



GUIDE TO LEGALLY TRANSITIONING IN THE STATE OF DELAWARE

UPDATED 2021



Planned Parenthood of Delaware

congratulations!

If you're reading this, you're likely beginning or in the process of legally transitioning. This can be exciting, emotional, and stressful, all at the same time. To make this a little easier, here's a step by step guide for updating all of your legal documents in the State of Delaware.

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Note: Fees and procedures constantly evolve. Planned Parenthood of Delaware reviews this guide on a yearly basis and updates as changes are made known. All fees and procedures are updated as of June 2021.

Legal Name Change

3 Steps

Step 1 - Newspaper Publication

Choose a newspaper from the approved list, separated by county. Each publication has a different process - attached is a sample template for a publication of name change; some papers will just gather your information and create their own notice. This notice must be published once a week for three consecutive weeks. After the third week, the newspaper will complete an Affidavit of Newspaper Publication. Keep this - you need it for step 3.

Attached Documents:

State of Delaware Change of Name Petition

Includes:

Acceptable Newspaper Publications

Newspaper Notice of Publication

Petition for Name Change

Affidavit of Peitioner for Notary

Affidavit of Newspaper Publication

Step 2 - Application and Notary

Attached is the Petition for Name Change and the Affidavit of Petitioner. Complete these and have them notarized. If your Affidavit of Newspaper Publication was not notarized through the newspaper, then have this notarized (usually through your local bank.)

Step 3 - Court Process

Take your completed Petition for Name Change and both notarized Affidavits to the Courthouse of the County you live in (included with the list of county-specific publications.) When you file your documents with the Court, there is a filing fee of \$85.00. You will receive a hearing date, which is when the judge will rule to approve your name change. After your hearing date, the Court will provide you with eight certified copies of your legal name change. Keep these - they are what we will use to change all of your other legal documents. You can purchase additional copies for \$10/copy.

Your name is now legally changed - congratulations! Everything will begin to move very quickly now.

You have 30 days from the date of your finalized name change to change the information on your Social Security card and driver's license. Begin changing your documents in **this specific order**:

1. Social Security Card

2. Driver's License/Identification

3. All Other Documents:

Credit Cards, Health Insurance, Car Insurance, Birth Certificate, Passport, Academic Documents

Social Security Card

2 Steps

Note: there is no charge for this service.

Step 1 - Medical Letter

If you wish to change the gender (marked as Sex: Male or Female) on your Social Security information, you **MUST** have a letter from a licensed physician attesting to your medical transition. You can find a sample template in the documents section at the end of this guide. Remember, your doctor does not have to specify what medical treatment you have completed -- you are able to change your gender marker without having any surgery. If you have not had surgery or started HRT, you will not be able to change the gender marker on your Social Security information, and must check off the box that matches the original sex assigned at birth.

Attached Documents:

Application for Social Security Card

Step 2 - Social Security Application

Attached is an application for a new Social Security card.

Complete this. Bring it to your local Social Security office along with the following:

- Medical letter, if applicable
- Evidence of identity (driver's license, identification, or passport)
- Evidence of Citizenship (passport or original birth certificate)
- Certified copy of your legal name change

Covid Changes:

The SSA offices are closed and they are currently requiring all applicants to mail in HARD COPY, ORIGINAL documentation -- NO exceptions. In order to safely continue with every day activities, download the DMV's Mobile ID app to continue driving and providing proof of identification while the SSA is processing your application and documentation.



Driver's License

2 Steps

Step 1 - Gender Marker Form

Attached is the form that you will use to change the gender marker on your driver's license or identification card. There is a section that must be completed by a physician or a mental health professional.

Step 2 - DMV

Wait at least 72 hours after changing your Social Security information before going to the DMV. Bring the following documents:

- Gender Marker Form, if applicable
- Certified Copy of your legal name change
- Current driver's license

The fee for this process is \$1.15

Attached Documents:

Gender Marker Change Form

Birth Certificate

2 Steps

Much like your Social Security card, if you wish to change the sex on your birth certificate, you **MUST** have a letter from a licensed physician or mental health professional attesting to your medical transition. **Remember, your doctor does not have to specify what medical treatment you have completed -- you are able to change your gender marker without having any surgery.**

Attached Documents:

Affidavit for Sex Change - Physician Copy and Applicant Copy

Step 1 - Affidavit for Sex Change

Attached are the TWO forms that you will use to change the sex on your birth certificate. The first must be completed by a medical professional or mental health professional. The second must be completed by you. Both of these forms must be notarized.

Step 2 - Office of Vital Statistics

Go to your nearest Office of Vital Statistics. Bring the following:

- Notarized Affidavits for Sex Change, if applicable
- Certified Copy of your legal name change
- Original Birth Certificate
- Current photo identification

The fee for this process is \$25.00

Passport

2 Steps

Step 1 - Medical Certification

Much like your Birth Certificate and Social Security card, if you wish to change the sex on your passport, you **MUST** have a letter from a licensed physician attesting to your medical transition. You can reuse the same letter for all of the other steps.

