

## This Packet Has Instructions and Forms to Help You Change Your IDs

Here's a quick guide for how to change your IDs:

### 1. Change Your Name on Your IDs

- After you get your name change court order, you can update your name on your IDs.
- **IMPORTANT WARNING:** before you apply for or update your U.S. passport, please contact us.

### 2. Change Your Gender Marker on Some IDs

- You can change your gender marker on some IDs, but not all of them. Below is a chart that shows which IDs can be changed.

ID Type	Can you change gender marker?
Indiana Driver's License or state ID	Yes (M or F)
Indiana Birth Certificate	No
Social Security Records	No
U.S. Passport	No
Other State Birth Certificate	Check with the state you were born in.

### 3. Steps for Changing Your IDs

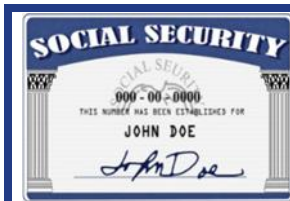
In March, Indiana's Governor signed an order about sex and gender. Right now, we don't know exactly how this will affect the rules for changing gender markers on driver's licenses. Because of this, we suggest you take these steps after you get your name change court order.

Steps	ID Type and Change	Important Instructions
Step 1	<b>Social Security Records</b> – Name Change	Wait 1 business day, then go to Step 2
Step 2	<b>BMV Driver's License/state ID</b> – Name Change and Gender Marker Change	Use <b>Physician's Statement of Gender Change Form</b>
After Step 2	Other IDs	You can update the rest of your IDs in any order.

#### **4. Lawsuits and Gender Marker Changes**

In February, the ACLU filed a lawsuit against the **U.S. Passport** policy that stopped people from changing their gender marker. In March, the ACLU of Indiana filed a lawsuit against the Indiana Governor's order, which caused the Indiana State Department of Health to stop updating gender markers on **Indiana birth certificates**.

If the courts stop these policies for now, you may be able to update your gender marker on these IDs. We will keep you updated with any new information as it becomes available.



## SOCIAL SECURITY CARD

### How to Change Your Name with Social Security

You'll change your name by requesting a replacement Social Security card.

#### Step 1: Fill out an application

- ☐ Fill out form SS-5 (you'll find this form in your packet), or
- ☐ Complete the online application at [www.ssa.gov/number-card](http://www.ssa.gov/number-card)
  - After completing the online application, you must visit your local Social Security office within 45 days.

#### Step 2: Go to your local Social Security office

- ☐ Find your local office at [secure.ssa.gov/ICON/main.jsp](http://secure.ssa.gov/ICON/main.jsp)
- ☐ You may need to make an appointment. You can do that at [www.ssa.gov/manage-benefits/make-an-appointment](http://www.ssa.gov/manage-benefits/make-an-appointment)
- ☐ Bring the following documents:
  - Proof of identity (such as your state ID, driver's license, or U.S. Passport)
  - Form SS-5 (if you didn't do the application online)
  - A certified copy of your name change court order

### Gender Marker Change for Social Security

Right now, you cannot change your sex/gender marker in Social Security records.

## Application for a Social Security Card

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### Applying for a Social Security Card is free!

#### USE THIS APPLICATION TO:

- Apply for an original Social Security card
- Apply for a replacement Social Security card
- Change or correct information on your Social Security number record

**IMPORTANT:** You **MUST** provide a properly completed application and the required evidence before we can process your application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable. We will return any documents submitted with your application. For assistance call us at 1-800-772-1213 or visit our website at [www.socialsecurity.gov](http://www.socialsecurity.gov).

#### Original Social Security Card

To apply for an original card, you must provide at least two documents to prove age, identity, and U.S. citizenship or current lawful, work-authorized immigration status. If you are not a U.S. citizen and do not have DHS work authorization, you must prove that you have a valid non-work reason for requesting a card. See page 2 for an explanation of acceptable documents.

NOTE: If you are age 12 or older and have never received a Social Security number, you must apply in person.

