

NAME & GENDER CHANGE GUIDE FOR VIRGINIA RESIDENTS

DISCLAIMER: This guide provides information about the legal and administrative steps associated with changing one's name and gender on identity documents. Please note that specific steps may have changed since this guide was printed and every individual may have unique name and gender change needs. This guide is to be used as a resource only and does not constitute legal advice.

Need further assistance? Come to the

NAME & GENDER CHANGE CLINIC

Whitman-Walker Health Legal Services Program and Trans Legal Advocates of Washington (TransLAW) hold monthly Name & Gender Change Clinics to assist clients navigating the name and gender change process. For more information or to find out about the next clinic, please visit www.translawdc.org or call (202) 939-7627.



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INTRODUCTION

This guide provides an outline for Virginia Residents who wish to change their name and/or gender marker on identity documents and other records. Listed below are the most common steps taken to make these changes in Virginia. For most clients, we recommend pursuing these steps in the order listed. We understand, however, that some clients may have unique needs and/or goals which require a different approach to pursuing name/gender changes on their identity documents.

We encourage clients to make an appointment with staff from the Whitman-Walker Legal Services Program to discuss their specific situation and goals. We know this can be a daunting process and we are happy to guide clients through the name and gender change steps. Together, we can create a name/gender change strategy that fits each client's unique needs. Call us at (202) 939-7627 or visit our main office at 1701 14th Street, NW, Washington DC 20009.

TABLE OF CONTENTS

I.	Obtaining a Court Order for Change of Name.....	3
II.	Changing your name and gender with the Social Security Administration (SSA).....	7
III.	Changing your name and gender with the VA Department of Motor Vehicles	10
IV.	Changing your name and gender on your U.S. Passport	12
V.	Changing your name with the Selective Service	13
VI.	Changing your name and gender with United States Citizenship and Immigration Services (USCIS) (if applicable)	14
VII.	Changing your name and gender with your insurance providers, creditors, and others	14
VIII.	Obtaining a Court Order for Change of Gender	15
IX.	Changing your name and gender on your birth certificate	16

APPENDICES

- A. County Notes Regarding Name Change Procedures
- B. Steps to Complete the Name/Gender Change Process in Virginia
- C. Schedule of Fees and Related Expenses

I. OBTAINING A COURT ORDER FOR CHANGE OF NAME

You have the right to change your name so long as you are not doing so for fraudulent purposes (i.e., to evade creditors/child support orders or to escape criminal charges) or in a way that interferes with the rights of others.

You must obtain a court order recognizing your new name to legally change your name in Virginia. The first step toward receiving the court order is to file an Application for Change of Name with the circuit court of the county or city in which you live.¹ Once you have successfully filed the application, the court will either mail you the original signed court order recognizing your new legal name or, if the court chooses to schedule a hearing, present it to you in person after the hearing.

Many cities/counties in VA have distinct requirements for individuals wishing to change their name, including a city/county specific application and court order that the client must complete in a very particular way. **YOU MUST check the website for the civil circuit court in the county or city where you live for specific instructions.** If none is provided, call the civil clerk's office for your city or county and ask what you must do. A list of circuit courts and their addresses is available online at <http://www.courts.state.va.us/courts/circuit.html>.

A. What To File / Where to File:

1. **File a completed and notarized Application for Change of Name**

Each county in Virginia decides what forms and processes it wants to use for this process. It is always a good idea to contact the clerk of your county circuit court to confirm which form is required.

Some courts like Arlington and the City of Alexandria use the general state form and instructions, which are available here: <http://www.courts.state.va.us/forms/circuit/cc1411.pdf>. This application must be typed, which is something you can do on the website before you print the document.

Some courts require that you use their local version of this form, such as Fairfax County (<http://www.fairfaxcounty.gov/courts/circuit/pdf/CCR-A-160.PDF>) and Prince William County (<http://www.pwcgov.org/government/courts/circuit/Pages/Name-Change.aspx>). Please note that Prince William County requires that the petition be prepared from scratch and does not accept pre-filled forms.

In all cases, you must sign the Application for Change of Name with your **current legal name** in the presence of a **notary public**. Whitman-Walker

¹ Va. Code § 8.01-217.

Health offers this service for free at 1701 14th Street NW, Washington, D.C. Notary public services may be available for a small fee at a courthouse or bank. You should call in advance to confirm.

2. Submit a proposed (unsigned) Court Order

The Virginia State Court website does not provide a Court Order form online. Some counties/cities have their own Court Order forms and you should check the website of your local court or call the clerk to confirm which form to use. You may be able to pick up and complete the form when you go to the court to file your application for a name change.

3. Publication

There is **no publication requirement for adults** seeking a name change in Virginia. Minors seeking a name change may need to fulfill a publication requirement only if one or both parents/legal guardians are unknown, unaccountable, or otherwise not present to consent to the name change. See item 8 below for more information related to minors.

4. Fees & Fee Waivers

When you file the application, the clerk will collect the required fee, which varies depending on the city or county where you live. Appendix B lists filing fees for some counties, but you can also check the website of your local circuit court for filing fee information. Note that certain jurisdictions only accept cash or money order.

Depending on your income, you may qualify for a waiver of the filing fee. Complete the “Petition for Proceeding in Civil Case without Payment of Fees or Costs” (Form CC-1414: <http://www.courts.state.va.us/forms/circuit/cc1414.pdf>) and attach any financial statements or other information supporting your need for the fee waiver.

5. Double check that you have fulfilled all of the filing requirements in your city/county

Remember, each city/county may have its own unique forms and rules, so it is important to double check your documents before filing. This includes: the number of copies you must file with the Court; whether to include a certified copy of your current birth certificate; whether to include a proposed court order or a self-addressed stamped envelope; the amount of the filing fee; whether you may submit your filing by mail; and how to obtain additional certified copies of the court order. This is often available online, calling the civil circuit clerk is usually very helpful.

6. Pay in advance for additional certified copies of your court order

Unless you request additional copies of the order, you will usually receive only one original court order signed by the judge. **You will need several more certified copies of the court order in order to support later name and gender changes with other agencies.** We suggest you request at least 5 certified copies total. You can arrange for these copies at the time you submit your filing or purchase them after the order is granted. Courts charge a small fee for each additional copy requested and you must submit this fee in advance. Appendix B (Fee Schedule) lists some of these costs.

7. If a Hearing is Scheduled and Medical Documentation is Requested

While not required or prohibited by Virginia law, some judges will schedule a hearing, which means the petitioner must appear in court and provide more information to the judge about why they want to change their name. **If this happens, you should contact Whitman-Walker Legal Services.** The judge may ask you to bring a letter from a medical or mental health provider verifying your transition – a letter that is very similar to the ones used to obtain a gender marker change on a passport or Social Security record. **Below is a sample letter that has been successful for our clients.** If you desire more privacy, you can ask your provider to make the letter more general about why you want the name change. You should submit your letter to the Court as soon as requested – either before or at the hearing. Sometimes the judge will cancel a hearing and grant the name change order if the judge receives the letter in advance of the hearing.

[on official letterhead]

[date]

Dear Sir/Madam:

I, [Provider's Name], am a licensed _____ at [clinic/office] in [city/state], and I have [treated/counseled] [Mr/Ms]. _____ (whose current legal name is _____, DOB xx/xx/xxxx) to support [him/her] with the [physical/emotional/psychological] aspects of [his/her] transition from [fe/male to fe/male].

While [Mr/Ms]. _____ was identified as [fe/male] at birth, [s/he] has been presenting as [fe/male] for more than ___ [months/years]. I expect that [Mr/Ms]. _____'s transgender treatment will be successful, and I fully support [his/her] efforts to change [his/her] name and to obtain valid identification that accurately reflects [his/her fe/male] gender which is central to [his/her] personal identity.

If you have any additional questions, I can be reached at (xxx) xxx-xxxx.

[full signature block with license number]

8. Legal Name Changes for Minors

There is a separate name change petition that minors and their parents/legal guardians must complete and submit to their local court. Many courts utilize an application provided by the State (Form CC-1427: <http://www.courts.state.va.us/forms/circuit/cc1427.pdf>), but some counties may have a specific county form. Contact the clerk of your local court to determine which form you need to use.

IMPORTANT NOTE: Minors must have the **consent of both parents/legal guardians** in order to obtain a legal name change. If one parent/guardian is unknown or not present to sign the petition, the judge may, in his/her discretion, require the present parent/guardian to publish the name change in a local newspaper. We encourage minors and their parents/legal guardians to speak to an attorney before pursuing the name change of a transgender minor because special legal issues surround this decision (such as when legal or physical custody is shared between two or more parents/legal guardians).

B. Next Steps: Receiving the Court Ordered Name Change

After you have filed the application, paid the required fee, and filed all other required documentation (if any), the court will process your application. Processing time varies depending on the court. For example, if there is no hearing, Arlington and Fairfax County each estimate that you will receive the signed order in about 3 weeks; Prince William County estimates a wait time of 4-6 weeks.

If there is a hearing, you should receive a copy of the court order immediately following the hearing if the judge grants the order. (See section (A)(7) above regarding hearings and requests for medical documentation).

If you did not arrange in advance for the delivery of additional certified copies of the court order, you may go to the courthouse at any time during business hours to request and pay for additional certified copies.