Remember, your doctor does not have to specify what medical treatment you have completed -- you are able to change your gender marker without having any surgery.

If your physician confirms that you have "completed" appropriate treatment to medically transition, you may apply for a 10 year passport. If your physician confirms that you are "in the process of" completing appropriate treatment to medically transition, you may apply for a 2 year passport, and reapply for a 10 year when treatment is considered complete. **It is up to you and your physician to determine when treatment is completed.**

Step 2 - Passport Application

Apply for a new passport using the typical passport application (DS-11.)

Include the following:

- Certified copy of your name change
- Medical Certification, if applicable
- Passport photo that matches your current appearance

Fees for this service vary, but typically range from \$110 - \$150.

Other Documents

There are several other documents to consider changing. The processes (and fees) for this vary.

- Credit Cards
- Car and Health Insurance
- Loans, Mortgages, and Financial Aid
- Academic Related Records
(for current students, or diplomas and certificates for past students)
- Employment Related Records

Navigating Letters

Several of these steps require a letter from a mental health professional or a physician attesting to your medical transition. Planned Parenthood of Delaware is happy to work with you to complete this letter writing process.

Requires ONE Letter:

Either from a physician or mental health professional

- Driver's License
- Birth Certificate
- Chest/Top Surgeries

Requires TWO Letters or Physician Signature:

At least one of these letters must be written by a physician

- Passport
- Social Security Card (sex marker only)
- Genital/Bottom Surgeries

WPATH guidelines do not require the second letter to be written by a doctoral-level clinician, but your specific insurance or surgeon's requirements may differ

COURT OF COMMON PLEAS

for the State Of Delaware



CHANGE OF NAME PETITIONS

<http://courts.state.de.us/commonpleas/>

THE COURT OF COMMON PLEAS FOR THE STATE OF DELAWARE
INSTRUCTIONS FOR CHANGE OF NAME PETITIONS

This is your change of name packet. It includes the following documents:

I. General Instructions	Page 1
II. Resources	Page 2
III. Newspaper Notice of Publication	Page 3
IV. Documents To File In Court	
A. Petition for Name Change	Page 4–5
B. Affidavit of Petitioner	Page 6
C. Affidavit of Newspaper Publication	Page 7

GENERAL INSTRUCTIONS

- **Where to file:** your Petition for Change of Name and supporting documents must be filed in the Court of Common Pleas in the county in which you reside. If you or your spouse is in the military or seeking higher education in Delaware, you are eligible to change your name in Delaware only if you claim Delaware as your State of residency.
- **Filing Fee:** when you file your Petition for Change of Name, you will be required to pay a fee of \$85.00. You will receive the original Order signed by the Judicial Officer, plus eight certified copies of the signed Order. Additional copies may be obtained at a cost of \$10.00 per copy.
- **Required Documents:**¹ you will be required to file the below-listed documents in the Court of Common Pleas in the county in which you reside. Petitions that are incomplete in any way will not be accepted. Contact information for the Court in each county is provided in the Resources section on page 2.
 1. Petition for Name Change. The Petition for Name Change form is available on pages 4–5. In filling out the Petition, make certain you outline the full name of the individual(s) seeking to have his/her name changed, indicating full addresses, including zip codes and daytime telephone numbers. This is important because the Court Clerk may need to contact you prior to your hearing date. If you move before receiving your copy of the Order, you must notify the Clerk’s Office of your new address and telephone number.
 2. Affidavit of Petitioner.² The Affidavit of Petitioner form is available on page 6. Importantly, you must have the Affidavit notarized by a Notary Public.
 - ♦ To locate a Notary Public, you can refer to public libraries, postal/passport services, police stations, insurance/realtor offices, car dealerships, or local government offices. Notary Publics typically charge a small fee for notarization services.
 3. Affidavit of Newspaper Publication. Notice must be given to the public that you are changing your name. To do this, you must publish the Newspaper Notice of Publication (available on page 7) in a newspaper of general circulation in the county in which you reside. Newspaper contact information is provided in the Resources section on page 2. Additionally:
 - ♦ The Notice must be published once a week for three consecutive weeks.
 - ♦ The Notice must have been published within the past six months.
 - ♦ You are responsible for the cost of the publication. Charges may vary by newspaper.
 - ♦ After publication is complete, the newspaper must fill out and sign the Affidavit of Newspaper Publication.
 - ♦ Contact information for newspaper publications is available in the Resources section on page 2.
 4. Birth Certificate.
 5. Photo ID.
 6. Documents related to any previous name change.
 7. Final order of divorce, or any other court process that has led to this name change.
- **Hearing.** Once you have filed all of the required documents with the Court, you will be assigned a hearing date. You must appear 30 minutes before your scheduled appearance to check in with the bailiff and be directed to the appropriate courtroom. Proper dress is required to enter the courtroom.

¹ During the COVID-19 pandemic, the Supreme Court has suspended the requirement of a notarized signature.

² An affidavit is a sworn statement; it must be signed and notarized. For more information, visit: <http://delcode.delaware.gov/title10/c053a/index.shtml>.

