Client: Instructions for Name and Gender Marker Change

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Mississippi Name Change Guidelines

American Civil Liberties Union of Mississippi

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"Your name is a gift you can return if it doesn't fit."

Andrea Gibson, genderqueer artist





APPLICATION FOR CERTIFIED MISSISSIPPI BIRTH CERTIFICATE Mississippi State Department of Health Vital Records Post Office Box 1700, Jackson, Mississippi 39215-1700 Requirement for ordering: If applicant is self, spouse, grandparent, sibling, child, grandchild, or legal representative, then this application must be completed and a copy of a valid photo identification must be provided. Acceptable forms of identification are the following: Driver's License, State Identification Card, Passport, and/or Military Identification Card. (See back for other acceptable forms). Guardian or legal representative must submit proof or guardianship/legal representative with this application. FULL NAME ON MIDDLE LAST BIRTH RECORD HAS NAME CHANGED If so, what was original name? SINCE BIRTH? □ Yes DATE OF YEAR STATE FILE NUMBER IF KNOWN BIRTH PLACE OF COUNTY CITY STATE BIRTH RACE □ MALE □ FEMALE

Required Documents:

- A government-issued photo ID
 - MS ID, or
 - Non-MS ID + in-state residency documentation
- Certified copy of birth certificate (\$17)
- Gender marker: letter from medical provider



Filing

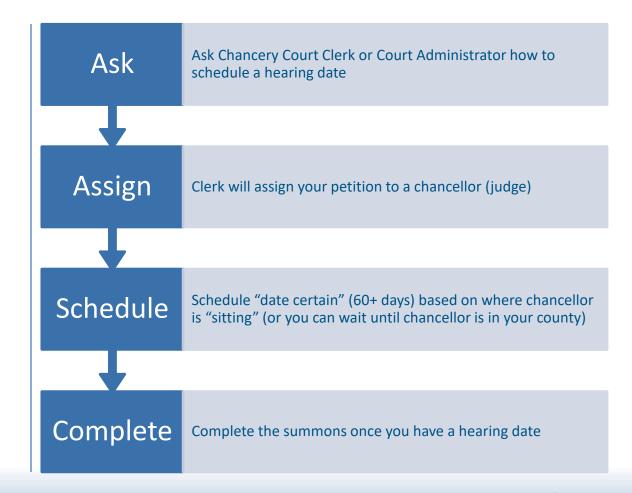
Print	We print 3 copies of cover sheet, petition, and (if applicable) IFP affidavit	
Verify	Verify judicial district (if relevant), location and hours of courthouse, and amount of filing fee with Chancery Court clerk in resident county	
Sign	Sign petition and affidavit in front of notary (at clinic or clerk at courthouse)	
Submit	Submit 1 copy of all documents, birth certificate (original/certified copy and a photocopy), and filing fee or IFP affidavit to Clerk	
Ask	Ask for 2 file-stamped copies of petition: keep 1, serve 1	





Scheduling







Serving (for surname or gender marker)

Note: petitioner is not allowed serve the summons.

A process server or the Hinds County Sheriff's Office may serve process on the Mississippi Attorney General on behalf of the Mississippi State Board of Health. Both will charge a fee.

Send (mail or email) your documents to the process server.

Receive Process Server Return to confirm they have completed the job.







Preparing for Court

Court Tips and Self Representation Resources:

http://www.msatjc.org/preparing-for-court

Tip: clients can ask a friend to go along for moral support



Court Hearing

Bring the Order we've drafted (but do not sign or date it)

 If the chancellor finds your name should be changed, they will sign it on the date of your hearing If you are asked why you want to change your name, keep it simple

 "This is the name I have gone by for X amount of time and it is how I am known to my family and friends" If the chancellor denies your Petition because of your transgender status

 Contact the ACLU of Mississippi



Court Order



Present your signed order to the clerk of your resident county.

Ask the clerk to file the order – it will get stamped showing it has been recorded.



Get copies of the stamped order (recommended 5+ copies, but there may be a fee, often \$0.50-\$1.00 per page).

Make a digital copy (photo or scan) ASAP.



Mail court order, letter, and \$28 fee to Department of Vital Records, asking for them to issue an amended birth certificate.





Mississippi Name Change Guidelines

Last updated July 1, 2022

If you have any questions or need legal help, please contact the ACLU of Mississippi LGBTQ Justice Project.

File for a Name Change

Fee: \$148*

*Contact your local Chancery Court for exact filing fee

Items Needed:

Application for Certified Copy of Birth Certificate: https://bit.ly/30ZdCbx

To Do:

- Draft petition with help from ACLU or for low-income support at https://bit.ly/3HJuReK
- File petition and pay fee
- See judge at appointed date and time
- Receive certified court order

Apply for a new Social Security Card

Fee: Free

Items Needed:

- SS-5, Application for Social Security
 Card: https://bit.ly/3HGLgka
- Original Certified Court order
- ☐ Proof of Citizenship
- ☐ Proof of Identity

To Do:

Take the signed application and documents to any Social Security office. Go to https://bit.ly/3Nf7vi4 to find the nearest office.

Apply for a new Driver's License

Fee: \$24-\$47

824 for a four-year license, \$47 for an eight-year license.

Items Needed:

- Application for MS Driver License or ID:
- Court order
- Certified birth certificate
- Social security card
- 2 proofs of residency

To Do:

- Submit your application and documents to the nearest Department of Motor Vehicles, found
- here: https://bit.ly/3QG2WQZ

Register to Vote

Fee: Free

Note: you can apply to register to vote or update your existing voter registration on your MS Driver License Application

To Do:

	Register to vote at th	ne local circuit clerk's offic
	in your county of res	idence, or update your
	voter registration at	https://bit.ly/3b8WWQk

The Final Step:

▼ You may want to send out a form email alerting everyone of your name change. The general tone will certainly be different depending on who you are notifying. For example, a professional email may be sent to your colleagues, while a funny GIF can be shared on social media.

Notification Checklist:

Employer Name Change	Utility Companies
Banks	Retirement Plans
Credit Cards	☐ Doctors
Professional Organizations	Insurance Companies
Loans	Memberships
☐ Investments	Clubs



Access forms and other resources mentioned on our checklist







Next Clinic

JOIN US!

ACLU of Mississippi and partners are offering a series of free legal clinics to service LGBTQ identifying people on issues related to family law, civil rights, consumer law, housing, name and gender marker changes, and employment discrimination.

The clinics are held on a regular basis throughout the year; for more information on clinic dates, the LGBTQ justice project, and our work, visit our website.