NOTE: Fairfax County may mail a copy of the signed name change court order to the department of vital records of your birth state. Because of this, you *may* receive a notice from your birth state explaining that more information, an application, and/or a fee is required before your birth record can be updated. Do not be alarmed – this notice from your birth state is an automatic response to the information sent to them by Fairfax County.

II. CHANGING YOUR NAME & GENDER WITH THE SOCIAL SECURITY ADMINISTRATION

A. Name Change

Once you have obtained a court order recognizing your name change, you must report your name change to the Social Security Administration (SSA). You must change your name with SSA **before** updating the name on your VA ID.

The SSA office may provide you with a printout reflecting your name change. The VA DMV may or may not accept the SSA printout to change your name on your VA driver's license or ID card. We recommend that you wait for your updated Social Security card to arrive in the mail (approx. two weeks) before going to the DMV.

To apply for a name change with SSA, you will need:²

1. Application for a Social Security Card (Form SS-5: <http://www.ssa.gov/online/ss-5.pdf>) that includes your changed name;
2. Certified copy of the Court Order for Change of Name;
3. An identification document, such as an unexpired driver's license or state-issued identity card, or an unexpired U.S. Passport card (it is okay if your ID document includes your former name); **and**
4. Proof of U.S. citizenship or lawful immigration status, such as a passport, birth certificate or immigration documentation.

You should take these documents in person to your nearest Social Security office during

² Changing a name on a Social Security Card FAQ, http://ssa-custhelp.ssa.gov/cgi-bin/ssa.cfg/php/enduser/std_adp.php?p_faqid=315.

normal business hours. You may also mail these materials to your nearest SSA office. You may find your nearest Social Security office here:
<http://www.socialsecurity.gov/regions/>.

Following your visit to SSA, you will receive a new Social Security card in the mail with your changed name and the same social security number.

B. Gender Change

Although your Social Security card does not show a gender marker, other government agencies look to your Social Security records to verify your gender. For example, if your gender marker on your tax or employment records does not match your Social Security records, SSA may contact your employer to question the difference, thereby disclosing your transgender status. Changing your gender marker with SSA will help you avoid this situation.

To apply to change your gender on your Social Security record, you will need all of these items:

1. A completed application for a Social Security Card (Form SS-5:
<http://www.ssa.gov/online/ss-5.pdf>);
2. An identification document, such as an unexpired driver's license or state-issued identity card, or an unexpired U.S. Passport (it is okay if your ID document includes your former name/gender). If you do not have one of these documents or cannot get a replacement within 10 working days, the SSA may accept other documents that show your new 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, hospital), health insurance card, Medicaid card, or school identity card/record. If you are not a U.S. citizen, SSA must see your current U.S. immigration document(s) and your foreign passport with biographical information or photograph. Note: SSA will not accept a birth certificate, hospital souvenir birth certificate, Social Security card stub, or a Social Security record as evidence of identity; and
3. **One** of the following items to prove your transition:
 - a. Passport: A valid, 10-year U.S. passport with the updated gender marker (NOTE: passports with less than 10 years of validity will not be accepted); *or*
 - b. Birth Certificate: An original, state-issued birth certificate reflecting your updated gender marker; *or*
 - c. Court Order: An original court order directing legal recognition of change of gender; *or*

- d. Doctor Letter: A signed letter on letterhead from your licensed doctor stating that you have had appropriate clinical treatment for gender transition and including the following language (see next page for model)

You should take these materials in person to your nearest SSA office, which you can find here: <https://secure.ssa.gov/ICON/main.jsp>.

Selected Virginia offices include:

Arlington: 1401 Wilson Blvd, Suite 200, Arlington 22209

Alexandria: 6295 Edsall Road, Plaza 500, Suite 190, Alexandria 22312

Fairfax: 11212 Waples Mill Rd., Suite 105, Fairfax 22030

Manassas: 9500 Center St., Manassas 20110

[DATE]

U.S. Social Security Administration

I, [physician's full name, physician's medical license or certificate number], issued by [U.S. State/Foreign Country], am the physician of [patient name], with whom I have a doctor/patient relationship and whom I have treated [or with whom I have a doctor/patient relationship and whose medical history I have reviewed and evaluated].

[Patient name] has had appropriate clinical treatment for gender transition to the new gender [female or male].

I declare under penalty of perjury under the laws of the United States that the forgoing is true and correct.

[Signature]

Typed Name of Physician

Address

Telephone Number

You will receive a new Social Security Card in the mail with the amended name in approximately two weeks and your Social Security account will reflect your preferred gender marker.

III. CHANGING YOUR NAME & GENDER WITH THE VA DEPARTMENT OF MOTOR VEHICLES (DMV)

If you need to change BOTH your NAME and GENDER marker on your driver's license, it is most efficient to change them both at the SAME TIME at the DMV. We understand that certain clients will only need/want to change one or the other, so we have provided separate instructions for each change below. If you are changing both items at the same time, follow the instructions for changing each separately and take all required forms of evidence and documents to the DMV and present them to a Service Center Manager. Please note that all identification credentials will be mailed to your listed address.

Virginia does not allow individuals who cannot prove their lawful presence in the U.S. to apply for driver's licenses, learner's permits, or ID cards.³ If you have temporary authorization to be in the U.S. and can present a valid legal presence document without an expiration date, you can obtain a limited duration license (valid for 1 year). For acceptable documents by status, visit:

http://www.dmv.state.va.us/webdoc/pdf/accept_doc_status.pdf

1. How to Change Your Name with the VA DMV⁴

After you have changed your name with SSA, bring the following to a VA DMV customer service center to update your name on your existing VA driver's license, learner's permit or ID Card:

- 1) "Driver's License and ID Card Application" requesting a name change
- 2) Your current, valid state-issued driver's license, learner's permit or ID card
- 3) Certified Copy of your Court Order for a Name Change (also called "teste copy")
- 4) Your newly issued Social Security Card reflecting your new name OR your SSA printout⁵ reflecting your name change

³ The following persons are eligible to apply for a VA driver's license or ID card: (a) U.S. citizens; (b) U.S. legal permanent residents; (c) U.S. conditional resident aliens; (d) holders of a valid, unexpired nonimmigrant visa status; (e) individuals with a pending or approved application for asylum in the U.S.; (f) refugees; (g) individuals with a pending or approved application for temporary protected status in the U.S.; (h) individuals with approved deferred action status; and (i) individuals with a pending application for adjustment of status to legal permanent resident status or conditional resident status. *See* Va. Code §46.2-328.1.

⁴ See Change of Address or Name, Virginia Department of Motor Vehicles, *available at* http://www.dmv.state.va.us/webdoc/citizen/records/update_add.asp.

**** If you do not already have a driver's license, learner's permit or ID card, you will also need to bring original versions of the required documents listed below:**

- ✓ **Two (2) Proofs of Identity (or only one (1) if under age 19)**
 - Such as a birth certificate or unexpired U.S. passport (see attached <http://www.dmv.state.va.us/webdoc/pdf/dmv141.pdf> for complete list)

- ✓ **One (1) Proof of VA Residency**
 - Such as a utility bill, lease agreement, etc. (see attached <http://www.dmv.state.va.us/webdoc/pdf/dmv141.pdf> for complete list)
 - Applicants under age 19 can have their parent/legal guardian certify their VA residency in person by presenting an ID card and a document from the proof of residency list

- ✓ **One (1) Proof of Legal Presence in the United States**
 - Such as a birth certificate or unexpired U.S. passport (see attached <http://www.dmv.state.va.us/webdoc/pdf/dmv141.pdf> for complete list)

- ✓ **One (1) Proof of Valid Social Security Number (SS card or print-out)⁶**

- ✓ ***For Minors Only: Written Parental Consent***

2. How to Change Your Gender with DMV

In order to change the gender marker on your Virginia driver's license or ID card, your doctor must fax or mail a completed form DL-17 Gender Change Request form (<http://www.dmv.state.va.us/webdoc/pdf/dl17.pdf>) to the following address:

Virginia Department of Motor Vehicles
Post Office Box 27412
Richmond, VA 23269-0001
Fax (804) 367-1604, or
Fax (804) 367-0520

The DL-17 form can be signed by your physician, psychiatrist, nurse practitioner, clinical

⁵ The SSA office may provide you with a printout reflecting your name change. The VA DMV may or may not accept the SSA printout to change your name on your VA driver's license or ID card. We recommend that you wait for your updated Social Security card to arrive in the mail (approx. two weeks) before going to the DMV.

⁶ See note 5 above.

social worker, psychologist, or professional counselor. It certifies that their “practice includes treatment and counseling of persons with gender identity issues, including the applicant” and that in the practitioner’s “professional opinion, the applicant’s gender identity is [male or female].”

Once you submit your completed DL-17 form, allow at least 5 days for processing. You should receive a letter in the mail at the address you listed on the application approving your request for a gender change. You will take that letter and the documents listed in the Name Change section above to any VA DMV customer service center to apply for a corrected or new license, learner’s permit or ID card reflecting the proper gender marker. You should be prepared to take a new photo and to pay the relevant fee. See Appendix B for the fee schedule by county.

IV. CHANGING YOUR NAME & GENDER ON YOUR U.S. PASSPORT

If you are a citizen of the United States, you can easily apply for a U.S. Passport that reflects your new name and gender. You will need a court order for a name change and a letter from your physician certifying to your transition. The language of the letter is identical to the language of the sample Social Security letter above. Please see our Passport Guide, entitled “Information on Obtaining or Changing a Passport for Transgender Clients” for detailed information on how to obtain an updated passport.