RESOURCES

Petitioner(s) must be resident(s) of the State of Delaware in the county in which the petition is filed. Contact information for the Court and a number of approved locations for newspaper publication is provided below. Please direct any questions to the Offices of the Clerk, Court of Common Pleas in your county.

SUSSEX COUNTY

Sussex County Courthouse: 1 The Circle
Georgetown, DE 19947
(302) 858-5730
CCPSussex_CivilFilings@delaware.gov

Newspaper Publications:

The Sussex Countian (302) 678-3616
linda.miller@doverpost.com

The Cape Gazette Telephone: (302) 645-7700
(in-person only, and must bring ID)

KENT COUNTY

Kent County Courthouse: 414 Federal Street
Dover, DE 19901
(302) 735-3900
CCPKent_CivilFilings@delaware.gov

Newspaper Publications:

The Delaware State News (302) 741-8298
legalads@newszap.com

The Dover Post (302) 678-3616
linda.miler@doverpost.com

NEW CASTLE COUNTY

New Castle County Courthouse: Leonard J. Williams Justice Center
500 N. King Street
Wilmington, DE 19801
(302) 255-0942
CCPNCC_CivilFilings@delaware.gov

Newspaper Publications:

News Journal Company (302) 324-2500

Newark Post (302) 737-0724
legals@chespub.com

New Castle Weekly (302) 328-6005
newcastleweekly@aol.com

Middletown Transcript (302) 378-9531
Email: linda.miler@doverpost.com

NEWSPAPER NOTICE OF PUBLICATION

IN THE COURT OF COMMON PLEAS FOR THE STATE OF DELAWARE
IN AND FOR
 NEW CASTLE COUNTY **KENT COUNTY** **SUSSEX COUNTY**

IN RE: CHANGE OF NAME OF:)
)

PETITIONER(S))
)
)
)
)
)
)

)

NOTICE IS HEREBY GIVEN that _____ intends
to present a Petition to the Court of Common Pleas for the State of Delaware to change his/her name to
_____.

Petitioner

Petitioner

DATE: _____

6. Petitioner certifies that there are no creditors or other persons who will be defrauded or adversely affected by said change of name.

7. Notice of this Petition has been published in _____
Newspaper in _____ County, Delaware, once per week for three weeks prior to the filing of this Petition. An Affidavit of Publication is attached hereto as "Exhibit A," and incorporated herein by reference.

8. Petitioner:

- Does Does Not have pending criminal charges, and
 Is Is Not subject to supervision of the Department of Correction.

COMPLETE THIS SECTION ONLY IF PETITIONER HAS PENDING CRIMINAL CHARGES OR IS CURRENTLY SUBJECT TO THE SUPERVISION OF THE DEPARTMENT OF CORRECTION

9. The following criminal charges are pending against Petitioner: _____

_____.

10. If Petitioner is on probation or parole, specify the name of the officer, the term of probation or parole, and the charge(s): _____

_____.

Date

Petitioner

Petitioner

Application for a Social Security Card

Applying for a Social Security Card is free!

USE THIS APPLICATION TO:

- Apply for an original Social Security card
- Apply for a replacement Social Security card
- Change or correct information on your Social Security number record

IMPORTANT: You **MUST** provide a properly completed application and the required evidence before we can process your application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable. We will return any documents submitted with your application. For assistance call us at 1-800-772-1213 or visit our website at www.socialsecurity.gov.

Original Social Security Card

To apply for an original card, you must provide at least two documents to prove age, identity, and U.S. citizenship or current lawful, work-authorized immigration status. If you are not a U.S. citizen and do not have DHS work authorization, you must prove that you have a valid non-work reason for requesting a card. See page 2 for an explanation of acceptable documents.

NOTE: If you are age 12 or older and have never received a Social Security number, you must apply in person.

Replacement Social Security Card

To apply for a replacement card, you must provide one document to prove your identity. If you were born outside the U.S., you must also provide documents to prove your U.S. citizenship or current, lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

Changing Information on Your Social Security Record

To change the information on your Social Security number record (i.e., a name or citizenship change, or corrected date of birth) you must provide documents to prove your identity, support the requested change, and establish the reason for the change. For example, you may provide a birth certificate to show your correct date of birth. A document supporting a name change must be recent and identify you by both your old and new names. If the name change event occurred over two years ago or if the name change document does not have enough information to prove your identity, you must also provide documents to prove your identity in your prior name and/or in some cases your new legal name. If you were born outside the U.S. you must provide a document to prove your U.S. citizenship or current lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

LIMITS ON REPLACEMENT SOCIAL SECURITY CARDS

Public Law 108-458 limits the number of replacement Social Security cards you may receive to 3 per calendar year and 10 in a lifetime. Cards issued to reflect changes to your legal name or changes to a work authorization legend do not count toward these limits. We may also grant exceptions to these limits if you provide evidence from an official source to establish that a Social Security card is required.

IF YOU HAVE ANY QUESTIONS

If you have any questions about this form or about the evidence documents you must provide, please visit our website at www.socialsecurity.gov for additional information as well as locations of our offices and Social Security Card Centers. You may also call Social Security at 1-800-772-1213. You can also find your nearest office or Card Center in your local phone book.