#### Replacement Social Security Card

To apply for a replacement card, you must provide one document to prove your identity. If you were born outside the U.S., you must also provide documents to prove your U.S. citizenship or current, lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

#### Changing Information on Your Social Security Record

To change the information on your Social Security number record (i.e., a name or citizenship change, or corrected date of birth) you must provide documents to prove your identity, support the requested change, and establish the reason for the change. For example, you may provide a birth certificate to show your correct date of birth. A document supporting a name change must be recent and identify you by both your old and new names. If the name change event occurred over two years ago or if the name change document does not have enough information to prove your identity, you must also provide documents to prove your identity in your prior name and/or in some cases your new legal name. If you were born outside the U.S. you must provide a document to prove your U.S. citizenship or current lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

### **LIMITS ON REPLACEMENT SOCIAL SECURITY CARDS**

Public Law 108-458 limits the number of replacement Social Security cards you may receive to 3 per calendar year and 10 in a lifetime. Cards issued to reflect changes to your legal name or changes to a work authorization legend do not count toward these limits. We may also grant exceptions to these limits if you provide evidence from an official source to establish that a Social Security card is required.

### **IF YOU HAVE ANY QUESTIONS**

If you have any questions about this form or about the evidence documents you must provide, please visit our website at [www.socialsecurity.gov](http://www.socialsecurity.gov) for additional information as well as locations of our offices and Social Security Card Centers. You may also call Social Security at 1-800-772-1213. You can also find your nearest office or Card Center in your local phone book.

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## EVIDENCE DOCUMENTS

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The following lists are examples of the types of documents you must provide with your application and are not all inclusive. Call us at 1-800-772-1213 if you cannot provide these documents.

**IMPORTANT:** If you are completing this application on behalf of someone else, you must provide evidence that shows your authority to sign the application as well as documents to prove your identity and the identity of the person for whom you are filing the application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable.

### Evidence of Age

In general, you must provide your birth certificate. In some situations, we may accept another document that shows your age. Some of the other documents we may accept are:

- U.S. hospital record of your birth (created at the time of birth)
- Religious record established before age five showing your age or date of birth
- Passport
- Final Adoption Decree (the adoption decree must show that the birth information was taken from the original birth certificate)

### Evidence of Identity

You must provide current, unexpired evidence of identity in your legal name. Your legal name will be shown on the Social Security card. Generally, we prefer to see documents issued in the U.S. Documents you submit to establish identity must show your legal name AND provide biographical information (your date of birth, age, or parents' names) **and/or** physical information (photograph, or physical description - height, eye and hair color, etc.). If you send a photo identity document but do not appear in person, the document must show your biographical information (e.g., your date of birth, age, or parents' names). Generally, documents without an expiration date should have been issued within the past two years for adults and within the past four years for children.

As proof of your identity, you must provide a:

- U.S. driver's license; or
- U.S. State-issued non-driver identity card; or
- U.S. passport

If you do not have one of the documents above or cannot get a replacement within 10 work days, we may accept other documents that show your legal name and biographical information, such as a U.S. military identity card, Certificate of Naturalization, employee identity card, certified copy of medical record (clinic, doctor or hospital), health insurance card, Medicaid card, or school identity card/record. For young children, we may accept medical records (clinic, doctor, or hospital) maintained by the medical provider. We may also accept a final adoption decree, or a school identity card, or other school record maintained by the school.

If you are not a U.S. citizen, we must see your current U.S. immigration document(s) and your foreign passport with biographical information or photograph.

**WE CANNOT ACCEPT A BIRTH CERTIFICATE, HOSPITAL SOUVENIR BIRTH CERTIFICATE, SOCIAL SECURITY CARD STUB OR A SOCIAL SECURITY RECORD as evidence of identity.**

### Evidence of U.S. Citizenship

In general, you must provide your U.S. birth certificate or U.S. Passport. Other documents you may provide are a Consular Report of Birth, Certificate of Citizenship, or Certificate of Naturalization.

