

Name Change Checklist

After a court order is issued with your new name, you should change your name with the following entities:

Phase 1

Take a certified copy of your court order and visit these entities in person immediately, ideally within 7 days.

- Social Security Administration
- Licensing Bureau (aka DMV)
 - Driver's License/State ID
 - Titles to any vehicles
 - Voter Registration

Phase 2

Some of these entities may require a copy of the court order and/or your new driver's license/state ID. These can be completed in any order, ideally within 30 days.

- Financial Accounts
 - Bank Accounts
 - Credit Cards
 - Student Loans
 - Other Loans
 - Retirement Accounts (IRA, 401(k), etc.)
- Utility Companies
 - Electric
 - Natural Gas
 - Water
 - Sewer
 - Phone
 - Cable/Internet
- Healthcare
 - Doctors/Hospitals
 - Dentist
 - Eye Doctor

Insurance

- Health Insurance
- Dental Insurance
- Vision Insurance
- Car Insurance

Residential Lease or Mortgage Company

Your Children

- School or Daycare
- Emergency contact information

Phase 3

Change any applicable documents, ideally within 90 days.

Passport

Estate Planning Documents

- Will
- Trust
- Healthcare Directive/Living Will
- Power of Attorney

Social Accounts

- Social Media
- Email Address

Work/Business

- Payroll
- Professional Associations
- Business Cards
- Business Incorporation Documents (if self-employed)

