



Guidelines for Changing Your Name

Steps 1-4 should be completed in order

1. Obtain a Certified Marriage Certificate

2. Social Security Card: Go to any Social Security office with the following items:
 - Form: <http://www.socialsecurity.gov/online/ss-5.pdf>
 - Marriage Certificate
 - Maiden Name on Social Security Card
 - Maiden Name Photo ID

3. License/Voter Registration/Car Registration: No more than 24 hours after changing your name with Social Security go to the DMV (it is recommended to make an online appointment) with the following items:
 - Driver's License Form (pick up and fill out at the DMV)
 - Marriage Certificate
 - Current Driver's License
 - Pay the fee (cash or ATM card only)
 - Voter Registration Form (pick up and fill out at the DMV)
 - Form to change name on car registration (pick up and fill out at the DMV)
 - Car Title

4. Passport: This can be done by mail
 - Go to http://travel.state.gov/passport/correcting/ChangeName/ChangeName_851.html
 - Follow the instruction on this website, but note the process is different if your current passport is less than a year old vs. if your current passport is more than a year old
 - There is no fee to change your name on your passport (unless you require expedited service)

5. Work: Payroll/Medical Insurance/Benefits/Email/Business Cards

- Notify HR and request the forms necessary (they will be similar, if not the same, as the forms you filled out when you began your employment)
- Notify IT and request your email address be updated
- Change the email signature at the bottom of your email; include your new email in your signature
- Change your outgoing voicemail

6. Other Items to change:

- Investments
 - i. Contact your Financial Advisor
 - ii. Be prepared to provide a copy of your marriage certificate as well as a letter of instruction which will include your signature of both your old AND new name
- Bank account (best done in person)
 - iii. Bring your marriage certificate & ID
- Gym
 - iv. Show new license to membership office
- Car Insurance (can most likely be done over the phone or online)
 - v. Be ready to provide your new license number
- Magazine Subscriptions
- Credit cards (can be done over the phone)
- Utilities, Phone, Cable (can be done over the phone)
 - vi. Have your account numbers handy
- Prescriptions
 - vii. Have your doctor write new prescriptions for you
- Frequent Flier Miles
 - viii. Requirements are different for every airline; best to call all of your programs to find out what they will need