EVIDENCE DOCUMENTS

The following lists are examples of the types of documents you must provide with your application and are not all inclusive. Call us at 1-800-772-1213 if you cannot provide these documents.

IMPORTANT : If you are completing this application on behalf of someone else, you must provide evidence that shows your authority to sign the application as well as documents to prove your identity and the identity of the person for whom you are filing the application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable.

Evidence of Age

In general, you must provide your birth certificate. In some situations, we may accept another document that shows your age. Some of the other documents we may accept are:

- U.S. hospital record of your birth (created at the time of birth)
- Religious record established before age five showing your age or date of birth
- Passport
- Final Adoption Decree (the adoption decree must show that the birth information was taken from the original birth certificate)

Evidence of Identity

You must provide current, unexpired evidence of identity in your legal name. Your legal name will be shown on the Social Security card. Generally, we prefer to see documents issued in the U.S. Documents you submit to establish identity must show your legal name AND provide biographical information (your date of birth, age, or parents' names) **and/or** physical information (photograph, or physical description - height, eye and hair color, etc.). If you send a photo identity document but do not appear in person, the document must show your biographical information (e.g., your date of birth, age, or parents' names). Generally, documents without an expiration date should have been issued within the past two years for adults and within the past four years for children.

As proof of your identity, you must provide a:

- U.S. driver's license; or
- U.S. State-issued non-driver identity card; or
- U.S. passport

If you do not have one of the documents above or cannot get a replacement within 10 work days, we may accept other documents that show your 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 or hospital), health insurance card, Medicaid card, or school identity card/record. For young children, we may accept medical records (clinic, doctor, or hospital) maintained by the medical provider. We may also accept a final adoption decree, or a school identity card, or other school record maintained by the school.

If you are not a U.S. citizen, we must see your current U.S. immigration document(s) and your foreign passport with biographical information or photograph.

WE CANNOT ACCEPT A BIRTH CERTIFICATE, HOSPITAL SOUVENIR BIRTH CERTIFICATE, SOCIAL SECURITY CARD STUB OR A SOCIAL SECURITY RECORD as evidence of identity.

Evidence of U.S. Citizenship

In general, you must provide your U.S. birth certificate or U.S. Passport. Other documents you may provide are a Consular Report of Birth, Certificate of Citizenship, or Certificate of Naturalization.

Evidence of Immigration Status

You must provide a current unexpired document issued to you by the Department of Homeland Security (DHS) showing your immigration status, such as Form I-551, I-94, or I-766. If you are an international student or exchange visitor, you may need to provide additional documents, such as Form I-20, DS-2019, or a letter authorizing employment from your school and employer (F-1) or sponsor (J-1). We **CANNOT** accept a receipt showing you applied for the document. If you are not authorized to work in the U.S., we can issue you a Social Security card only if you need the number for a valid non-work reason. Your card will be marked to show you cannot work and if you do work, we will notify DHS. See page 3, item 5 for more information.

HOW TO COMPLETE THIS APPLICATION

Complete and sign this application LEGIBLY using ONLY black or blue ink on the attached or downloaded form using only 8 ½" x 11" (or A4 8.25" x 11.7") paper.

GENERAL: Items on the form are self-explanatory or are discussed below. The numbers match the numbered items on the form. If you are completing this form for someone else, please complete the items as they apply to that person.

4. Show the month, day, and full (4 digit) year of birth; for example, "1998" for year of birth.
5. If you check "Legal Alien Not Allowed to Work" or "Other," you must provide a document from a U.S. Federal, State, or local government agency that explains why you need a Social Security number and that you meet all the requirements for the government benefit. NOTE: Most agencies do not require that you have a Social Security number. Contact us to see if your reason qualifies for a Social Security number.
- 6., 7. Providing race and ethnicity information is voluntary and is requested for informational and statistical purposes only. Your choice whether to answer or not does not affect decisions we make on your application. If you do provide this information, we will treat it very carefully.
- 9.B., 10.B. If you are applying for an original Social Security card for a child under age 18, you MUST show the parents' Social Security numbers unless the parent was never assigned a Social Security number. If the number is not known and you cannot obtain it, check the "unknown" box.
13. If the date of birth you show in item 4 is different from the date of birth currently shown on your Social Security record, show the date of birth currently shown on your record in item 13 and provide evidence to support the date of birth shown in item 4.
16. Show an address where you can receive your card 7 to 14 days from now.
17. WHO CAN SIGN THE APPLICATION? If you are age 18 or older and are physically and mentally capable of reading and completing the application, you must sign in item 17. If you are under age 18, you may either sign yourself, or a parent or legal guardian may sign for you. If you are over age 18 and cannot sign on your own behalf, a legal guardian, parent, or close relative may generally sign for you. If you cannot sign your name, you should sign with an "X" mark and have two people sign as witnesses in the space beside the mark. Please do not alter your signature by including additional information on the signature line as this may invalidate your application. Call us if you have questions about who may sign your application.

