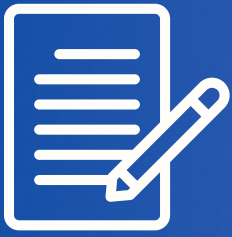


HOW TO: NJ NAME CHANGE PROCESS



- Changing your legal name begins by filing with the court. Once you have the court order and final judgment you can update your official IDs like your driver's license, birth certificate, passport, and Social Security card so they match who you are.
- It can be an overwhelming process for some so we wanted to break down the steps for you!

Notes, Key Words, and How-To's:

- [How to fill out a Civil Case Information Statement \(CIS\)](#).
- **"Pro se"** - This is what it's called if you're representing yourself.
- For all of these documents, you will be the plaintiff.
- Each county in NJ has a judiciary ombudsman or self-help office. They can't provide legal counsel, but they can answer general questions about the courts. Listed [here](#).
- [How to use JEDS](#).
- **You can do this!**

Step 1: A Court order to change your legal name

This packet is the official NJ guide for Adult Name Changes. Complete and fill out all five forms in the packet **and** a Civil Case Information Statement (CIS).

- You must fill out **all 6 documents to proceed**.
- Forms **A, A1, B, C,** and **C1** are found in the packet.
- The **CIS** can be found separately [here](#).

Step 2: Pay the Administrative Fee

This is the fee to cover the cost of filing your papers with the courts. Make a check or money order payable to "Treasurer, State of New Jersey" for **\$250**

- 1) you can pay online at www.njcourts.gov/self-help/jeds
- 2) If you can show financial hardship, you may not need to pay the fee. See note below

Note (waivers) : To apply for a hardship waiver, complete the [Fee Waiver Request Form](#) and send it along with your documents.

The Fee Waiver Request requires documentation like pay stubs, welfare documents, unemployment documents, and bank statements.

If you are ineligible for a court waiver, contact Garden State Equality for waiver assistance.

Step 3: Send Your Documents

You will need to send your documents to the Superior Court either online or by mail.

For mail, several of these steps require documents be sent via **USPS, return receipt requested**, and by **certified mail**.

Online documents can be sent through the NJ Courts' online system, [JEDS](#).

Submitting documents by mail:

- Sign all forms and make 2 additional copies of each. Always keep copies for personal records!
- In your envelope, make sure to include:

- 2 sets of documents (the originals and one set of copies)
- A check or money order for \$250.00 or a Fee Waiver Request form
- A stamped envelope addressed to yourself so the court can return your documents.

Once you have everything together, mail your packet to the [Superior Court in your county](#). If you can, use certified mail so you can request a return receipt for proof of delivery.



Step 4: Review Returned Copies & Send More Mail

If sent by mail, you will receive a copy of the forms you submitted. These documents will now have a **docket number** written on them. This number is important as it **identifies your case** and you will need to use it on **all future papers** you send to the court about your case.

The Order Fixing Date of Hearing form will have the date you need to appear in court for your case, usually 1-3 months out.

At least 20 days before your hearing:

You **must** send a copy of the **Order Fixing Date of Hearing** by regular mail, certified mail, return receipt requested to:
The Director of the Division of Criminal Justice in Trenton, NJ.

You must also send a copy of the **Proof of Mailing** (Form **D** from the packet) with certified mail receipts attached from each office that received the packet to the County Courthouse.

You're almost there!



Step 5: Go to the Courthouse



Head to the courtroom and see the judge on the day and time listed on the Order Fixing Date of Hearing form.

Note: Bring proof of your birth name for identification purposes.

Here's what you can expect at your hearing:

- The judge may ask you questions about your name change.
- If the judge asks why you want to change your name, you can say this is your preferred name as stated in your application, or you can provide more details if you feel comfortable.
- If the judge asks about your transition, you can answer if you are comfortable or you can respectfully say that is private medical information. You **DO NOT** need to provide any personal medical information or documentation for a name change.
- At the end of the hearing, the judge should sign the Final Judgment form and provide you a copy.



Step 6: Get Certified Copies of the Final Judgment

To legally change your name on your state and federal IDs, you need to order certified copies of your Final Judgment and send them to different agencies. You cannot use photocopies.

- To get a certified copy of the Final Judgment form, complete NJ Courts' Records Request Form.



You can submit your completed form through the NJ Courts' online system, email it to SCCOMailbox@judiciary.state.nj.us,

OR

mail it to the following address:

Superior Court Clerk's Office

P.O. Box 971

Trenton, NJ 08625-0971

Order at least 3 certified copies.

The fee for each copy is \$25.

NOTE: Your certified copies HAS to have an NJ official raised **gold seal!**



Step 7: Notifying Agencies

You **must** send a certified copy with raised seal of the Final Judgment **and** Final Judgment Addendum to the Dept of Treasury **and** the Registrar of the Office of Vital Statistics **within 45 days** after **the date of the judgment**.

There is a \$50 fee for filing with the Treasury. You will have to inquire with the Registrar about their current fees.

When you file with the Registrar you can request corrected copies of birth certificates, marriage licenses, civil union certificates, and domestic partnership records!

NOTE:

The Date of the Judgment is the date the Final Judgment was signed.

The Effective Date is the date you can begin using your new legal name on official documents.

Both will be listed on the Final Judgment.

Step 8: Almost There!

Within **two weeks** of the **Effective Date** listed on your Final Judgment or Final Judgment Addendum, you **must** present these documents to the MVC for a corrected driver's license. You don't need 6 Points of ID for this! You just need the court orders, your old license, and proof of address. Some MVC offices prefer you update with the Social Security Administration first, you can inquire with them. (And see the next step for SSA!)

When you go to the MVC, you can also request a correction of gender designation on your license with [this form](#). **If you've already updated your Social, now is also a great time to update to a Real ID!**



Step 9: Finishing Up!

For a Social Security Card, use [this form](#). Local offices can be found [here](#). You only need the form, your **ID's with your original name** (if you are doing this step before the MVC), and the Final Judgment and Final Judgment Addendum! You can contact them at [+1 800-772-1213](#) with any questions!

Phew! Now that you have an updated License, Social Security Card, and court orders, don't forget to update: (not an exhaustive list)

- Your [passport](#)
- Your records with your employer
- Your records with the 3 major Credit Bureaus (Experian, TransUnion, Equifax)

Name Change Checklist

The Name change Process can be overwhelming for some, please utilize this checklist to keep track of your progress!

- Fill Out Court Documents
- Pay the Administrative Fee
- Send Your Documents To The Court.
- Review Returned Copies.
- Send Copies of Documents to Treasurer and Registrar. (with applicable fees)
- Go To The Courthouse.
- Get Certified Copies of the Final Judgment
- Inform the State, and update Your State and Federal IDs.
- Update your personal information (creditors, employers, doctor's offices, etc.)

Resource and Helpful Link Review

These resources are available to you!

- [The Transgender.NJ.Gov Name Change Hub](#)
- [Changing Your Name on Your NJ Driver's License](#)
- [Updating Your Gender Marker On Your NJ Driver's License](#)
- [Updating Your NJ Birth Certificate](#)
- [Updating Your Social Security card](#)
- [Updating Your U.S. passport](#)



Changing your name can be an overwhelming process.

You can do this.
You are not alone.



**GARDEN STATE
EQUALITY**