### Evidence of Immigration Status

You must provide a current unexpired document issued to you by the Department of Homeland Security (DHS) showing your immigration status, such as Form I-551, I-94, or I-766. If you are an international student or exchange visitor, you may need to provide additional documents, such as Form I-20, DS-2019, or a letter authorizing employment from your school and employer (F-1) or sponsor (J-1). We **CANNOT** accept a receipt showing you applied for the document. If you are not authorized to work in the U.S., we can issue you a Social Security card only if you need the number for a valid non-work reason. Your card will be marked to show you cannot work and if you do work, we will notify DHS. See page 3, item 5 for more information.

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## HOW TO COMPLETE THIS APPLICATION

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**Complete and sign this application LEGIBLY using ONLY black or blue ink on the attached or downloaded form using only 8 ½" x 11" (or A4 8.25" x 11.7") paper.**

**GENERAL:** Items on the form are self-explanatory or are discussed below. The numbers match the numbered items on the form. If you are completing this form for someone else, please complete the items as they apply to that person.

4. Show the month, day, and full (4 digit) year of birth; for example, "1998" for year of birth.
5. If you check "Legal Alien Not Allowed to Work" or "Other," you must provide a document from a U.S. Federal, State, or local government agency that explains why you need a Social Security number and that you meet all the requirements for the government benefit. NOTE: Most agencies do not require that you have a Social Security number. Contact us to see if your reason qualifies for a Social Security number.
- 6., 7. Providing race and ethnicity information is voluntary and does not affect decisions on your application. We request this information for research and statistical purposes, to ensure all our customers receive fair and equal treatment.
- 9.B., 10.B. If you are applying for an original Social Security card for a child under age 18, you **MUST** show the parents' Social Security numbers unless the parent was never assigned a Social Security number. If the number is not known and you cannot obtain it, check the "unknown" box.
13. If the date of birth you show in item 4 is different from the date of birth currently shown on your Social Security record, show the date of birth currently shown on your record in item 13 and provide evidence to support the date of birth shown in item 4.
16. Show an address where you can receive your card 7 to 14 days from now.
17. **WHO CAN SIGN THE APPLICATION?** If you are age 18 or older and are physically and mentally capable of reading and completing the application, you must sign in item 17. If you are under age 18, you may either sign yourself, or a parent or legal guardian may sign for you. If you are over age 18 and cannot sign on your own behalf, a legal guardian, parent, or close relative may generally sign for you. If you cannot sign your name, you should sign with an "X" mark and have two people sign as witnesses in the space beside the mark. Please do not alter your signature by including additional information on the signature line as this may invalidate your application. Call us if you have questions about who may sign your application.

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## HOW TO SUBMIT THIS APPLICATION

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In most cases, you can take or mail this signed application with your documents to any Social Security office. Any documents you mail to us will be returned to you. Go to <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp> to find the Social Security office or Social Security Card Center that serves your area.

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**PROTECT YOUR SOCIAL SECURITY NUMBER AND CARD**

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Protect your SSN card and number from loss and identity theft. DO NOT carry your SSN card with you. Keep it in a secure location and only take it with you when you must show the card; e.g., to obtain a new job, open a new bank account, or to obtain benefits from certain U.S. agencies. Use caution in giving out your Social Security number to others, particularly during phone, mail, email and Internet requests you did not initiate.

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**PRIVACY ACT STATEMENT**  
**Collection and Use of Personal Information**

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Sections 202, 205(c), and 702 of the Social Security Act (Act), as amended, allow us to collect this information, which we will use to assign a Social Security number, issue a Social Security card, and make a timely determination concerning eligibility for Social Security benefits. Providing the information is voluntary, but not providing all or part of the information may prevent us from assisting you. As law permits, we may use and share the information you submit, including with other Federal agencies, contractors, and others, as outlined in the routine uses within System of Records Notices (SORN) 60-0058, 60-0090, 60-0103, and 60-0104, available at [www.ssa.gov/privacy](http://www.ssa.gov/privacy). The information you submit may also be used in computer matching programs to establish or verify eligibility for Federal benefit programs and to recoup debts under these programs. The Act also allows us to collect race and ethnicity information, which we will use for research and statistical purposes. Furnishing us this information is voluntary and will not be used in decisions about your application.

