

### CLIENT TAKE AWAY FORM: WASHINGTON DC

Thank you for coming to the Name and Gender Change Clinic! The Clinic is a joint program of Whitman-Walker Health and Trans Legal Advocates of Washington (TransLAW), and provides free legal advice and services during monthly evening walk-in clinics to help individuals navigate the name and gender change process.

Please understand that any information or advice given to you today by Whitman-Walker Health, TransLAW, or a volunteer attorney was based on the information you provided us, and please understand that we do not currently represent you and we are not your lawyer.

We hope that this Clinic was helpful to you and that everything goes smoothly for you as you move through the process to change your name and/or gender marker. If you should have any questions or issues, feel free to return to a future clinic and a volunteer attorney will assist you. Dates of future clinics can be found here: <http://www.translawdc.org/#!/clinic>.

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PLEASE SEE THE REVERSE SIDE OF THIS FORM FOR STEP BY STEP INSTRUCTIONS FOR YOUR  
NEXT STEPS TO CHANGE YOUR NAME AND/OR GENDER MARKER ON YOUR IDENTITY  
DOCUMENTS  
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If you have any questions or problems, please do not hesitate to call Whitman-Walker Health Legal Services Program at (202) 939-7627 or contact Milo Primeaux at (202) 797-4401; [mprimeaux@whitman-walker.org](mailto:mprimeaux@whitman-walker.org) or Amy Nelson at (202) 939-7625; [anelson@whitman-walker.org](mailto:anelson@whitman-walker.org)

In addition, Whitman-Walker Health offers many services, including:

- Medical
- Mental Health – Psychiatry, individual therapy, group therapy, day treatment
- Addiction Treatment – Intensive outpatient and harm reduction models
- Dental
- HIV Testing and Counseling
- Medical Adherence Nurse Case Management
- Public Benefits Coordination
- On-site Specialty Pharmacy

**For more information about accessing any of the services above,  
contact WWH's main number at (202) 745-7000.**

Thank you and we wish you all the best!

\_\_\_\_\_  
Name of client

\_\_\_\_\_  
Names of volunteer attorneys

\_\_\_\_\_  
Date

**NEXT STEPS FOR WASHINGTON DC CLIENT** (modify and cross out as necessary):

- ☐ **File the Application for Change of Name with the Court:** Go to 500 Indiana Ave. NW, Room 4220, with the following documents:
  1. Completed Name Change Application;
  2. The original long form or certified copy of your birth certificate; foreign birth certificates must be translated;
  3. Valid identification in the form of a current driver's license, ID card, or passport; and
  4. Proof of DC Residency for the past 6 months; and
  5. The \$60 filing fee, payable to "Clerk, DC Superior Court" (cash, certified check, or money order), OR a completed Fee Waiver Petition.
  
- ☐ **Mail notices to interested parties** as indicated on the signed Order and Notice of Final Hearing
  - You must mail notices within 10 days of filing at the courthouse
  - Mail the notices by Certified Mail with Return Receipt Requested
  - Keep all receipts from the U.S. Postal Service
  
- ☐ **Return to the Court for Final Hearing**
  - File the completed "Affidavit / Declaration of Service" form with the Court, and attach any receipts from the Postal Service and/or Return Receipts.
  - The judge may or may not hold a brief hearing.
  - The Court will provide certified copies of the signed Order for Change of Name. You should ask for at least 6 copies, you may have to pay a fee for additional copies.
  
- ☐ **Go to a Social Security Office** (find the closest one here: <https://secure.ssa.gov/ICON/main.jsp>) with the following things to update your name (and gender) with SSA:
  1. Application for Social Security Card (available at SSA office) that includes your changed name;
  2. Certified copy of the Court Order for Change of Name;
  3. An unexpired identification document, such as driver's license, state-issued identity card, or U.S. Passport (it is okay if your ID document includes your former name);
  4. Proof of U.S. citizenship or lawful immigration status, such as a passport, birth certificate or immigration documentation; and
  5. The signed letter on letterhead from your licensed doctor (if doing gender change).
  
- ☐ **Go to the DC Department of Motor Vehicles** and bring the following documents:
  1. A completed Gender Designation Form (if doing gender marker change);
  2. A certified copy of your Court Order for a Name Change;
  3. Your newly issued Social Security card reflecting your new name OR an SSA printout reflecting your name change;
  4. Your current driver's license or ID card (which you must surrender); and
  5. Cash, check, money order, or credit card to pay the fee for a new ID.

**NOTES:**

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