

Change of Name & Gender Checklist

This document is adapted from the [Transgender Community of Police & Sheriffs](#) (TCOPS) pre-transition checklist. These items should be considered a list of *potential* documents and/or records that an individual might want to change during the course of their transition. Not everyone will want or need their transition to include all of these items.

✓ Legal name change (through VA Circuit court) - **All of the rest of the items listed below require a legal name change, and most will require at least a Xerox copy of this documentation.**

- ✓ Driver's license
- ✓ Social Security – name change
- ✓ Credit cards
- ✓ Banking accounts
- ✓ Employer records
- ✓ Retirement accounts
- ✓ Voter registration
- ✓ State licensing and certifications
- ✓ Professional certifications/ transcripts
- ✓ DMV vehicle registrations
- ✓ Medical records
- ✓ Dental records
- ✓ Professional organizations & associations
- ✓ Private clubs and organizations
- ✓ Personal medical providers
- ✓ Family member medical providers
- ✓ Loan holders such as auto loans, mortgages etc....
- ✓ High school diploma and transcripts
- ✓ College degrees, transcripts, and alumni organizations
- ✓ Secondary employers
- ✓ Online social networks, email, and other accounts not associated with other things on this list (such as bank accounts) – Most of these accounts do not require any documentation to change your name or your gender.
- ✓ Medical insurance
- ✓ Auto insurance
- ✓ Life insurance

The two items listed below require similar documentation to that required for changing the gender on a birth certificate in Virginia and most other states, namely proof of some type of genital surgery.

- ✓ Passport
- ✓ Social Security – Gender change

More trans resources are available online at EqualityVirginia.org/resources.