**Paperwork Reduction Act Statement** - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take between 5 and 60 minutes to read the instructions, gather the facts, and answer the questions. **SEND OR BRING THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE. You can find your local Social Security office through SSA's website at [www.socialsecurity.gov](http://www.socialsecurity.gov). Offices are also listed under U. S. Government agencies in your telephone directory or you may call Social Security at 1-800-772-1213 (TTY 1-800-325-0778).** *You may send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401. **Send only comments relating to our time estimate to this address, not the completed form.***

## Application for a Social Security Card

1	<b>NAME</b> TO BE SHOWN ON CARD	First	Full Middle Name	Last	
	FULL NAME AT BIRTH IF OTHER THAN ABOVE	First	Full Middle Name	Last	
	OTHER NAMES USED				
2	Social Security number previously assigned to the person listed in item 1		<div></div> <div></div> <div></div>	<div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>
3	<b>PLACE OF BIRTH</b> (Do Not Abbreviate) City State or Foreign Country FCI			Office Use Only	4 <b>DATE OF BIRTH</b> MM/DD/YYYY
5	<b>CITIZENSHIP</b> (Check One)	<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Legal Alien Allowed To Work <input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 3) <input type="checkbox"/> Other (See Instructions On Page 3)			
6	<b>ETHNICITY</b> Are You Hispanic or Latino? (Your Response is Voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No	7 <b>RACE</b> Select One or More (Your Response is Voluntary)	<input type="checkbox"/> Native Hawaiian <input type="checkbox"/> American Indian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Asian		
8	<b>SEX</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female			
9	<b>A. PARENT/ MOTHER'S NAME AT HER BIRTH</b>	First	Full Middle Name	Last	
	<b>B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER</b> (See instructions for 9B on Page 3)	<div></div> <div></div> <div></div>	<div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>	<input type="checkbox"/> Unknown
10	<b>A. PARENT/ FATHER'S NAME</b>	First	Full Middle Name	Last	
	<b>B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER</b> (See instructions for 10B on Page 3)	<div></div> <div></div> <div></div>	<div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>	<input type="checkbox"/> Unknown
11	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes" answer questions 12-13) <input type="checkbox"/> No <input type="checkbox"/> Don't Know (If "don't know," skip to question 14.)				
12	Name shown on the most recent Social Security card issued for the person listed in item 1	First	Full Middle Name	Last	
13	Enter any different date of birth if used on an earlier application for a card			MM/DD/YYYY	
14	<b>TODAY'S DATE</b> MM/DD/YYYY	15 <b>DAYTIME PHONE NUMBER</b>		Area Code Number	
16	<b>MAILING ADDRESS</b> (Do Not Abbreviate)	Street Address, Apt. No., PO Box, Rural Route No.			
		City	State/Foreign Country	ZIP Code	
17	I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.				
	<b>YOUR SIGNATURE</b>	18 <b>YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:</b> <input type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other Specify _____			
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)					
NPN		DOC	NTI	CAN	ITV
PBC	EVI	EVA	EVC	PRA	NWR DNR UNIT
EVIDENCE SUBMITTED				SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW	
				DATE	
				DCL DATE	





## **INDIANA PHOTO ID OR DRIVER'S LICENSE**

### **How to Change Your Name with Bureau of Motor Vehicles (BMV)**

**IMPORTANT:** You have to change your name with Social Security first. After that, wait one business day before going to the BMV.

#### **Step 1: Change your name at the Social Security office.**

- ☐ After your name is changed with Social Security, wait one business day before going to the BMV.
- ☐ You can find the instructions for changing your name with Social Security on page 3 of this packet.

#### **Step 2: Go to your local BMV.**

- ☐ Find your local BMV branch at [www.in.gov/bmv/branch-locations-and-hours/bmv-branch-map/](http://www.in.gov/bmv/branch-locations-and-hours/bmv-branch-map/)
- ☐ Bring these documents with you:
  - Your current driver's license or state ID (if you have one)
  - A certified copy of your name change court order

### **How to Change your Gender Marker with the BMV**

#### **Step 1: Fill out the Physician's Statement of Gender Change – [State Form 55617](#)**

- ☐ You'll find this form in your packet. This form needs to be completed by you and your doctor
- ☐ You can choose either Female (F) or Male (M) for your gender marker.