This change can be made at either an earlier or later stage in the name/gender change process. If you have plans for international travel, you should prioritize this change and may want to consider completing this step earlier in the process. If you do not have a Passport and do not intend to travel internationally, you do not need to obtain a Passport.

V. CHANGING YOUR NAME WITH THE SELECTIVE SERVICE

A. Female to Male (FTM) Individuals

If you were designated female at birth, you do not have to register with the Selective Service, even if you have had sexual reassignment surgery.⁷ However, if you are applying for federal financial aid, grants, loans, or other benefits as a male, you may be asked to provide proof that you are exempt from the Selective Service. To obtain such proof, you should request a Status Information Letter (SIL) from the Selective Service.

To request a SIL that shows you are exempt, you can either download a SIL request form (http://www.sss.gov/PDFs/SilForm_Instructions.pdf) or call them at 1-888-655-1825. The SIL request form requires female to male individuals to identify as such and attach a copy of a birth certificate showing the birth-assigned sex. If you have already amended the sex on your birth certificate, attach any proof you have to that affect. This service is free and the exemption letter you will receive does not specify why you are exempt so it will not force you to ‘out’ yourself moving forward. Once you receive your SIL, keep it in your files.⁸

B. Male to Female (MTF) individuals:

If you were designated male at birth, you must register for the Selective Service if you are between the ages of 18 and 26, even if you have had sexual reassignment surgery. You may register online at <http://www.sss.gov/default.htm> or you may complete and mail a “mail-back” registration form available at any post office. In the unlikely event that the draft is resumed and you receive an order to report for examination or induction, you may file a claim for exemption from service.⁹

While you do not need to notify the Selective Service of a change in gender, you are obligated to inform them of a change in name. To notify the Selective Service of your name change you must fill out Form SSS 2 (technically a change of address form), available at your local post office. You must attach a certified copy of the court order changing your name.

⁷ <http://www.sss.gov>.

⁸ Information taken from National Center for Transgender Equality article on Transgendered People and the Selective Service, http://transequality.org/Resources/Selective_Service_only.pdf

⁹ <http://www.sss.gov/>.

VI. CHANGING YOUR NAME AND/OR GENDER WITH UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)

If you are a foreign-born individual who intends to apply for legal status with USCIS, who has already applied for legal status with USCIS, or who has already been granted some form of legal status here in the United States, Whitman-Walker Legal Services can help you obtain immigration documents (such as green cards, work authorization cards or naturalization certificates) that match your changed name and/or gender. Please contact Whitman-Walker Health Legal Services at 202-939-7627 for further information.

VII. CHANGING YOUR NAME AND/OR GENDER WITH YOUR INSURANCE CARRIERS, CREDITORS, AND OTHERS

A. Insurance Concerns

You should inform your insurance companies (including health, property, auto, and life) immediately after you receive your court order for a name change. They may require that you submit a certified copy of your court order for a name change.

You should update your health insurance company about your name change but not necessarily a gender change. Note that it is important that your health insurance company's records match your doctor's records (name and gender) in order to avoid confusion and delay or a denial of claims. Your doctor may opt to continue to file claims reflecting your sex assigned at birth.

If you have changed your gender and encounter issues with your health insurance company due to medical care related to your gender, contact Whitman-Walker Legal Services for assistance.

B. Banks, Creditors, and Financial Institutions

You must inform your banks, any creditors, and any financial institutions where you hold an account when you legally change your name. You will most likely be asked to provide a certified copy of the court order.

C. Other Legal Documents

After you receive a court order changing your name, we recommend that you change your name in any legal documents in which you are named. These include your lease, wills, powers of attorney, advanced health directive, deeds,

etc., or such documents that name you as a party. Changing your name on these documents ensures that your rights and powers in the document remain intact.

Some clients also want to change their name and/or gender marker in their education records, such as high school or college transcripts and diplomas. Whitman-Walker Legal Services can assist with these changes.

VIII. OBTAINING A COURT ORDER FOR CHANGE OF GENDER

A. Is a Court Order for a Gender Change a Necessary Part of the Name/Gender Change Process?

You do not need a Court Order for a Gender Change to change your gender marker on your driver's license or ID card. Depending on the laws in the state where you were born, a court order for a gender change may be necessary to amend your birth certificate to reflect your new gender. If you were born in VA, you will need a court order for a gender change to amend your VA birth certificate to reflect your new gender (discussed in detail below).

Whitman-Walker Legal Services staff is available to discuss the court order process with you and determine whether a court order for a gender change is necessary to achieve your name/gender change goals.

B. How Do I Obtain a Court Order for a Change of Gender?

Whitman-Walker Legal Services is limited in its ability to represent individuals who want to obtain a court order for a gender change in VA where court rules prohibit us from assisting clients in writing their own petitions. We can refer clients to attorneys in VA who are able to assist you with the process. Below we give some general details on obtaining a court order for a gender change.

To obtain a court order for a gender change, you must petition your local circuit court for an order signed by a judge that acknowledges your gender change. Note that in Virginia there is no court-issued form and procedure for changing your gender. As a result, you or your attorney must draft an individual petition seeking a court ordered gender change.

Virginia law offers little guidance on what is required, stating only that a court order for a gender change may be issued "when the sex of an individual has been changed by medical procedure." Virginia courts are not specific about what medical procedure is required; the court reviews each petition on a case-by-case basis and requires only that your doctor certify that the procedure changed your gender. You or your attorney should be sure to obtain a letter from your doctor affirming that he/she has performed "a medical procedure that has changed [client's name]'s sex" and include that letter in the filing with the court.

There may be a number of additional rules that would apply to filing a court order for a gender change depending on where you live – such as the number of copies to file with the Court, filing fees, etc. You or your attorney should call the local Circuit Court and verify what is required to file a petition for an order for a gender change.

IX. CHANGING YOUR NAME & GENDER ON A BIRTH CERTIFICATE

A. Birth Certificates Issued in a State Other than VA

The law in the state that issued your birth certificate (the state where you were born) governs the rules for amending your birth certificate. Some states allow you to amend your birth certificate with relative ease, while others will not amend birth certificates at all. Many states require that an applicant for an amended birth certificate present a court order for a gender change (issued in the state where you live) before that state is willing to amend the gender marker on a birth certificate. Of the states that will amend your birth certificate, some insist that the information on your original birth certificate (your name and gender at birth) remain on the amended birth certificate, which will simply make note of the amendment. The Office of Vital Records in the state where you were born can give you more information about what is required to amend your birth certificate to reflect your new name and gender and what an amended birth certificate would look like. Whitman-Walker Legal Services staff may be able to assist you with amending a birth certificate issued outside of VA.

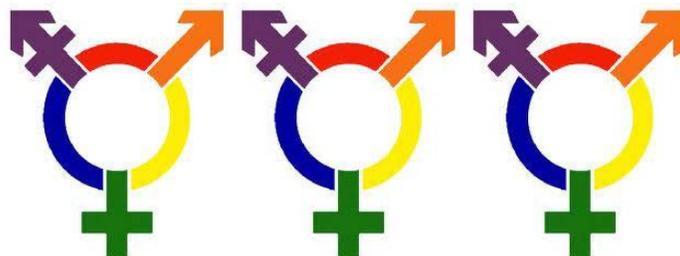
B. Birth Certificates Issued in VA

VA allows an individual to amend their VA issued birth certificate to reflect both a new name and gender. You may change your name on your VA birth certificate upon receipt of a court order changing your name. To change your gender on your VA birth certificate, you must present a court order for a gender change. Virginia will issue you a new birth certificate with your new name and/or gender. Your old name and/or gender will not appear on the newly issued birth certificate.

Submit the following to Virginia Department of Health, Division of Vital Records, Attn: Special Services Department, PO Box 1000, Richmond, VA 23218-1000:

- i. Certified copies of the Court Order for Change of Gender and/or Court Order for Change of Name;
- ii. Copy of your current identification card (this should include your changed name and/or gender);
- iii. A statement or application requesting that your birth certificate be amended; and
- iv. The required fee (see Appendix B for fee schedule)

* * * * *



If you have any questions about the steps described in this guide,
please do not hesitate to contact us at the numbers listed below.