HOW TO SUBMIT THIS APPLICATION

In most cases, you can take or mail this signed application with your documents to any Social Security office. Any documents you mail to us will be returned to you. Go to <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp> to find the Social Security office or Social Security Card Center that serves your area.

PROTECT YOUR SOCIAL SECURITY NUMBER AND CARD

Protect your SSN card and number from loss and identity theft. **DO NOT** carry your SSN card with you. Keep it in a secure location and only take it with you when you must show the card; e.g., to obtain a new job, open a new bank account, or to obtain benefits from certain U.S. agencies. Use caution in giving out your Social Security number to others, particularly during phone, mail, email and Internet requests you did not initiate.

PRIVACY ACT STATEMENT
Collection and Use of Personal Information

Sections 205(c) and 702 of the Social Security Act, as amended, allow us to collect this information. Furnishing us this information is voluntary. However, failing to provide all or part of the information may prevent us from assigning you a Social Security number (SSN) and issuing you a new or replacement Social Security card.

We will use the information to assign you an SSN and issue you a new or replacement Social Security card. We may also share your information for the following purposes, called routine uses:

- To Federal, State, and local entities to assist them with administering income maintenance and health maintenance programs, when a Federal statute authorizes them to use the SSN; and,
- To the Department of State for administering the Social Security Act in foreign countries through its facilities and services.

In addition, we may share this information in accordance with the Privacy Act and other Federal laws. For example, where authorized, we may use and disclose this information in computer matching programs, in which our records are compared with other records to establish or verify a person's eligibility for Federal benefit programs and for repayment of incorrect or delinquent debts under these programs.

A list of additional routine uses is available in our Privacy Act System of Records Notice (SORN) 60-0058, entitled Master Files of Social Security Number (SSN) Holders and SSN Applications, as published in the Federal Register (FR) on December 29, 2010, at 75 FR 82121. Additional information, and a full listing of all of our SORNs, is available on our website at www.ssa.gov/privacy.

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 8.5 to 9.5 minutes to read the instructions, gather the facts, and answer the questions. **SEND OR BRING THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE. You can find your local Social Security office through SSA's website at www.socialsecurity.gov. Offices are also listed under U. S. Government agencies in your telephone directory or you may call Social Security at 1-800-772-1213 (TTY 1-800-325-0778).** *You may send comments on our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401. **Send only comments relating to our time estimate to this address, not the completed form.***

Application for a Social Security Card

1	NAME TO BE SHOWN ON CARD		First	Full Middle Name	Last	
	FULL NAME AT BIRTH IF OTHER THAN ABOVE		First	Full Middle Name	Last	
	OTHER NAMES USED					
2	Social Security number previously assigned to the person listed in item 1					
3	PLACE OF BIRTH (Do Not Abbreviate)			Office Use Only	4	DATE OF BIRTH
	City	State or Foreign Country		FCI		
5	CITIZENSHIP (Check One)	<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Legal Alien Allowed To Work <input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 3) <input type="checkbox"/> Other (See Instructions On Page 3)				
6	ETHNICITY Are You Hispanic or Latino? (Your Response is Voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No		7	RACE Select One or More (Your Response is Voluntary)		
				<input type="checkbox"/> Native Hawaiian <input type="checkbox"/> American Indian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Asian		
8	SEX		<input type="checkbox"/> Male <input type="checkbox"/> Female			
9	A. PARENT/ MOTHER'S NAME AT HER BIRTH		First	Full Middle Name	Last	
	B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (See instructions for 9B on Page 3) <input type="checkbox"/> Unknown					
10	A. PARENT/ FATHER'S NAME		First	Full Middle Name	Last	
	B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3) <input type="checkbox"/> Unknown					
11	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes" answer questions 12-13) <input type="checkbox"/> No <input type="checkbox"/> Don't Know (If "don't know," skip to question 14.)					
12	Name shown on the most recent Social Security card issued for the person listed in item 1		First	Full Middle Name	Last	
13	Enter any different date of birth if used on an earlier application for a card			MM/DD/YYYY		
14	TODAY'S DATE MM/DD/YYYY		15 DAYTIME PHONE NUMBER			
16		MAILING ADDRESS				
		Street Address, Apt. No., PO Box, Rural Route No.				
17		City		State/Foreign Country		ZIP Code
		I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.				
18		YOUR SIGNATURE				
		YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:				
18		<input type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other Specify _____				

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)								
NPN		DOC		NTI		CAN		ITV
PBC	EVI	EVA	EVC	PRA	NWR	DNR	UNIT	
EVIDENCE SUBMITTED					SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW			
					DATE			
					DCL		DATE	

REQUEST FOR GENDER CHANGE ON DRIVER LICENSE/IDENTIFICATION CARD



PLEASE TYPE OR PRINT ALL INFORMATION IN BLUE OR BLACK INK

Customer: Please complete Sections A, B, C, and D.

