

A GUIDE TO AMENDING YOUR IDENTITY DOCUMENTS IN KING COUNTY



*BY AND FOR TRANSGENDER
AND GENDER DIVERSE COMMUNITIES*

Last updated August 2020



ABOUT INGERSOLL GENDER CENTER

Ingersoll Gender Center is an organization by, and for transgender and gender diverse people that provides mutual support through peer-led support groups, advocacy in navigating resources, community organizing, and education.

ABOUT OUR PROGRAMS AND SERVICES:

Resources and Referrals


We work with trans and gender diverse community to navigate housing, employment, gender-affirming healthcare, and more through one-on-one appointments as well as comprehensive databases and guides. Visit our website to learn more!


Financial Assistance

For transgender and gender nonconforming community members experiencing crisis and/or in need of financial assistance for amending identity documents.



 ingersollgendercenter.org

 support@ingersollgendercenter.org

 (206) 849-7859



KING COUNTY IDENTITY DOCUMENT AMENDMENT GUIDE

Having identity documents that reflect and affirm your identity is important. We believe there is no one way to be trans – none or some of your documents may be changed, and they can all be changed by you! This guide is prepared by and for transgender and gender diverse communities for our collective self-determination.

This guide is meant for King County, but the process in other Washington counties are generally the same. To best avoid complications, amend your documents in the order in which we've outlined in this guide. Remember to get certified copies of all of your original documents before you begin amending them.

This is not legal advice. Call us at (206) 849-7859 or email support@ingersollgendercenter.org for assistance.



CHANGING YOUR LEGAL NAME

Locate your local district court (<http://bit.ly/FindKCCourt>) and bring these things:

- Completed Petition and Order (<http://bit.ly/KCNCApp>). An example of a completed petition can be found here: <http://bit.ly/KCNCEX>
- Your State ID/driver's license (any US State)
- Proof of King County address (to see what may qualify, visit <http://bit.ly/WAPoR>)
- Payment (\$201.50, includes 1 certified copy of court order, each additional copy is an additional \$5 -we recommend getting at least 3)

Depending on your payment method and the court schedule, your hearing could be that day or 30 days later – it varies! Remember to get multiple certified copies – you should always have at least one on hand for yourself.

Bring friends, family, or someone to attend your hearing – Congratulations on the name change!



OTHER SITUATIONS YOU MIGHT ENCOUNTER

If you fall under any of these categories, the process requires more steps, time and may be more expensive:

- If you're under DOC supervision – prior and post notification is required
- If you're required to register as a sex offender – prior and post notification is required
- If you're a minor – Petition for Minor is used (<http://bit.ly/KCNCMin>)
- If you'd like your petition sealed – file Petition and Order with Supreme Court (<http://bit.ly/SKCNCPet> and <http://bit.ly/SKCNCOrd>)

If any of the above apply to you, please contact us via email at support@ingersollgendercenter.org or call us at (206) 849-7859. We can support you in all of these situations or connect you with legal assistance, if necessary.

If you encounter any challenges or are informed that these are not the correct steps, please contact us via the methods outlined above.



SOCIAL SECURITY ADMINISTRATION

To amend your name and/or gender marker with the Social Security Administration, you will need the following:

- Your State ID/driver's license (any US State)
- Proof of King County address (to see what may qualify, visit <http://bit.ly/WAPoR>)
- Evidence of US Citizenship (<http://bit.ly/SSADocs>)
- A certified copy of Court Ordered Name Change
- Application for a Social Security Card (<http://bit.ly/SSAApp>) An example of a completed application can be found at <http://bit.ly/SSAAppEx>
- Physician Letter (Template: <http://bit.ly/PhyLetter>)

It is essential that your provider follow the exact language included in the template – no edits!

If you need help getting a signature from a MD/DO, check out our Provider Database (<http://bit.ly/IngersollProviders>) or email us at health@ingersollgenderenter.org.