Whitman-Walker Health Legal Services Program
1701 14th Street NW
Washington DC 20009
Main tel (202) 939-7627 - Fax (202) 939-7651
whitman-walker.org/legal

Legal Director: Amy Nelson
anelson@whitman-walker.org
202-939-7625

Equal Justice Works Olivia Hunt
AmeriCorps Legal Fellow: ohunt@whitman-walker.org
202-797-4401

Operations Manager: Lee Hicks
lhicks@whitman-walker.org
202-939-7627

Intake Coordinator: Leonor Suarez
lsuarez@whitman-walker.org
202-939-7630

APPENDIX A: COUNTY NOTES REGARDING NAME CHANGE PROCEDURES

Virginia State Forms:

CC-1411 – Application for Name Change

<http://www.courts.state.va.us/forms/circuit/cc1411.pdf>

(Instructions: <http://www.courts.state.va.us/forms/circuit/cc1411inst.pdf>)

CC-1427 – Application for Name Change of a Minor

<http://www.courts.state.va.us/forms/circuit/cc1427.pdf>

CC-1412 – Order for Name Change

http://www.cityofchesapeake.net/Assets/forms/departments/circuit_court_clerk/order-for-name-change-adult.pdf

CC-1414 – Petition for Proceeding in a Civil Case Without Payment of Fees or Costs

<http://www.courts.state.va.us/forms/circuit/cc1414.pdf>

CC-1416 – Cover Sheet for Civil Filings

<http://www.courts.state.va.us/forms/circuit/cc1416.pdf>

Accomack County (Uses VA State Forms)

Court Information: The fee is \$39.00. They accept cash, credit card (subject to a 4% convenience fee), or check made payable to the “Accomack Circuit Court.” You may file by mail or in person at the Accomack Circuit Court: P. O. Box 126, 23316 Courthouse Avenue, Accomack, VA 23301-0126. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 9:00am – 5:00pm Monday – Friday at 757-787-5776. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one certified copy. Any additional copies will cost \$0.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Albemarle County (Uses VA State Forms)

Court Information: The fee is \$37.00. They accept cash, credit card (subject to a 3% convenience fee), or check made payable to the “Albemarle Circuit Court.” You may file by mail or in person at the Albemarle Circuit Court: Albemarle County Courthouse, Court Square, 501 East Jefferson Street, Charlottesville, VA 22902-5110. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, a letter to the judge explaining why you want a name change, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:30am – 4:30pm Monday – Friday at 434-972-4083. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive four copies. Any additional copies will cost \$0.50 per page with a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

City of Alexandria (Uses County-Specific Forms – Must be purchased from court or WWH has on file)

Court Information: The fee is \$41.00. They accept only cash or money order made payable to the “Clerk of the Circuit Court”. Alexandria has a city specific name change packet that can be purchased at the Alexandria Law Library at the courthouse for \$5.00, mailed to you for \$10.00, or WWH has the packet available on file. You may file in person or by mail at 520 King Street, Room 307, Alexandria, VA

22314. When filing, please include the notarized application, order, filing fee, a self-addressed, stamped envelope, and proof of Alexandria residency (ID or a utility bill no more than 30 days old). The clerk's office can be reached during the regular business hours of 9:00am – 5:00pm Monday – Friday at 703-746-4044. The judge will decide within three to four weeks. If granted, you will receive two certified copies of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Alleghany County (Uses VA State Forms)

Includes City of Covington

Court Information: The fee is \$41.00. They accept cash, credit card (subject to a 3% convenience fee), or check made payable to the “Clerk of Court.” You may file by mail or in person at the Alleghany Circuit Court: P. O. Box 670, Courthouse, 266 West Main Street, Covington, VA 24426-0670. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, copy of birth certificate (or the original if you file in person), a letter to the judge explaining why you want a name change, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. Note that if you file in person, you must also bring your driver's license. The civil division of the clerk's office can be reached during the regular business hours of 8:30am – 5:00pm Monday – Friday at 540-965-1730. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$2.50 each.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Amelia County (Uses VA State Forms)

Court Information: The fee is \$41.00. They accept cash, credit card (subject to a \$2 convenience fee), check, or money order made payable to the “Amelia Circuit Court.” You may file by mail or in person at the Accomack Circuit Court: P. O. Box 126, 23316 Courthouse Avenue, Accomack, VA 23301-0126. If filing by mail, include a phone number where you can easily be reached should the court have any questions. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, copy of birth certificate, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk's office can be reached during the regular business hours of 8:30am – 5:00pm Monday – Friday at 804-561-2128. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one certified copy. Any additional copies will cost \$0.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Amherst County (Uses VA State Forms)

Court Information: The fee is \$56.00. They accept cash or check made payable to the “Circuit Court Clerk's Office.” It is recommended to file in person at the Amherst Circuit Court: 113 Taylor Street, Amherst, VA 24521. Please bring the notarized application, order, civil action coversheet, records of previous name changes, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk's office can be reached during the regular business hours of 9:00am – 5:00pm Monday – Friday at 434-946-9321. They recommend that you call the office to discuss your specific situation in order to determine which forms and materials you need to submit. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one certified copy. Any additional copies will cost \$0.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Appomattox County (Uses VA State Forms)

Court Information: The fee is \$39.00. They accept cash, check, or money order made payable to the “Appomattox Circuit Court.” You may file by mail or in person at the Appomattox Circuit Court: 297 Court Street, Suite B, P. O. Box 672, Appomattox, VA 24522-0672. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:30am – 4:30pm Monday – Friday at 434-352-5275. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one certified copy and a copy will be sent to the Office of Vital Statistics. Any additional copies will cost \$0.50 per page.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Arlington County (Uses VA State Forms)

**Includes City of Falls Church **

Court Information: The fee is \$44.00. They accept cash, credit card (only Visa or MasterCard and subject to a 4% convenience fee), check, or money order made payable to the “Clerk of the Circuit Court.” You may file by mail or in person at the Arlington County Circuit Court (Attention: Civil Division), 1425 N. Courthouse Road, Suite 6700, Arlington, VA 22201. When filing, please include the notarized application, order, filing fee, and a self-addressed, stamped envelope. The civil division can be reached during the normal business hours of 8:00am – 4:00pm Monday – Friday at 703-228-7010. The judge will decide within three to four weeks. If granted, you will receive three certified copies. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

For an Adult – Order: <https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/9/2014/05/Order-for-Name-Change-Adult.pdf>

For a Minor – Order: <https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/9/2014/05/Order-for-Name-Change-Minor.pdf>

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Augusta County (Uses VA State Forms)

Court Information: The fee is \$39.00. They accept cash, credit card (only in person and subject to a \$2 convenience fee), check, or money order made payable to the “Clerk of Court.” You may file by mail or in person at the Augusta Circuit Court: P. O. Box 689, Augusta County Courthouse, 1 East Johnson Street, Staunton, VA 24402-0689. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, copy of birth certificate, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:30am – 5:00pm (register closes at 4:30) Monday – Friday at 540-245-5321. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive five copies. Any additional copies will cost \$2.50 each.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs. If you’re filing as an indigent, you must provide those records.

Bath County (Uses VA State Forms)

Court Information: The fee is \$41.00. They accept cash, credit card (subject to a \$2 convenience fee), check, or money order made payable to the “Bath County Circuit Court.” You may file by mail or in person at the Bath Circuit Court: P. O. Box 180, Courthouse, Warm Springs, VA 24484-0180. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:30am – 4:30pm Monday

– Friday at 540-839-7226. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one certified copy. Any additional copies will cost \$3.00 each.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Bedford County (Uses VA State Forms)

Court Information: The fee is \$41.00. They accept cash, credit card (subject to a 4% convenience fee), or check made payable to the “Bedford County Clerk’s Office.” You may file by mail or in person at the Bedford Circuit Court: 123 East Main St., Suite 201, Bedford, VA 24523. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:30am – 5:00pm (register closes at 4:15) Monday – Friday at 540-586-7632. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive five certified copies. Any additional copies will cost \$2.50 each.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Bland County (Uses VA State Forms)

Court Information: The fee is \$31.00. They accept cash (in person), check or money order made payable to the “Bland Circuit Court.” You may file by mail or in person at the Bland Circuit Court: 612 Main Street, Suite 104, P. O. Box 295, Bland, VA 24315-0295. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:00am – 6:00pm Monday – Friday at 276-688-4562. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$2.50 each.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Botetourt County (Uses VA State Forms)

Court Information: The fee is \$39.00. They accept cash or check made payable to the “Botetourt County Circuit Court.” You may file by mail or in person at the Botetourt Circuit Court: P. O. Box 219, Courthouse, Main Street, Fincastle, VA 24090-0219. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:00am – 6:00pm Monday – Friday at 540-473-8274. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$2.50 each.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

City of Bristol (Uses VA State Forms)

Court Information: The fee is \$41.00. They accept cash, credit or debit card (subject to a \$2 convenience fee), or check made payable to the “Clerk of Circuit Court.” You may file by mail or in person at the Bristol Circuit Court: Courthouse, 497 Cumberland Street, Bristol, VA 24201. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, a letter to the judge explaining why you want a name change, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 9:00am – 5:00pm Monday – Friday at 276-645-7321. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$0.50 per page with a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Brunswick County (Uses VA State Forms)

Court Information: The fee is \$39.00. They accept cash (in person), check, or money order made payable to the “Brunswick County Circuit Court.” You may file by mail or in person at the Brunswick Circuit Court: 216 North Main Street, Lawrenceville, VA 23868-0160. When filing, please include the notarized application, order, civil action coversheet, copy of birth certificate, copy of valid photo ID, records of previous name changes, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:30am – 5:00pm Monday – Friday at 434-848-2215. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$2.50 each.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Buchanan County (Uses VA State Forms)

Court Information: The fee is \$41.00. They accept cash, credit card (subject to a 4% convenience fee), check, or money order made payable to the “Circuit Court Clerk.” You may file by mail or in person at the Buchanan Circuit Court: P.O. Box 929, Courthouse, Grundy, VA 24614. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:30am – 5:00pm Monday – Friday at 276-935-6567. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$0.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Buckingham County (Uses VA State Forms)

Court Information: The fee is \$41.00. They accept cash or check made payable to the “Buckingham Circuit Court.” You may file by mail or in person at the Buckingham Circuit Court: 13061 W. James Anderson Hwy., P. O. Box 107, Buckingham, VA 23921-0107. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:30am – 4:30pm Monday – Friday at 434-969-4984. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$2.50 each.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

City of Buena Vista (Uses VA State Forms)