A - DRIVER INFORMATION

DRIVER LICENSE NUMBER		LAST NAME(S)		SUFFIX
FIRST NAME		MIDDLE NAME		
DATE OF BIRTH		DAYTIME TELEPHONE NUMBER		E-MAIL ADDRESS (if applicable)
MONTH	DAY	YEAR		
Please check the product(s) you currently have:				
<input type="checkbox"/> Class D Driver License		<input type="checkbox"/> Commercial Driver License		<input type="checkbox"/> Identification Card

B - GENDER DESIGNATION STATEMENT

I, _____, wish the gender designation on my driver license/ID card to read:

(Applicant's Full Name)

MALE FEMALE

C - TO BE COMPLETED BY MEDICAL OR SOCIAL SERVICE PROVIDER LICENSED IN THE UNITED STATES

PROVIDER'S LAST NAME		PROVIDER'S FIRST NAME		PROVIDER'S TITLE
PROVIDER'S ORGANIZATION		STATE MEDICAL LICENSE #		STATE LICENSED IN
PROVIDER'S STREET ADDRESS				
CITY		STATE		ZIP

I am a licensed: Physician Therapist/Counselor Social Worker

My practice includes assisting, counseling or treating persons with gender identity issues, including the applicant named herein, and in my professional opinion, the applicant's gender identity is Male Female and can reasonably be expected to continue as such for the foreseeable future.

I certify, under the penalty of perjury, that the foregoing medical or social service provider information on this application is true and correct.

PROVIDER'S SIGNATURE: _____ DATE: _____

D - AUTHORIZATION AND CERTIFICATION

I certify, under the penalty of perjury, that the information on this application is true and correct to the best of my knowledge, that this request for the selected gender designation to appear on my driver license/ID card accurately reflects my gender identity and is not for any fraudulent or other unlawful purpose, and that I am a bona fide resident of Delaware.

APPLICANT'S SIGNATURE: _____ DATE: _____

E - TO BE COMPLETED BY THE DIVISION OF MOTOR VEHICLES

APPROVING SUPERVISOR/SENIOR NAME: _____

APPROVING SUPERVISOR/SENIOR SIGNATURE: _____ DATE: _____

(Affidavit must be on provider's letterhead OR

Provider's address: _____

Provider's telephone: _____

Provider's email: _____

Physician's Affidavit for Sex Change on Birth Certificate

I, _____, am a U.S.-licensed healthcare provider in good standing.
(Provider's Full Name)

Please check one box. Note: **Notarization of this letter is required for providers with an asterisk (*)**.

- Physician (MD or DO)
- Doctoral-level psychologist (PhD or PsyD in clinical or counseling)*
- Social worker (LMSW or LCSW)*
- Physician Assistant*
- Nurse practitioner*
- Mental Health Counselor*
- Midwife*

I am the healthcare provider of _____, whom I have treated in a doctor/patient relationship and have reviewed and evaluated his/her medical history.

Patient's Full Name at Birth: _____

If Name Change, Patient's Current Name: _____

Patient's Date of Birth: _____

Address: _____

I hereby certify and confirm that, in keeping with contemporary expert standards regarding gender identity, _____'s requested change of sex designation from _____ to _____ accurately reflects their gender identity. This is based on one of the following.

____ The registrant has undergone surgical, hormonal, psychological or other treatment appropriate for the individual for the purpose of gender transition, based on contemporary medical standards.

____ The registrant has an intersex condition, and that in the provider's professional opinion, the individual's sex as listed on the original birth certificate should be changed.

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

Signature of Provider: _____ Date: _____

Typed or Printed Name of Provider: _____

License Number: _____ State Issued: _____

Effective 2/11/2017

(Affidavit must be on provider's letterhead OR

Provider's address: _____

Provider's telephone: _____

Provider's email: _____

License Type: _____ National Provider Identifier (NPI) Number: _____

NOTARY ACKNOWLEDGMENT

STATE OF DELAWARE: COUNTY OF _____

SWORN TO AND SUBSCRIBED before me this _____ day of _____ 20____.

Notary Public

Title

My commission expires: _____

Affidavit to change sex

I officially request that the sex listed on my child's birth certificate be changed to _____.

Signature _____

Date signed _____

Print Name _____

State of _____, County of _____

Sworn and subscribed before me on this _____ Day of _____ 20____

Signature of Notary Public _____

My Commission expires _____

Affidavit to change sex

I officially request my sex listed on my birth certificate be changed to _____.

