

Documentation after you legally change your name

1. DMV

- a. Forms can be found at: <https://www.pa.gov/services/dmv/change-a-driver-license-name-or-address.html>

2. Birth Certificate

- a. If you were born in a state other than Pennsylvania, contact the department of vital records in the state where you were born to find out the regulations and procedures for amending birth certificates in that state.

b. In PA, for persons over the age of 18

- i. Send a letter requesting a change of name to the Corrections Unit of the Division of Vital Records. The request must be accompanied by
 - 1. A certified copy of the court order changing your name;
 - 2. Either of the following:
 - a. A legible copy of your government-issued photo identification (or, if someone is requesting the changes on your behalf, a legible copy of the government-issued photo identification of the person making the request); or
 - b. 2 documents establishing your identity such as a utility bill, pay stub, bank statement, income tax return, W2, auto registration, lease/rental agreement or credit card statement; or
 - 3. Either of the following:
 - a. Your existing birth certificate with the section "Corrections Desired" on the reverse side of the birth certificate completed and notarized; or
 - b. A completed and notarized Vital Records correction form.
- ii. This form with the appropriate fee: <https://tinyurl.com/4pv9hwkb>
- iii. Other Forms can be found at: <https://www.health.pa.gov/Pages/default.aspx>
- c. There is a \$20.00 fee to amend or correct a Pennsylvania birth certificate. Payment may be made by check or money order payable to "Vital Records." There is no fee for the service if the request is made on behalf of a current or former member of the Armed Forces or on behalf of a dependent of a current or former member of the Armed Forces. A self-addressed, stamped envelope and a request that the original documents be returned should be included with the request.

3. Social Security

- a. Information for this process is found at <https://faq.ssa.gov/en-us/Topic/article/KA-01981>
- b. Local Lancaster office phone number: (888) 384-9919

4. Passport

- a. Follow the process outlined here: <https://travel.state.gov/content/travel/en/passports/have-passport/change-correct.html>

5. Other places you may need to contact

- a. Banks
- b. Employer (HR) - for all retirement and other benefits, as well as payroll
- c. Credit Card Companies
- d. Mortgage Company
- e. School
- f. Military
- g. Insurance (health, life, auto, home)