Court Information: The fee is \$37.00. They accept cash, check, or money order made payable to the “Clerk of Court.” You may file by mail or in person at the Buena Vista Circuit Court: 2039 Sycamore Ave., Buena Vista, VA 24416. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, copy of birth certificate, copy of valid photo ID, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:30am – 4:30pm Monday – Friday at 540-261-8627. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$0.50 per page with a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Campbell County (Uses VA State Forms)

Court Information: The fee is \$37.00. They accept cash, credit card (subject to a 2% convenience fee), check, or money order made payable to the “Campbell County Circuit Court.” You may file by mail or in person at the Campbell Circuit Court: 732 Village Highway, P. O. Box 7, Rustburg, VA 24588-0007. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. Including a copy of your birth certificate and a copy of your social security card is recommended, but not required. The civil division of the clerk’s office can be reached during the regular business hours of 8:30am – 4:30pm Monday – Friday at 434-332-9517. Please confirm that you are a resident of Campbell County because some people may actually be living in a neighboring county. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$2.50 each.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Carroll County (Uses VA State Forms)

Court Information: The fee is \$39.00. They accept cash or check made payable to the “Carroll County Circuit Court.” You may file by mail or in person at the Carroll Circuit Court: P. O. Box 218, 605 Pine Street, Hillsville, VA 24343-0218. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, copy of birth certificate, copy of driver’s license, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:00am – 5:00pm Monday – Friday at 276-730-3070. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive two copies. A copy is sent to both the Office of Vital Records and Criminal Exchange. Any additional copies will cost \$2.50 per page.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Charles City County (Uses VA State Forms)

Court Information: The fee is \$37.00. They accept cash, check, or money order made payable to the “Clerk of Circuit Court.” You may file by mail or in person at the Charles City Circuit Court: P. O. Box 86, 10780 Courthouse Road, Charles City, VA 23030-0086. When filing, please include the notarized application, order, civil action coversheet, a criminal history check, records of previous name changes, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:30am – 4:30pm Monday – Friday at 804-652-2105. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$0.50 per page with a \$3.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs. You must be first declared indigent by the judge before you can submit the petition for a fee waiver.

Charlotte County (Uses VA State Forms)

Court Information: The fee is \$39.00. They accept cash, check, or money order made payable to the “Charlotte County Circuit Court.” You may file by mail or in person at the Charlotte Circuit Court: 125 David Bruce Avenue, P. O. Box 38, Charlotte Court House, VA 23923-0038. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of

the clerk's office can be reached during the regular business hours of 8:30am – 4:30pm Monday – Friday at 434-542-5147. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive two copies. Any additional copies will cost \$3.00 each.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

City of Charlottesville (Uses VA State Forms)

Court Information: The fee is \$37.00. They accept cash or check made payable to the “Charlottesville Circuit Court.” You may file by mail or in person at the Charlottesville Circuit Court: 315 East High Street Charlottesville, VA 22902. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, a letter to the judge explaining why you want a name change, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk's office can be reached during the regular business hours of 8:30am – 4:30pm Monday – Friday at 434-970-3766. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$2.50 each.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

City of Chesapeake (Uses VA State Forms and City-Specific Forms)

Court Information: The fee is \$39. They accept cash, credit card (subject to a 2% surcharge), check or money order made payable to “Chesapeake Circuit Court.” You may file by mail or in person at Chesapeake Circuit Court, 307 Albemarle Drive, Suite 300A, Chesapeake, VA 23322-5579. When filing, please include the notarized application, order, civil action coversheet, proof of Chesapeake residence, filing fee, city-specific affidavit, birth certificate, proof of any previous name change, and a self-addressed stamped envelope if you wish to receive a certified copy of the order. The clerk's office can be reached during the regular business hours of 8:45am – 4:45pm Monday – Friday at (757) 664-4580. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one certified copy of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

Minor: Both parents must sign the petition. If one parent is unknown or cannot be found, an order of publication and an additional affidavit is required. A separate fee of \$250 money order to “Inside Business” must also be completed. A hearing will be scheduled if a parent does not sign the petition.

For an Adult – Instructions: http://www.cityofchesapeake.net/government/City-Departments/courts-judicial-offices/circuit-court-clerk/name_change_adult.htm

Affidavit: http://www.cityofchesapeake.net/Assets/forms/departments/circuit_court_clerk/name-change-affidavit-adult.pdf

Order: <https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/9/2014/05/Order-for-Name-Change-Adult.pdf>

For a Minor – Instructions: www.cityofchesapeake.net/government/City-Departments/courts-judicial-offices/circuit-court-clerk/name_change_child.htm

Affidavit: http://www.cityofchesapeake.net/Assets/forms/departments/circuit_court_clerk/name-change-affidavit-minor.pdf

Order: http://www.cityofchesapeake.net/Assets/forms/departments/circuit_court_clerk/order-for-name-change-minor.pdf

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Chesterfield County (Uses VA State Forms)

Court Information: The fee is \$39. They accept cash, check, or money order made payable to the “Chesterfield Circuit Court.” You may file in person or by mail at P.O. Box 125, 9500 Courthouse Road, Chesterfield, VA 23832. When filing, please include the notarized application, order, filing fee, and proof of any previous name change. The clerk's office can be reached during the regular business hours of

8:00am – 4:00pm Monday – Friday at (804) 748-1241. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one certified copy of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Clarke County (Uses VA State Forms)

Court Information: The fee is \$37. They accept cash, check, or money order made payable to the “Clarke Circuit Court.” You may file in person or by mail at P.O. Box 189, 102 N. Church Street, Berryville, VA 22611-0189. When filing, please include the notarized application, order, filing fee, and a self-addressed, stamped envelope (only recommended). The clerk’s office can be reached during the regular business hours of 9:00am – 5:00pm Monday – Friday at (540) 955-5116. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one certified copy of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

City of Colonial Heights (Uses VA State Forms)

Court Information: The fee is \$39.00. They accept cash, credit card (subject to a \$2 convenience fee), or check made payable to the “Clerk of Circuit Court.” You may file by mail or in person at the Colonia Heights Circuit Court: 550 Boulevard, P. O. Box 3401, Colonial Heights, VA 23834-3743. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, proof of residency, valid photo ID, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:00am – 4:00pm Monday – Friday at 804-520-9364. The office would like to remind applicants that they may not really live within the city limits of Colonial Heights, so one should verify which court has jurisdiction over them. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$2.50 each.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

City of Covington

See Alleghany County

Craig County (Uses VA State Forms)

Court Information: The fee is \$41.00. They accept cash (in person), credit card (subject to a 4% convenience fee), or check made payable to the “Clerk of Circuit Court.” You must file in person at the Craig Circuit Court: 182 Main Street, Suite 4, New Castle, VA 24127. Please bring the notarized application, order, civil action coversheet, records of previous name changes, a letter to the judge explaining why you want a name change, valid photo ID, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:30am – 5:00pm Monday – Friday at 540-864-6141. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive no copies. Any copies will cost \$2.50 each.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Culpeper County (Uses VA State Forms)

Court Information: The fee is \$41.00. They will accept cash or business check (*No personal checks!*) made payable to “Janice J. Corbin, Clerk.” You may file in person or by mail at 135 West Cameron Street, Culpeper, VA 22701-3097. When filing, please include the notarized application, filing fee, and order (the

court will provide the order at the time of filing if filed in person). The clerk's office can be reached during the regular business hours of 8:30am – 4:30pm Monday – Friday at (540) 727-3475. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one certified copy of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Cumberland County (Uses VA State Forms)

Court Information: The fee is \$31.00. They accept cash, check, or money order made payable to the “Clerk of Court.” You may file by mail or in person at the Cumberland Circuit Court: P. O. Box 8, 1 Courthouse Circle, Cumberland, VA 23040-0008. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, valid photo ID, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk's office can be reached during the regular business hours of 8:30am – 4:30pm Monday – Friday at 804-492-4442. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$2.50 each.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

City of Danville (Uses VA State Forms)

Court Information: The fee is \$31.00. They accept cash or check made payable to the “Clerk of Circuit Court.” You may file by mail or in person at the Danville Circuit Court: P. O. Box 3300, Courts and Jail Building, 401 Patton Street, Danville, VA 24543. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, copy of birth certificate, valid photo ID, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk's office can be reached during the regular business hours of 9:00am – 4:00pm Monday – Friday at 434-799-5168. The office would recommend that the application be typed. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive no copies. Any copies will cost \$2.50 each.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Dickenson County (Uses VA State Forms)

Court Information: The fee is \$39.00. They accept debit or credit card (in person and over the phone) and check or money order (in the mail and in person) made payable to “Richard Edwards, Clerk.” You may file by mail or in person at the Dickenson Circuit Court: P. O. Box 190, 293 Clintwood Main Street, Clintwood, VA 24228-0190. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, copy of birth certificate, copy of valid photo ID, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk's office can be reached during the regular business hours of 8:00am – 4:30pm Monday – Friday at 434-799-5168. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$2.50 each.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Dinwiddie County (Uses VA State Forms)

Court Information: The fee is \$44.00. They accept cash, check, or money order made payable to “J. Barrett Chappell, Jr; Clerk.” You may file by mail or in person at the Dinwiddie Circuit Court: 14008 Boydton Plank Road 2nd Floor, P.O. Box 63, Dinwiddie, VA 23841. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, valid photo ID, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order.