STATE ID OR DRIVER'S LICENSE

We strongly encourage you to update your information with the SSA before amending your state issued ID or driver's license.

To amend your Washington State ID or driver's license, you will need the following:

- Your State ID/driver's license (any US State)
- Proof of King County address (to see what may qualify, visit <http://bit.ly/WAPoR>)
- A certified copy of Court Ordered Name Change
- Change of Gender Designation Request Form (<http://bit.ly/WADOLGD>).
- Payment (\$10 or \$54)
 - If your ID expires in less than a year, the cost will be \$54.
 - If your ID expires in more than a year, the cost will be \$10.



US PASSPORT

Flowchart of Passport Process: <http://bit.ly/PassportFlow>

To amend your US passport, you will need the following:

- Your State ID/driver's license (any US State)
- Proof of current King County address
- Evidence of US Citizenship (<http://bit.ly/SSADocs>)
- A certified copy of Court Ordered Name Change
- Application (<http://bit.ly/IGCPassport>). An example of a completed application can be found at <http://bit.ly/PassportEx>
- Physician Letter (Template: <http://bit.ly/PhyLetter>)

It is essential that your provider follow the exact language included in the template – no edits!

If you need help getting a signature from a MD/DO, check out our Provider Database (<http://bit.ly/IngersollProviders>) or email us at health@ingersollgenderenter.org.

- Payment (\$110 for the application, \$15 for the photos, \$35 for execution fee) This is based on going to the Post Office for your photos and processing.



WASHINGTON BIRTH CERTIFICATE

To amend your Washington State issued birth certificate, you will need the following:

- Your State ID/driver's license (any US State)
- Proof of King County address
- A certified copy of Court Ordered Name Change
- Application Form (<http://bit.ly/WADHBCOrder>)
An example can be found at <http://bit.ly/WABCOrderEx>
- Amendment Form (<http://bit.ly/WAGMCFORM>)
An example can be found at <http://bit.ly/2Nw9Ho7>

The amendment form must be signed in front of a notary.

Notary services are free at most banks where you have an account. Call (206) 849-7859 if you are having difficulties locating a notary.

- Payment (\$20)

If you are amending only your name, you will need a Name Change Form (<http://bit.ly/2Ucu10j>) instead of the Amendment Form listed above.

If you are a minor or amending a minor's birth certificate, please contact support@ingersollgenderceter.org



OUT OF STATE BIRTH CERTIFICATES

Each state governs its own process to amend birth certificates that it issues. Some states have more barriers than others. If you were born outside of Washington, please email support@ingersollgendercenter.org for assistance.

The National Center for Transgender Equality has information on amending other state documents at <https://transequality.org/documents>

A decorative header featuring a light teal background with a row of white icons representing various documents: a globe, a certificate with a ribbon, a document with a person icon, a document with a globe, a document with a ribbon, a document with a person icon, a document with a globe, a document with a ribbon, and a document with a person icon.

OTHER DOCUMENTS

We know that these may not be the only records you would like to amend. There are plenty of other documents you may want to amend, including:

- Immigration Documents
- Phone Bill
- School records
- Financial accounts
- Work records
- Insurance
- Medical records
- Other legal documents

If you would like support in amending any of these other documents, please contact (206) 849-7859 or email us at support@ingersollgendercenter.org for assistance.



IN NEED OF SUPPORT?

Are you a transgender or gender diverse individual in need of financial assistance to help with the costs of amending your identity documents and/or in need of help navigating the amendment process?

You can complete a Community Member Support Request Form from (<http://bit.ly/IGCsupport>) or call us at (206) 849-7859.

This guide is created in the pursuit of the collective self-determination of transgender and gender diverse individuals. This is not legal advice.

HAVE MORE QUESTIONS?

Call us at (206) 849-7859

Email us at support@ingersollgendercenter.org



This guide was made possible with support from the Voter Education Fund at King County Elections and the Seattle Foundation.