Steps for Changing Your Name

People legally change their names for a variety of reasons. Once the new name is recorded, there are multiple accounts, identification cards/government documents, and financial accounts that need to be changed should you choose to change your name. This process should begin soon after any name change. Here's how:

If the name change is related to a marriage, order official marriage certificates:

- These can be obtained at the County Register of Deeds.
- Order multiple copies (about 4 – 5). Some places will require a certified copy and don't always return it or take a while to send it back.
- NOTE: A marriage certificate is not the same as a marriage license. The certificate is a record-keeping document, proving the marriage has been completed and registered.

Apply for new Social Security Card:

- Use the original legal order (not a photocopy), whether that is a marriage certificate or a court order.
- The Social Security number will remain the same; a new card will be issued with the new name on it.

Apply for a new driver's license (or state identification card):

- Use new Social Security card to do so.
- See list of Driver Licensing Locations to find an office.
- Call ahead to ensure proper documentation is in hand. Many people get turned away because of a lack of required documents when they arrive.

Update Passport:

- If the passport is less than a year old updating the name is free. Otherwise, there is a processing fee.
- Fill out one of the three different forms: DS-82 if the passport was issued **more than a year ago**, DS-5504 if the passport was issued **less than a year ago,** or DS-11 if the passport has been **expired for more than five years**.

Update vehicle title and registration information:

- Some Department of Motor Vehicles s cover driver's licenses and vehicle title/registration, but most states have separate departments.
- Call ahead to ensure proper documentation is in hand. Many people get turned away because of a lack of required documents when they arrive.
- Typically takes a few weeks to arrive in the mail.
- If currently leasing or financing a vehicle, contact lienholder and inform them of the name change. They will provide the steps to update title.

Update voter registration information:

- Use new Social Security card to do so at the local County Auditor's Office.
- This can also be done by downloading and mailing in the National Voter Registration Application.

Update name with United State Postal Service (USPS):

- It's not required to tell the USPS about a name change, but make sure to update the name and address if you are also moving. Visit usps.com.

Update bank accounts and creditors:

- Use the newly obtained ID's. The bank will explain their process for getting new debit cards and checks.
- Creditors include auto loan lender, mortgage lender, credit card companies, and student loan lender

Request new credit/debit cards:

- Start by calling the number on the back of the card, and the company will provide their protocol issuing a new card.
- Most will want a photocopy of a photo ID (Driver's License or passport) and a photocopy of the court order or marriage certificate.

Update payroll information:

- Give HR department necessary paperwork to get your name changed.
- Check if the tax bracket has changed. If it has, review withholding amount to see if it should be adjusted.

Update Life insurance and retirement accounts:

- Contact the companies to find out their protocols for changing your name on all policies and accounts.

Other things to update:

- Your employer
- Medical providers
- Attorney – for any legal documents, such as a trust or a will.

For more information, call or search the 211 database:

- helplinecenter.org/211database
  - Use the following keyword search terms:
    - Marriage Licenses
    - County Register of Deeds
    - County Auditor Offices
    - Driver Licenses
    - Social Security Numbers
    - Passports
    - Post Offices
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Sources:

- Nationwide: https://blog.nationwide.com/name-change-after-marriage-checklist/
- FAQ: What documents/accounts do you need to update after marriage?: https://www.alliantcreditunion.org/money-mentor/faq-what-documents-accounts-do-you-need-to-update-after-marriage
- How to Change your name change after Marriage [2020]: https://newlynamed.com/how-to-change-your-name-after-marriage/#4
- South Dakota Department of Health: https://doh.sd.gov/records/marriage-requirements.aspx

Disclaimer: This HelpSheet is developed by the Helpline Center for informational purposes only. HelpSheets provide a brief overview of the designated topic. For more information, call 211 or text your zip code to 898211.

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