Minors filing need copies of both parents' driver's licenses. The civil division of the clerk's office can be reached during the regular business hours of 8:30am – 4:30pm Monday – Friday at 804-469-4540. The judge will decide within two to four weeks. If granted, you will receive one copy. Any additional copies will cost \$0.50 per page with a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs. Filing costs can also be waived if you have an indigent order.

City of Emporia

See Greensville County

Essex County (Uses County-Specific Forms)

Court Information: The fee is \$35.00. They accept cash or personal check made payable to the “Essex County Circuit Court.” You may file by mail or in person at the Essex Circuit Court: P. O. Box 445, 305 Prince Street, Tappahannock, VA 22560. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk's office can be reached during the regular business hours of 8:30am – 4:30pm Monday – Friday at 804-443-3541. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$0.50 per page.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Fairfax County (Uses County-Specific Forms)

Includes City of Fairfax

Court Information: The fee is \$41.00. They accept cash, credit card (only Visa or MasterCard and subject to a 4% convenience fee), certified check, or money order made payable to the “Clerk of the Circuit Court.” You may file in person or by mail. If filed by mail, you must pay by certified check or money order. If by mail, send the notarized application and two copies, along with the order, filing fee, and two self-addressed, stamped envelopes to 4110 Chain Bridge Road, Fairfax, VA 22030 (Attention: Civil Intake/Name Change). If filed in person, bring the notarized petition and two copies, along with the order, one self-addressed, stamped envelope and the filing fee to the 3rd floor Civil Intake Counter of the Circuit Court. The civil division of the court can be reached during the regular business hours of 8:00am – 4:00pm Monday – Friday at 703-691-7320 (Press #3-1-0). The judge will decide within three weeks. If granted, you will receive a certified copy of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

Instructions – <http://www.fairfaxcounty.gov/courts/circuit/pdf/ccr-a-160.pdf>

Forms – <http://www.fairfaxcounty.gov/courts/circuit/ccr-a-160.htm>

Fee Waiver: To waive all filing costs, they require the submission of a petition for indigent filing specific for Fairfax County.

<http://www.fairfaxcounty.gov/courts/circuit/pdf/petition-for-indigent-filing-ccr-a-25.pdf>

City of Fairfax

See Fairfax County

City of Falls Church

See Arlington County

Fauquier County (Uses VA State Application Form & County Specific Order Form)

Court Information: The fee is \$39. They accept cash or a check made payable to the “Clerk of the Circuit Court.” However, if a check is used, it will be held by the court for 10 business days to assure its validity.

You may file in person or by mail at 29 Ashby St., Warrenton, VA 20186. When filing, please include the application, order, filing fee, and a letter written to the judge stating why you are seeking to change your name. If you are mailing the forms, the application must be notarized and you must also include a copy of the application and a self-addressed, stamped envelope. The clerk's office also suggests that those wishing to change their name also bring other accompanying identification documents to the court (ex: driver's license, birth certificate, passport, Social Security card). The clerk's office notes that if you are printing the "application for name change" form yourself from the VA Supreme Court website, then you must make sure to print using the website's print button, as the court will not accept a printed form that has any gray text boxes showing on it. It must also be noted that the clerk's office strongly advises that its county residents who wish to change their name fill out the name change forms in person at the court, as the overwhelming majority of people fill out the forms wrong. You can reach the clerk's office during the regular business hours of 8:00am – 4:30pm Monday – Friday at (540) 422-8100. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive three certified copies of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

City of Franklin

See Southampton County

Frederick County (Uses VA State Forms)

Court Information: The fee is \$41.00. They accept cash, check, or money order made payable to the "Clerk of Court." You may file in person or by mail at 5 North Kent Street, Winchester, VA 22601. When filing, please include the application, order, and filing fee. If filing by mail, the application must be notarized, and you must also include a self-addressed, stamped envelope. The clerk's office can be reached during the regular business hours of 9:00am – 5:00pm Monday – Friday at (540) 667-5770. The judge will decide within one to two weeks. If granted, you will receive two certified copies of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Grayson County (Uses VA State Forms)

Court Information: The fee is \$41.00. They accept cash, credit card (subject to a 4% convenience fee), check, or money order made payable to the "Grayson Circuit Court." You may file by mail or in person at the Southampton Circuit Court: P. O. Box 190, 22350 Main Street, Courtland, VA 23837. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, a letter to the judge explaining why you want a name change, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk's office can be reached during the regular business hours of 8:00am – 5:00pm Monday – Friday at 276-773-2231. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Greensville County (Uses VA State Forms)

Court Information: The fee is \$39.00. They accept cash, credit card (subject to a 4% convenience fee), check, or money order made payable to the "Clerk of the Circuit Court." You may file by mail or in person at the Greensville Circuit Court: P. O. Box 631, 337 South Main Street, Emporia, VA 23847-0631. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, copy of birth certificate, valid photo ID, a letter to the judge

explaining why you want a name change, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk's office can be reached during the regular business hours of 8:30am – 5:00pm Monday – Friday at 434-348-4215. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$0.50 per page with a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

City of Hampton (Uses VA State Forms)

Court Information: The fee is \$39.00. They accept cash, check, or money order made payable to the "Hampton Circuit Court." You may file in person or by mail at Hampton Circuit Court, P. O. Box 40, 101 King's Way Mall, Hampton, VA 23669-0040. When filing, please include the notarized application (petitions filed in person need not be notarized), order, proof of Hampton residency, birth certificate, proof of previous name change records, filing fee. If filing by mail, the application must be notarized, and you must also include a self-addressed, stamped envelope. The clerk's office can be reached during the regular business hours of 8:30am – 4:00pm Monday – Friday at (757) 727-6105. The judge will decide within one to two weeks. If granted, you will receive two certified copies of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

Minor: Both parents must sign the petition. If one parent is unknown or cannot be found, an order of publication must be submitted for publication to the local newspaper. A hearing will be scheduled if a parent does not consent to signing the petition.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Henrico County (Uses VA State Forms)

Court Information: The fee is \$41.00. They accept cash, check, or money order made payable to the "Henrico Circuit Court Clerk." You may file in person or by mail at P.O. Box 90775, 4301 East Parham Road, Henrico, VA 23273-0775. When filing, please include the notarized application, order, filing fee, a copy of your birth certificate and Henrico County ID or other proof of Henrico County residency. Henrico County has name change forms available by request at the Henrico County Law Library or at the circuit court's civil division. The clerk's office notes that a local Henrico county number must be provided to them, as they are unable to make long-distance calls and that when filing, it is recommended to include a self-addressed, stamped envelope. The clerk's office can be reached during the regular business hours of 8:00am – 4:30pm Monday – Friday at (804) 501-4202. The judge will decide within a few weeks, dependent availability. If granted, you will receive one certified copy of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

James City County

See City of Williamsburg

City of Lexington

See Rockbridge County

Loudoun County (Uses County-Specific Forms)

Court Information: The fee is \$39.00. They accept cash, certified check, personal check, or money order made payable to the "Clerk of Circuit Court." You may file in person or by mail. When filing, please include the application, order, and filing fee. If in person, bring these documents to the 3rd floor Civil Divisions window of the circuit court during the normal business hours of 8:00am – 4:00pm, Monday – Friday. If by mail, please mail the documents to the Loudoun Circuit Court (Attention: Name Change) to

P.O. Box 550, Leesburg, VA 20178 if by U.S.P.S. or to 18 East Market Street, Leesburg, VA 20176 if by FedEx or UPS. The civil division can be reached at (703) 771-5644. The judge will decide within three to four weeks. If granted, you will receive two certified copies of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

For an Adult: <http://www.loudoun.gov/DocumentCenter/Home/View/8463>

For a Minor: <http://www.loudoun.gov/DocumentCenter/Home/View/8467>

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Louisa County (Uses VA State Forms)

Court Information: The fee is \$39.00. They accept cash, check, or money order made payable to the “Louisa Circuit Court.” You may file in person or by mail at 100 West Main Street, Louisa, VA 23093-0037. When filing, please include the notarized application, order, filing fee, a copy of your driver’s license and birth certificate, proof of any previous name change, and a self-addressed, stamped envelope (only recommended). The clerk’s office can be reached during the regular business hours of 8:30am – 5:00pm Monday – Friday at (540) 967-5312. The judge will decide within two days to two weeks. If granted, you will receive one certified copy of the order by mail as will your attorney (if applicable). Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Lynchburg County (Uses VA State Forms)

Court Information: The fee is \$41.00. They accept cash, credit card, or check made payable to the “Clerk of the Circuit Court.” You may file in person or by mail at P.O. Box 4, 900 Court Street, Lynchburg, VA 24505. When filing, please include the notarized application, order, filing fee, and a self-addressed, stamped envelope. You can reach the civil division of the clerk’s office during the regular business hours of 8:30am - 4:30pm Monday – Friday at (434) 455-2620 (Press #1 for Civil). The judge should decide within a few days. If granted, you will receive one certified copy of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

City of Manassas

See Prince William County

City of Manassas Park

See Prince William County

New Kent County (Uses VA State Forms)

Court Information: The fee is \$39.00. They accept cash, credit or debit card (subject to a 4% convenience fee), check, or money order made payable to the “New Kent Circuit Court.” You may file by mail or in person at the New Kent Circuit Court: P. O. Box 98, Courthouse, 12001 Courthouse Circle, New Kent, VA 23124-0098. For in-person filing, a packet with all the required forms is available at the courthouse. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:30am – 4:00pm Monday – Friday at 804-966-9520. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one certified copy. Any additional copies will cost \$0.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

City of Newport News (Uses VA State Forms and City-Specific Forms)

Court Information: The fee is \$41.00. They accept cash, credit card (subject to a 2% convenience fee) or money order made payable to the “Newport News Circuit Court.” It is recommended to file in person at the Newport News Circuit Court: 2500 Washington Avenue, Courthouse Building, Newport News, VA 23607-4307. Please bring the notarized application, order (which must be picked up and filled in at the courthouse), civil action coversheet, records of previous name changes, copy of birth certificate (for minors), filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:00am – 4:30pm (the register closes at 4:15) Monday – Friday at 757-926-8561. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one certified copy. Any additional copies will cost \$0.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of a city-specific fee waiver that must be picked up at the courthouse.

