

## How to Get your Legal Name and/or Gender Change

### **1. Fill out all your paperwork**

- a. Print 2 copies of your forms and fee waivers SINGLE-SIDED
- b. SIGN each copy with your original signature
- c. ONLY STAPLE these pages: (everything else remains unstapled!)
  - i. The two pages of FW001
  - ii. The two pages of FW003
  - iii. Form NC-300 with NC-110
- d. For adults seeking Name AND Gender: CM-010, NC-300, NC-110, NC-125, NC-330
- e. For adults seeking Name Change only: CM-010, NC-100, NC-110, NC-125, NC-130
- f. For adults seeking Gender Change only: CM-010, NC-300, NC-330

### **2. Go to the Courthouse**

- a. The address for Chico's is: 1775 Concord Ave, Chico CA 95928
- b. Note: there will be metal detectors and security guards when you first enter
- c. Go through to the kiosk and select: CIVIL LAW
  - i. The kiosk will then print you a ticket with a number, this is how you know when it's your turn to go up, and which window to go to
- d. Submit paperwork to clerk, then make sure to get your case number from the clerk.
  - i. The clerk will approve your fee waiver on the spot
  - ii. If you do not qualify for a fee waiver, you must pay on the spot

### **3. Call the Courthouse in 6 weeks to check on your case...and keep calling until they tell you it's ready to pick up. Make sure you have your CASE NUMBER on you, and that you ask to get 2 CERTIFIED COPIES OF YOUR COURT DECREE.**

### **4. Pick up your Court order from the courthouse**

- a. You will get two copies of the official court orders signed by the judge (Form NC-330)

### **Now you get to use this court order to change your:**

- A. Official Birth Certificate      B. Social Security Documents      C. Driver's License

## Start with your Birth Certificate:

### 1. You will need:

- a. **\$26** (check or money order) made out to “CDPH – Vital Records”
- b. **VS24 Form** (You only need one signature even though it says you need two)
  - i. Make sure to use BLACK INK only
- c. **Notarized VS20** – this is a sworn statement verifying you are your self.
  - i. The “registrant” is your birth name, and the relationship is “Self”.
  - ii. **Note:** wait to sign until you are at the notary office. You can get this notarized at the UPS in Chico, call to make an appointment: 530-898-1623
- d. **Official court order** – has to be the one with the blue stamp on the back

### 2. Mail to: California Department of Vital Records

MS 5103  
PO BOX 997410  
Sacramento, CA 95899-7410

## Then Social Security:

### 1. Bring all of the following:

#### a. One form of Identification

- i. Picture ID such as a driver's license or passport – this must be an original not a photocopy

#### b. Completed Application: SS-5

- i. Fill this out with your newly approved legal name and gender

#### c. Official court order

- i. Make sure to get this back! They should give or mail it back to you.

#### d. Bring to: Social Security

STE 150  
1370 E. LASSEN AVE  
CHICO, CA 95973

## Finally, the DMV: (you need to wait for new Social Security card)

1. The Chico office is at 500 Cohasset Rd, Chico CA 95928
  - a. Show up early or make an appointment if you want to avoid a long wait-time
2. **Bring new social security card, Old drivers license, completed DL329S, new or old birth certificate, and your official court order**
3. They will charge you \$28 for a new license and send it to you in the mail!