

## Step 1: Gather your documents and complete the petition

### Documents you need:

- Form: Name Change Petition and/or Sex Designation Change\* Petition
- Proof of Birth: If born in New York, an Original or certified birth certificate. If not born in New York, a copy of your birth certificate, a passport, or other official proof of birth.
- Proof of Residency: Utility bill, lease, or official residency letter.

### How to complete the forms:

- Use the NYC Civil Court website's program or download the DIY petition form: <https://www.nycourts.gov/CourtHelp/NameChange/forms.shtml>
- Sign your petition before a notary before filing.

### \*Sex Designation Change

- Born in NY: You can change your gender marker on all New York-issued documents, including birth certificate, just by stating your gender (self-attestation). No court order is required, so no need to request a sex designation change.
- Born outside NY: Some states require a court order to update a birth certificate, so you may need to request a sex designation change. Check your state's process before filing.
- If you need a sex designation change order, consider filing a separate petition for the sex designation change so that you can update your name on federal documents without submitting a sex designation order.

## Step 2: Bring your documents to NYC Civil Court

- You can file in any of the five boroughs (process may vary – call the court clerk for details).
- Go to the clerk's office with your documents.
- Pay a \$65 filing fee (cash or certified check; personal checks not accepted). If you cannot afford the fee, you can request a fee waiver.
- A judge may request a hearing to ask questions about your application, though this is rare.
- Once granted, purchase certified copies of your Name Change Order and/or Sex Designation Change Order (about \$6 each in cash). Order enough copies for each document you plan to update. If you cannot afford the fee, ask for a fee waiver.

## Step 3: Update Your Identification Documents

Once court order is granted, update other state and federal identity documents. Have at least one certified copy of your court order for each document you want to update.

### Federal Documents

- Social Security Card: You can update your name with a court order. You must update your social security administration (SSA) name before updating your New York State identification document name. SSA does not currently update gender markers, but Social Security cards do not display gender.
- Passport: You can update your name with a court order. However, as of November 6, 2025, new passports are required to show a person's sex assigned at birth, rather than their gender identity.

### State Documents

- NYS or NYC Birth Certificate (we recommend you prioritize updating this first if you do not have a passport)
- NYS Driver License or Non-Driver ID (SSA name update required before this)
- NYC "IDNYC" Card
- Benefits Card
- Reminder: For New York-issued documents, you can change your gender marker just by stating it (self-attestation). No extra documentation is required.

### Immigration Documents

- If you have immigration concerns, consult an immigration attorney before filing.
- See Advocates for Trans Equality (A4TE) immigration guidance: <https://transequality.org/documents/immigration-documents>

### Disclaimer:

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