Change of Name & Gender Checklist

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

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

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

The two items listed below require similar documentation to that required for changing the gender on a birth certificate in Virginia and most other states, namely proof of change of sex by medical procedure.

- Passport
- Social Security – Gender change

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