City of Norfolk (Uses VA State Forms)

Court Information: The fee is \$46.00. They accept cash, credit/debit card (subject to a 4% surcharge), or check made payable to “Norfolk Circuit Court.” You may file by mail or in person at Norfolk Circuit Court, 150 St. Paul’s Boulevard, Norfolk, VA 23510-2773. When filing, please include the notarized application, order, filing fee, civil action coversheet, and a self-addressed, stamped envelope. You can reach the civil division of the clerk’s office during the regular business hours of 8:45am - 4:45pm Monday – Friday at (757) 664-4580 . The judge should decide within a few weeks. If granted, you will receive one certified copy of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Orange County (Uses VA State Forms)

Court Information: The fee is \$39.00. They accept cash, credit card (\$2 fee), or check made payable to the “Orange Circuit Court.” You may only file in person at the Orange County Circuit Court, 110 North Madison Road, Suite 300, Orange, VA 22960. When filing, please include the notarized application, order, filing fee, a birth certificate, records of previous name changes, valid photo ID, and a self-addressed, stamped envelope. You can reach the civil division of the clerk’s office during the regular business hours of 8:30am – 5:00pm Monday – Friday at (540) 540-672-4030. The judge should decide within a few weeks. If granted, you will receive one certified copy of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs

City of Poquoson

See York County

Prince William County (Uses County-Specific Forms)

Includes Cities of Manassas and Manassas Park, VA

Court Information: The fee is \$41.00. They accept cash or check payable to the “Clerk of the Circuit Court.” You may only file in person at the Civil Clerk’s Office at the Prince William County Circuit Court Civil Division, 9311 Lee Avenue, Room 314, Manassas, VA 20110. Bring the notarized application, order, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division can be reached during the regular business hours of 8:00am – 5:00pm Monday - Friday at 703-792-6029. The judge will decide within four to six weeks. If granted, you will receive one certified copy of the order. For an additional copy, you must fill out a copy request form. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

For an Adult – <https://www.pwcgov.org/government/courts/circuit/Documents/007851.pdf>

For a Minor – <http://www.pwcgov.org/government/courts/circuit/Documents/007852.pdf>

Fee Waiver: Uses County-Specific Form – WWH has form available on file or client can obtain it by going in-person to the court.

Richmond County (Uses VA State Forms)

Court Information: The fee is \$37.00. They accept cash, check, or money order made payable to the “Clerk of the Circuit Court.” You may file in person or by mail at P.O. Box 1000, 101 Court Circle, Warsaw, VA 22572-0956. When filing, please include the notarized application, order, filing fee, a copy of your birth certificate, and a self-addressed, stamped envelope. The clerk’s office can be reached during the regular business hours of 9:00am – 5:00pm Monday – Friday at (804) 333-3781. The judge should decide within a few weeks, dependent upon availability. If granted, you will receive one certified copy of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Rockbridge County (Uses VA State Forms)

Court Information: The fee is \$37.00. They accept cash or check made payable to the “Clerk of Court.” You must file in person at the Rockbridge Circuit Court: 20 South Randolph Street, Suite 101, Lexington, VA 24450-2552. Please bring the notarized application, order, civil action coversheet, records of previous name changes, valid photo ID, birth certificate, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:30am – 4:30pm Monday – Friday at 540-463-2232. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$0.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Southampton County (Uses VA State Forms)

Court Information: The fee is \$39.00. They accept cash, credit card (in person, subject to a 3% convenience fee), check, or money order made payable to the “Southampton Circuit Court.” You may file by mail or in person at the Southampton Circuit Court: P. O. Box 190, 22350 Main Street, Courtland, VA 23837. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk’s office can be reached during the regular business hours of 8:30am – 5:00pm Monday – Friday at 757-653-2200. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one copy. Any additional copies will cost \$2.50 each.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

Stafford County (Uses VA State Forms)

Court Information: The fee is \$41. They accept cash, credit card (subject to a 4% convenience fee), money order, or check made payable to the “Warren County Circuit Court.” You may file in person or by mail at P.O. Box 69, 1300 Courthouse Road, Stafford, VA 22555-0069. When filing, please include the notarized application, order, filing fee, a copy of your birth certificate and valid photo ID, and proof of any previous name change. No stamped envelope is required. The clerk’s office can be reached during the regular business hours of 8:00am – 4:00pm Monday through Friday at (540) 658-8750. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one certified copy of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee, and the clerk’s office suggests that you pay for this separately.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

City of Suffolk (Uses VA State Forms and City Specific Forms)

Court Information: The fee is \$41. They accept cash, credit card (subject to a 4% convenience fee), money order, or check made payable to the “Suffolk Circuit Court.” You may file in person at the Mills E. Godwin, Jr. Courts Bldg., 150 North Main Street, Suffolk, VA 23439-1604 or by mail to Suffolk Circuit Court, P. O. Box 1604, Suffolk, VA 23439-1604, but a barcode coversheet is required and must be obtained in person at the Suffolk Law Library. When filing, please include the notarized application, order, filing fee, barcode coversheet, civil action coversheet, a copy of your birth certificate and valid photo ID, and proof of any previous name change. To receive a certified copy of the order, bring a self-addressed stamped envelope. The clerk’s office can be reached during the regular business hours of 8:30am – 5:00pm Monday through Friday at (757) 514-7800. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one certified copy of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee, and the clerk’s office suggests that you pay for this separately.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

City of Virginia Beach (Uses County Specific Forms)

Court Information: The fee is \$39.00. They accept cash, credit card (subject to a 4% convenience fee), money order, or check made payable to “Virginia Beach Circuit Court.” You may file in person or by mail at Virginia Beach Circuit Court, 2425 Nimmo Parkway, Building 10, 3rd Floor, Virginia Beach, VA 23456-9017. When filing, please include the notarized application, order, civil action coversheet, filing fee, a self-addressed, stamped envelope, acceptable form of ID, and proof of residency, which could be in the form of a local ID. The clerk’s office can be reached during the regular business hours of 8:30am – 4:00pm Monday through Friday at (757) 385-4188. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one certified copy of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

City-Specific Form – available at <http://www.vbgov.com/government/departments/courts/circuit-court-judges/Pages/Name-Change.aspx>

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs

Warren County (Uses VA State Forms)

Court Information: The fee is \$41.00. They accept cash, credit card (Visa or MasterCard subject to a 3% or \$2.00 fee, whichever is greater), money order, or check made payable to “Warren County Circuit Court.” You may file in person or by mail at 1 East Main Street, Front Royal, VA 22630. When filing, please include the notarized application, order, filing fee, a self-addressed, stamped envelope, and proof of residency, which could be in the form of a local ID. The clerk’s office can be reached during the regular business hours of 9:00am – 5:00pm Monday through Friday at (540) 635-2435. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one certified copy of the order. Any additional copy will cost \$.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

City of Williamsburg (Uses VA State Forms)

Includes James City County

Court Information: The fee is \$42.00. They accept cash, credit card (subject to a \$2 convenience fee), check, or money order made payable to the “Clerk of the Circuit Court.” You may file by mail or in person at the Williamsburg/James City Circuit Court: 5201 Monticello Avenue, Suite Six, Williamsburg,

WHITMAN-WALKER HEALTH
LEGAL SERVICES PROGRAM
VIRGINIA GUIDE, JUNE 2016

VA 23188-8218. When filing, please include the notarized application, order, civil action coversheet, records of previous name changes, a criminal history statement from the state police, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk's office can be reached during the regular business hours of 8:30am – 4:30pm Monday – Friday at 757-564-2242. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive one certified copy. Any additional copies will cost \$0.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

York County (Uses VA State Forms)

Includes City of Poquoson

Court Information: The fee is \$39.00. They accept cash, credit card (Visa or MasterCard, subject to a \$2 convenience fee), or check made payable to the "Clerk of Court." You may file by mail or in person at the York Circuit Court: P. O. Box 371m 300 Ballard Street, Yorktown, VA 23690-0371. Please bring the notarized application, order, civil action coversheet, records of previous name changes, valid photo ID, birth certificate, criminal background check through the Virginia State Police, filing fee, and a self-addressed, stamped envelope if you wish to receive a certified copy of the order. The civil division of the clerk's office can be reached during the regular business hours of 8:00am – 4:00pm Monday – Friday at 757-890-3350. The judge will decide within a few weeks, dependent upon availability. If granted, you will receive two copies. Any additional copies will cost \$0.50 per page plus a \$2.00 certification fee.

Fee Waiver: To waive all filing costs, they require the submission of the Commonwealth of Virginia form CC-1414, a petition for proceeding in civil case without payment of fees or costs.