Signature _____

Date signed _____

Print name _____

State of _____, County of _____

Sworn and subscribed before me on this _____ Day of _____ 20____

Signature of Notary Public _____

My commission expires _____

Wilmington
625 N. Shipley Street
Wilmington, DE 19801
(302) 655-7293

Newark
140 E. Delaware Avenue
Newark, DE 19711
(302) 731-7801

Dover
805 S. Governors Avenue
Dover, DE 19904
(302) 678-5200

Referral Resources for Gender Affirming Care

Mental Health

Journey Wellness	Highmark BCBS, Highmark Health Options, AmeriHealth Caritas, Aetna, Independence Blue Cross, Anthem EAP, United Healthcare, Private Pay	302-691-8116	journeywellnessdelaware.com
Brett Herb	Aetna, BCBS, AmeriHealth Caritas, Highmark Health Options, Cigna, Medicare, Optum, United Healthcare, ComPsych EAP, Private Pay	Wilmington 302-478-6199 Newark 302-266-4403	serenemindsllc.com
Julissa Coriano Julissa La Terapista	VCAP, Private Pay	302-505-5577	Spanish-speaking Victims of Crime Domestic Violence
Dr. Catherine Dukes	Private Pay	302-212-4808	drcatherinedukes.com
Sarah Robins	Highmark Health Options, BCBS, Private Pay	302-593-8538	sarahrobinslcsww.com
Dr. Margo Lewis-Jah	BCBS, Highmark BCBS, Highmark Health Options, Amerihealth Caritas, Cigna, Aetna, Optum, United Healthcare, Private Pay, +	302-503-2273	drmargolewisjah.com
Transitions Delaware	Highmark Health Options, Amerihealth Caritas, Cigna, BCBS, Private Pay, +	302-440-6737	transitionsde.com
Dr. Thomas Wood	Private Pay	302-521-0659	doctorthomaswood.com
Shanna Staples	Aetna, Amerihealth Caritas, BCBS, Cigna, Highmark Health Options, Highmark BCBS, United Healthcare, Private Pay	302-294-6950	awindowtowellness.com

Edward Angelini-Cooke	BCBS, Highmark BCBS, Highmark Health Options, Amerihealth Caritas, Aetna, United Healthcare, Private Pay	302-521-9598	eachtherapy.com
Julie Setting	Highmark Health Options, Amerihealth Caritas, Private Pay	302-703-6332	psychologytoday.com/us/therapists/julie-setting-milton-de/361599
Mina Beveney	BCBS, Highmark Health Options, Optum, Private Pay	484-361-4611	mina@sunbirdcounseling.com
Christina Emmanuel-DeLuna	BCBS, Highmark BCBS, Highmark Health Options, Amerihealth Caritas, Cigna, United Healthcare, Aetna, Private Pay	302-273-3194	risinghopetherapy.com
Jewish Family Services	Aetna, Amerihealth Caritas, BCBS, Cigna, Highmark BCBS, Humana, Medicare, Optum, United Healthcare, +	Wilmington 302-478-9411 Lewes 302-827-6040	jfsdelaware.org
Alapocas Collaborative Care	BCBS, Highmark Health Options, Highmark BCBS	302-295-1088	alapocascollaborativecare.com

Medication Management

Julia Jordan, APRN, PMHNP-C	Aetna, BCBS, AmeriHealth Caritas, Highmark Health Options, Cigna, Medicare, Optum, United Healthcare, ComPsych EAP, Private Pay	Wilmington 302-478-6199 Newark 302-266-4403	serenemindsllc.com
Lisa Toy, APRN, PMHCNS-BC	Private Pay	302-295-1088	alapocascollaborativecare.com
Lifestance Health Services (formerly known as Mid-Atlantic Behavioral Health)	Aetna, BCBS, Amerihealth Caritas, Highmark Health Options, Cigna, Medicare, United Healthcare, Highmark BCBS, Private Pay, +	302-224-1400	midatlanticbh.com *Psychological Testing*
Jewish Family Services	Aetna, Amerihealth Caritas, BCBS, Cigna, Highmark BCBS, Medicare, Optum, United Healthcare, +	302-478-9411	jfsdelaware.org

Crisis & Support Resources

Trans Lifeline Bilingual No nonconsensual active rescue	Transgender peer support crisis line	877-565-8860	translifeline.org
Trevor Project	Crisis line for LGBTQIA Youth Text: START to 678678 Chat: thetrevorproject.org/get-help-now	Call: 1-866-488-7386	thetrevorproject.org
Crisis Text Line	Text-based crisis line	Text HOME to 741741	crisistextline.org
Latin American Community Center Bilingual	Domestic Violence Program, Emergency Food and Shelter, Victims of Crime Advocacy Program	302-655-7338	thelatincenter.org
Wilmington Hospital	Inpatient, Partial	302-320-2118	205 West 14th St Wilmington, DE 19801
Rockford Center	Inpatient, Partial, Substance Abuse	302-996-5480	100 Rockford Drive Newark, DE 19713
MeadowWood Hospital	Inpatient, Partial, Substance Abuse	844-335-2760	575 S Dupont Hwy New Castle, DE 19720
SUN Behavioral	Inpatient, Partial, Substance Abuse	302-205-0435	21655 Biden Ave Georgetown, DE 19947
Dover Behavioral Health	Inpatient, Partial, Substance Abuse	302-741-0140	725 Horsepond Rd Dover, DE 19901
Aquila of Delaware	Substance Abuse: Partial, Outpatient, Sober Living	302-999-1106	aquilaofde.com
SARC: Sexual Assault Response Center	24hr Crisis Hotline, Escort to Hospital/Police/Court, Counseling, Case Management	302-273-1300 Crisis Line: 800-773-8570	ywcade.org/sarc

Gender Affirming Surgery

WPATH guidelines for Gender Affirming Surgery still require at least one letter from a mental health professional. Planned Parenthood of Delaware is happy to work with you to complete this letter writing process. Please contact us for more information.

