

Changing Your Name on Your Social Security Card

You can do this one by mail!

Print this form and fill it out:

<http://www.socialsecurity.gov/online/ss-5.pdf>

Mail in the requested original documents, including one of your Certified Copies of the Court Order to (they will mail it back to you, along with your new card):

Social Security Office
Suite 500
400 Poydras St.
New Orleans, LA 70130

Or go there in person. Make sure you call to get their hours before you go- they close at 3pm most days and at 12pm on Wednesdays!
1-800-772-1213

Changing Your Name on Your Birth Certificate

Laws for changing your birth certificate vary by state. If you were born in Louisiana, to amend your birth certificate costs about \$28.

However, there are specific pieces of documentation you will need, including an application. Call the Louisiana Department of Health and Hospitals at (504) 593-5100

Other places to remember to tell:

- Your employer
- Your bank
- Medicaid or other insurance providers, including car insurance
- Your healthcare providers
- Any social services like SNAP or WIC
- Your landlord or public housing
- Probation officer or court officials
- _____
- _____
- _____

Frequently Asked Questions

Can I change my name if I'm a minor?

If you are 17 or younger, you will need guardian permission to change your name.

Will I get a new Social Security number?

Your social security and state I.D. numbers will not change, just the name on them will change.

How do I change my gender on my I.D.?

To change your gender on your I.D. in Louisiana requires a letter from a doctor stating that you have undergone gender reassignment surgery.

However, a court has to grant your gender to be changed on your birth certificate in Louisiana, which requires you petitioning the court and providing "proof" of your gender through doctor's letters and medical diagnoses. After your request is granted, your old birth certificate and the court order to change it go in a sealed package to be held in the Vital Records archives.

What if I live in another state, other than Louisiana? The laws, process, and fees for changing your name are different for each state.

Need more information? Try Lambda Legal, the Sylvia Rivera Law Project, the Transgender Law Center, the National Center for Transgender Equality, or the National Center for Lesbian Rights.

For more information about *BreakOUT!*, visit us at:
www.youthbreakout.org

1001 S. Broad St. #119
New Orleans, LA 70125
info@youthbreakout.org
(504) 345-9178

*Special thanks to Tulane Gamma Rho
Lambda for putting this together*

Transgender people change things!

How to change your name in Louisiana



1001 S. Broad St. #119
New Orleans, LA 70125
www.youthbreakout.org
(504) 345-9178

People get their names changed for all sorts of reasons. You do not need a lawyer to get your name changed - you can represent yourself if you want. You also don't have to have had gender reassignment surgery or your gender marker changed on any legal documents. Probably the biggest barrier to getting your name changed is the money.

A Judge has to agree that you can legally change your name. Judges usually grant requests for name changes, but it's not guaranteed and you can't get your money back.

STEP 1: Get It Together

You'll need:

Money

It costs about \$500 in Orleans Parish to get your name changed. It costs about \$400 if you live in Jefferson Parish. (Later, you'll need another \$13 to change your state I.D.)

You have to pay the money before you can start the process.

Identification

You have to be able to prove who you are when you go to the court.

If you have a current state-issued identification card with a photograph, you should be fine.

Convicted of a felony?

If you have been convicted of a felony, you cannot change your name until you finish your probation or parole. If you have been convicted of a felony that is considered a "crime of violence," you cannot change your name at all. For a list of those felonies, look up *Louisiana R.S. 14:2(B)*.

STEP 2: File a Petition for a Name Change

Once you have the money, the next thing you have to do is ask the Judge. This is called a *petition*.

You have to file the petition in the Parish where you live or the Parish where you were born. (Or, if you're incarcerated, the district court of the Parish where you were sentenced.)

Go to the Civil Court Clerk and ask for a Petition for Name Change form.
<http://www.24jdc.us/pdfs/NameChangePetitionAndJudgment.pdf>

Orleans Parish:
Civil Court Clerk, Domestic Docket 5
421 Loyola Avenue, Room 402
New Orleans, Louisiana 70112
(504) 407-0046

Jefferson Parish:
24th Judicial District Court Civil Division
200 Derbigny St., Suite 2400
Gretna, LA 70053
(504) 364-3740

Call before you go to make sure you know exactly how much it's going to cost and how you have to pay it. Sometimes they only take money orders, other times they want cash, and some will take credit cards.

References for this guide:

Louisiana RS 13:4751
Louisiana RS 40:62
Louisiana Department of Public Safety and Office of Motor Vehicles Policy 22.01
Orleans Parish Civil Court www.orleanscivilclerk.com
Jefferson Parish 24th JDC www.24jdc.us

STEP 3: Show Up to Court

You will get a court date for your name change. Don't forget to show up or you'll have to start the process (and pay!) all over again.

It will probably be an open court, you'll be in front of everyone, and the Judge will ask you why you want to change your name.

Whatever the Judge asks, be very respectful and refer to the Judge as "Your Honor," even if she's rude. (You can always file a complaint later.)

If the Judge approves your request then she will issue a Court Order that your name be legally changed.

STEP 4: Get Certified Copies

You will get a copy of the court order- make sure you get a "Certified Copy" and if you can, get a few extra even if you have to pay a few extra dollars. You'll need these later to change your other documents and you should always keep one yourself for your own records.

If for some reason the Judge denies your request to change your name, contact BreakOUT! immediately.

You're not done yet! You still need to get the rest of your documents in order. *The most important?* Your State I.D. and Social Security Card.

Changing Your Name on Your State I.D.

Since changing your name on your I.D. will be counted as a replacement license, you will have to pay a fee of about \$13.

Take your Certified Copy of the Court Order and your old I.D. to the DMV to get a new I.D.

Make sure you go to a full service DMV, not one of the express offices!