<p style="text-align: center;">APPENDIX B: STEPS TO COMPLETE THE NAME/GENDER CHANGE PROCESS IN VIRGINIA</p>
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- DATE
_____ (Step 1) **File the Application for Change of Name with the Court**
- File in person, or by mail if allowed in your county
 - Request at least 4 extra certified copies of court order and pay related fee
- _____ (Step 2) **Receive signed Order for Name Change in the mail**
- If the court schedules a hearing or contacts you to request additional information, contact Whitman-Walker
- _____ (Step 3) **Obtain doctor signature on DMV gender change form**
- Your doctor must fax this form to the DMV
 - You will receive a gender change approval letter from the DMV central office
- _____ (Step 4) **Go to Social Security Administration to change name and gender**
- Bring original copy of court order for name change
 - Bring letter signed by doctor for gender marker change
 - Request new SSA card
 - Ask SSA agent for a printout showing correct name
- _____ (Step 5) **Go to DMV local office to get new ID or License with correct name and gender**
- Bring original copy of court order for name change
 - Bring proof of name change with Social Security
 - Bring gender change approval letter from DMV
 - Request new card and pay related fee
- _____ (Step 6) **Change your information with your bank, creditor, school, employer, insurers, etc.**
- _____ (Step 7) **Amend your birth certificate (according to state-specific rules)**

APPENDIX C: SCHEDULE OF FEES & RELATED EXPENSES

Below is a list of projected costs associated with legal name and gender changes in Virginia.

COMMON STEPS TAKEN IN ORDER TO LEGALLY CHANGE NAME AND/OR GENDER IN VA	PROJECTED COSTS (in dollars)
Obtaining a Court Order for Change of Name	
<ul style="list-style-type: none"> ▪ Court Filing Fee (by County) <p>[Note: Persons who receive public assistance and can demonstrate financial hardship can fill out a Petition for Proceeding in Civil Case Without Payment of Fees or Costs.]</p> <p>Fees are payable to “Clerk of the Circuit Court”</p>	
<ul style="list-style-type: none"> • Arlington County¹⁰ <ul style="list-style-type: none"> ▪ Payments may be made by cash, check or money order; or by credit card. Arlington only accepts MasterCard and Visa, and collects a 4% service charge on all credit card payments. 	\$44
<ul style="list-style-type: none"> • Fairfax County¹¹ <ul style="list-style-type: none"> ▪ Payable only by cash, certified check or money order. 	\$41
<ul style="list-style-type: none"> • Loudoun County¹² 	\$39
<ul style="list-style-type: none"> • Prince William County¹³ 	\$41
Publication of Legal Notice of Intent to Change Name	\$0
[Note: There is no publication requirement for adults in Virginia.]	
Notification to Required Parties of Intent to Change Name¹⁴ (via Certified Mail)	\$3.30 (per party)

¹⁰ Circuit Court for Arlington County,

<http://www.arlingtonva.us/departments/ClerkofCircuitCourt/CivilCourt/page64984.aspx>

¹¹ Circuit Court for Fairfax County, <http://www.fairfaxcounty.gov/courts/circuit/pdf/CCR-A-20.pdf>

¹² Circuit Court for Loudoun County, <http://www.loudoun.gov/DocumentCenter/Home/View/8463>

¹³ Circuit Court for Prince William County, http://webdev.courts.state.va.us/cgi-bin/DJIT/ef_djs_ccfees_calc.cgi#ID_CALC_FRM

¹⁴ United States Postal Service, <https://www.usps.com/ship/insurance-and-extra-services.htm> (last visited June 6, 2014).

COMMON STEPS TAKEN IN ORDER TO LEGALLY CHANGE NAME AND/OR GENDER IN VA	PROJECTED COSTS (in dollars)
[Note: This fee does not include a return receipt. A return receipt can be purchased for \$1.35(email copy) or \$2.70 (hard copy).]	
Certified Copy of Final Order of Name Change	
Arlington County ¹⁵ , Fairfax County ¹⁶ , Loudoun County ¹⁷ , and Prince William County ¹⁸	\$2 + \$0.50 (per page)

Obtaining a New Social Security Card¹⁹	\$0
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Obtaining New Identification Reflecting Name and/or Gender Change²⁰	
Fees are payable to “Virginia Dept. of Motor Vehicles”	
<ul style="list-style-type: none"> ▪ Corrected Driver’s License 	\$20
<ul style="list-style-type: none"> ▪ New Driver’s License <p>Note: There is a \$20 fee for a license. A driver can pay an additional \$4 to keep his/her license valid an additional year for up to 3 additional years.</p>	\$20-32
<ul style="list-style-type: none"> ▪ New Learner’s Permit 	\$3 + \$4 per year of license validity
<ul style="list-style-type: none"> ▪ Corrected Learner’s Permit 	\$2.00
<ul style="list-style-type: none"> ▪ Non-Driver’s License Photo ID (New or Corrected) 	\$10

Changing Your Gender with the Social Security Administration²¹ \$0

¹⁵ Arlington County Circuit Court Clerk’s Office Contact: phone 703-228-7010.

¹⁶ Fairfax County Circuit Court Clerk’s Office Contact: phone 703-691-7320.

¹⁷ Loudoun County Circuit Court Clerk’s Office Contact: phone 703-777-0270.

¹⁸ Prince William County Circuit Court Clerk’s Office Contact: phone 703-792-6029.

¹⁹ United States Social Security Administration, http://ssa-custhelp.ssa.gov/app/answers/detail/a_id/1120/~/-/cost-for-a-social-security-card (last visited June 6, 2014) [hereinafter “SSA”].

²⁰ VA DM V, <http://www.dmv.virginia.gov/webdoc/pdf/dmv201.pdf> (last visited May 27, 2014).

²¹ See SSA, *supra* note 21.

COMMON STEPS TAKEN IN ORDER TO LEGALLY CHANGE NAME AND/OR GENDER IN VA	PROJECTED COSTS (in dollars)
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Obtaining a New Passport Reflecting Name and/or Gender Change The following fees cover (1) the cost of a passport book and/or passport card payable to “Department of State,” and (2) the separate “Execution Fee” payable to the local passport agency you go to submit your application. ²²	
<ul style="list-style-type: none"> ▪ First-time Applicant: see our Passport Guide for information on what to include in your application. If any of the required documents have names or gender markers that do not match (such as a birth certificate that cannot be updated), you will need to apply in person at a passport agency and pay the execution fee. ▪ If (1) you already have a passport issued <i>more than 1 year ago</i>, (2) have obtained a court-ordered name change, and (3) only need to update your legal name but not your gender marker → you can apply for an amended passport <i>by mail</i> for the same cost of a new passport <i>without</i> paying the additional execution fee. However, if (1) and (2) apply to you but you also need to update your gender marker, you must apply for an amended passport <i>in person</i> at a local passport agency and pay the additional execution fee. 	\$140 (book & card) \$110 (book only) \$30 (card only) + \$6 – 10 (two passport sized photos) + \$25 execution fee
<ul style="list-style-type: none"> ▪ If (1) you already have a passport issued <i>less than 1 year ago</i>, (2) have obtained a court-ordered name change, and (3) only need to update your legal name but not your gender marker → you can apply for the amended passport <i>by mail at no cost</i>. However, if (1) and (2) apply to you but you also need to update your gender marker, you must apply for an amended passport <i>in person</i> at a local passport agency and pay the execution fee. 	\$0 (book or card) + \$25 execution fee (applies to gender marker changes only)
<ul style="list-style-type: none"> ▪ Expedited Service²³ Note: This is an additional cost for persons who need to receive their first-time or renewal passport within two weeks or less from the time of application submission. By mail, make a check or money order out to “Department of State.” In person, ask a local passport agency what payment they accept. 	\$60

Changing Name with Insurance Carrier, Creditors, Financial Institutions or on Legal Documents	
[Note: This cost assumes that the party will need to submit a certified copy of the Final Court Order granting the Name Change. Each certified copy costs \$2.00 plus a per page copying fee.]	

²² U.S. Dept. of State, Bureau of Consular Affairs, Passport Fees, <http://travel.state.gov/content/passports/english/passports/information/fees.html> (last visited Jan. 21, 2015).

²³ U.S. Dept. of State, Bureau of Consular Affairs, Expedited Passport Processing Fees, <http://travel.state.gov/content/passports/english/passports/services/expedited.html> (last visited Jan. 21, 2015).

COMMON STEPS TAKEN IN ORDER TO LEGALLY CHANGE NAME AND/OR GENDER IN VA	PROJECTED COSTS (in dollars)
Arlington County ²⁴ , Fairfax County ²⁵ , Loudoun County ²⁶ , and Prince William County ²⁷	\$2 + \$0.50 (per page)
Amending a Birth Certificate to Reflect New Name and/or Gender²⁸	\$12
Obtaining a Copy of Amended Birth Certificate with Name and/or Gender Change Information²⁹	\$12

²⁴ Arlington County Circuit Court Clerk’s Office Contact: phone 703-228-7010.

²⁵ Fairfax County Circuit Court Clerk’s Office Contact: phone 703-691-7320.

²⁶ Loudoun County Circuit Court Clerk’s Office Contact: phone 703-777-0270.

²⁷ Prince William County Circuit Court Clerk’s Office Contact: phone 703-792-6029.

²⁸ Virginia Dep’t of Health Contact: 804-662-6200.

²⁹ Virginia Dep’t of Health, http://www.vdh.virginia.gov/Vital_Records/documents/appform.pdf (last visited June 6, 2014).