Johns Hopkins Center for Transgender Health	Baltimore, MD	443-287-6745	hopkinsmedicine.org/center_transgender_health
Einstein PRIDE Program	Philadelphia, PA	215-420-0989	einstein.edu/pride-program
Christiana Care LGBTQ Health	Delaware	302-320-4410	christianacare.org/services/lgbtqhealth
Rutgers Center for Transgender Health	Newark, NJ	732-445-4636	njms.rutgers.edu/centers_institutes/trans_health
Kathy Rumer, DO	Ardmore, PA	855-782-5665	rumercosmetics.com
Christine McGinn, DO	New Hope, PA	215-693-1199	drchristinemcginn.com
Sherman Leis, DO	Bala Cynwyd, PA	610-667-1888	drshermanleis.com
Bryan Cicuto, DO	Lilitz, PA	717-625-3509	providers.upmc.com/provider/Bryan+J+Cicuto/1744514

LGBTQ+ Primary Care

Anna Filip, MD	Wilmington	302-655-5822	westsidehealth.org/providers/anna-filip-md/
James Becker, MD	Wilmington	302-477-3300	doctors.christianacare.org/provider/James+N.+Becker/845308
Jeremy Cristol, MD	Newark	302-623-0200	doctors.christianacare.org/provider/Jeremy+D.+Cristol/845053
Ashley Panichelli, MD	Wilmington	302-477-3300	doctors.christianacare.org/provider/Ashley+E.+Panichelli/844822
BayHealth	Kent County	302-647-4700	bayhealth.org/patients/connection/lgbtq
Beebe Healthcare	Sussex County	302-525-3278	beebehealthcare.org/beebe-lgbtq-inclusive
Mazzoni Center	Philadelphia	215-563-0657	mazzonicenter.org

Fertility

Reproductive Associates of Delaware	Reproductive Surgery, IVF, Genetic Counseling, Fertility Preservation	302-602-8822	radfertility.com
Delaware Institute for Reproductive Medicine	Fertility Services, Endometriosis, PCOS	302-738-4600	ivf-success.com
Refuge Midwifery	Fertility Support, Midwifery, At-home Intrauterine Insemination	267-797-2190	refugemidwifery.com

Voice Therapy

UD Health Speech-Language-Hearing Clinic Gender Expansive Communication Services	Insurance accepted	302-831-7100	slhclinic@udel.edu
Authentic Voices LLC	Sliding scale available		authenticvoicesllc.com

HIV/AIDS

AIDS Delaware	Testing, Case Management, Resources, Support Groups	Wilmington 302-652-6776 Rehoboth 302-226-3519	aidsdelaware.org
Christiana Care HIV Program	Medical Care, Peer Education, Case Management	Wilmington 302-225-1300 Georgetown 302-933-3420	christianacare.org/services/HIV
Delaware HIV Consortium	Testing, Case Management, Housing Assistance, Counseling	302-654-5471	delawarehiv.org
LACC HIV/AIDS Prevention & Services Program	Testing, Counseling, Case Management, Risk Reduction Resources	302-442-7740	thelatincenter.org/hiv-program
Delaware HIV/AIDS Information Hotline		1-800-422-0429	

Local Resources

PFLAG Delaware	Support Groups and Community Partnership	302-654-2995	pflagwilmde@att.net
Orgullo Delaware Bilingual	Bilingual Therapy, Empowerment Groups, Social and Educational Programming for Latinx LGBTQIA+ Delawareans and their families	302-298-1071	facebook.com/Orgullo Delaware
Camp Rehoboth	Community Events and Resources, Support Groups, Health, Education, and Advocacy Programming	302-227-5620	camprehoboth.com
Delaware Renaissance	Transgender Support Group		ren.org/rende
Rehoboth TransLiance	Transgender Support Group	302-381-0788	meetup.com/Rehoboth-TransLiance/
ACLU Delaware	Legal Support	302-654-5326	aclu-de.org

Legal & Safety Resources

Refuge Restrooms	App to assist in finding safe restrooms near you	refugerestrooms.org
Point of Pride	Surgery Fund, Binder and Shapewear Donation Programs, HRT Access Fund, Electrolysis Fund	pointofpride.org
Transgender Law Center	Legal Aid and Advocacy	transgenderlawcenter.org
Welcoming Schools	Bias-based bullying prevention training program	welcomingschools.org

Youth & Family Resources

The Village	Leadership Programs, Social and Educational Events	302-397-4083	facebook.com/thevillagede
Parents of Trans Kids (PTK) Group	Support Group, Educational and Social Events for parents and youth		Northern Delaware PTKDelaware@gmail.com Southern Delaware parentsoftranskidssouth@gmail.com
Alphabet Soup Kids (ASK) Group	Support and Social Group	302-438-1545	jfsdelaware.org/counseling/groups/
Nemours Gender Wellness Program	Endocrinology, Mental Health	302-651-6590	nemours.org/services/gender-wellness

Faith-based Resources

Planned Parenthood of Delaware is proud to partner with local religious leaders across multiple denominations to best support our patients in their spiritual and emotional growth. Please contact us for more information.