#### **Step 2: Go to your local BMV.**

- ☐ Bring the completed Physician's Statement of Gender Change form with you to the BMV.



## PHYSICIAN'S STATEMENT OF GENDER CHANGE

State Form 55617 (7-14)  
INDIANA BUREAU OF MOTOR VEHICLES

### BUREAU OF MOTOR VEHICLES

100 North Senate Avenue  
Room N481  
Indianapolis, IN 46204

- INSTRUCTIONS:**
1. Complete form in blue or black ink or print form.
  2. A licensed physician must complete Section 2.
  3. Applicant must complete Section 3.
  4. Submit completed form with original signatures to any BMV license branch location.

#### SECTION 1 - APPLICANT'S INFORMATION

Legal Name ( <i>last, first, middle initial</i> )	Indiana Driver's License Number (DLN)	Date of Birth ( <i>mm/dd/yyyy</i> )	
Address ( <i>number and street</i> )	City	State	ZIP code

#### SECTION 2 - PHYSICIAN'S STATEMENT FOR GENDER CHANGE (140 IAC 7-1.1-3(d)(3)(C)(ii))

I certify \_\_\_\_\_ successfully underwent all treatment necessary to permanently change  
(*Insert applicant's name.*)

\_\_\_\_\_ gender from \_\_\_\_\_ to \_\_\_\_\_.  
(*Insert applicant's name.*) (*Insert prior gender.*) (*Insert new gender.*)

**By signing this form, I swear or affirm under the penalty of perjury that the information on this form is true and correct.**

Printed Name of Physician	Medical License Number	State of Issuance
Signature of Physician	Date Signed ( <i>mm/dd/yyyy</i> )	Physician Telephone Number

#### SECTION 3 - SIGNATURE OF APPLICANT

**By signing this form, I authorize the above information to be released to the Indiana Bureau of Motor Vehicles. I swear or affirm under the penalty of perjury that the information on this form is true and correct.**

Printed Name of Applicant	
Signature of Applicant	Date Signed ( <i>mm/dd/yyyy</i> )



## **VOTER REGISTRATION**

### **Voting and Your Gender Marker on ID**

You can vote even if your gender doesn't match what's on your government-issued ID. However, you must be registered to vote using the name on your ID.

You can update your voter registration online at <https://indianavoters.in.gov/>



## INDIANA BIRTH CERTIFICATE

### How to Change Your Name on Your Indiana Birth Certificate

You have two options for changing the name on your Indiana birth certificate:

1. Go to the county health department where you were born. This is often the fastest way.
2. Contact the Vital Records Division of the Indiana State Department of Health at (317) 233-2700 for the current procedures.

#### Option 1: Go to the county health department where you were born

- ☐ Find the county health department where you were born at [www.in.gov/health/lhd/local-health-department-map/](http://www.in.gov/health/lhd/local-health-department-map/)
- ☐ To request the correction by mail, contact the county health department to learn how to do this.
- ☐ Bring these documents with you:
  - Your current driver's license, state ID, or U.S. Passport
  - A certified copy of your name change court order

**IMPORTANT WARNING:** If your name change and gender marker change are on the same court order, do not use it to update your birth certificate. Contact us right away and we will help you get two separate court orders: one for your name change and one for your gender marker change.

If you use the same court order, your application may be put on hold and your forms may be sent to the attorney general's office.

### Gender Marker Change for Indiana Birth Certificates

Right now, you cannot change your sex/gender marker on your Indiana Birth Certificate.

**IMPORTANT WARNING:** Do not send a gender marker change request to the county or the State Department of Health. If you do, your application and forms may be sent to the attorney general's office.



Before you apply for or update your U.S. Passport, please contact us.

You can find information about U.S. Passports at: [transequality.org/documents/know-your-rights-passports](https://transequality.org/documents/know-your-rights-passports)



## **OUT OF STATE DOCUMENTS**

You can find information on how to update out-of-state and other federal IDs at:  
<https://transequality.org/documents>.