organization	Contact Information and Local Offices	Statutes, Codes, and Agency Regulations
Iowa Petition for Change of Name	Iowa Judicial Branch	<a href="https://www.iowacourts.gov/iowa-courts/court-directory/">https://www.iowacourts.gov/iowa-courts/court-directory/</a>	Iowa Code Chapter 674 Iowa Code § 602.8105  Iowa Administrative Code §§ 641.99.19 and 641.95.6
Iowa Birth Certificate	Iowa Department of Public Health	Bureau of Health Statistics Lucas State Office Building, 321 East 12 <sup>th</sup> Street Des Moines, Iowa 50319-0075 Vital Records Phone Number: 515-281-4944 <a href="https://hhs.iowa.gov/public-health/health-statistics">https://hhs.iowa.gov/public-health/health-statistics</a> <a href="https://hhs.iowa.gov/programs/vital-records">https://hhs.iowa.gov/programs/vital-records</a>	Iowa Code §§ 144.23 and 144.24  Iowa Administrative Code §§ 641.95.6(1), 641.95.7, 641.99.19(9), 641.99.20
Iowa Driver's License and Nonoperator's ID Card	Iowa Department of Transportation, Division of Motor Vehicles	Office of Driver Services P.O. Box 9204 Des Moines, Iowa 50306-9204 Phone Number: 515-239-1101 Driver's License Information Phone Number: 515-244-8725 <a href="https://iowadot.gov/mvd">https://iowadot.gov/mvd</a> <a href="https://iowadot.gov/mvd/iowadot-locations">https://iowadot.gov/mvd/iowadot-locations</a>	Iowa Code §§ 321.182 and 321.189  Iowa Administrative Code § 761.601.5
Social Security Records	Social Security Administration	<a href="https://www.ssa.gov/">https://www.ssa.gov/</a> <a href="https://secure.ssa.gov/ICON/main.jsp">https://secure.ssa.gov/ICON/main.jsp</a>	42 U.S.C. § 902  20 CFR § 422.107 20 CFR § 422.110
Immigration and Citizenship Documents	United States Citizenship and Immigration Service	<a href="https://www.uscis.gov/">https://www.uscis.gov/</a> <a href="http://www.uscis.gov/about-us/find-uscis-office/field-offices">http://www.uscis.gov/about-us/find-uscis-office/field-offices</a>	8 U.S.C. § 1103 (also known as Section 103(a) Immigration and Nationality Act)  8 CFR § 264.5 8 CFR § 343a.1 8 CFR § 106.2(a)(1) 8 CFR § 106.2(b)(6)
United States Passport	United States Department of State, Bureau of Consular Affairs	<a href="https://travel.state.gov/content/travel.html">https://travel.state.gov/content/travel.html</a> <a href="http://iafdb.travel.state.gov/DefaultForm.aspx">http://iafdb.travel.state.gov/DefaultForm.aspx</a>	8 U.S.C. § 1104 22 U.S.C. §§ 211a, 212, 213, 214 22 CFR §§ 51.1-51.56

# Additional Resources

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

University of Iowa LGBTQ+ Resources: <https://diversity.uiowa.edu/resources/lgbtq-resources>

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

Iowa State University Center for LGBTQIA+ Student Success: Resources for Students, Parents and Family, Faculty and Staff <https://center.dso.iastate.edu/resources>

LGBT Relationship Center of Iowa: Resources for Iowa Students: <https://lgbtqrelationshipcenterofiowa.com/resources/category/resources-for-iowa-students.html>

Oneiowa: Transgender and Nonbinary Resources <https://oneiowa.org/resources/transresources/>

ACLU of Iowa: Transgender in Iowa: Know Your Rights <https://www.aclu-ia.org/en/know-your-rights/transgender-iowa-know-your-rights>

Lavender Legal Center: Resources <https://www.lavenderlegalcenter.org/resources>

PFLAG Cedar Rapids: Resources and Downloads <https://pflagcr.com/resources>

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

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

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

Movement Advancement Project (MAP): Identity Document Laws and Policies [https://www.lgbtmap.org/equality-maps/identity\\_documents/name\\_change](https://www.lgbtmap.org/equality-maps/identity_documents/name_change)

A4TE Advocates for Trans Equality: <https://transequality.org/documents>

Transgender Law Center Identity Documents Legal & Policy Work <https://transgenderlawcenter.org/resources/id/>

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

GLAAD Media Reference Guide: "Transgender People" <https://www.glaad.org/reference/transgender> and Glossary of Terms <https://glaad.org/reference/trans-terms>

National Center for Lesbian Rights: Transgender Youth Advocacy and Resources <https://www.nclrights.org/our-work/youth/transgender-youth/>