



Student Legal Services

STUDENT AFFAIRS

Name Change and Gender Change in Illinois

How Student Legal Service can assist you.

Name Change in Champaign County

- If you are a current UIUC student:
 - Fill out and submit a “Name Change” intake form on the Student Legal Service website: odos.illinois.edu/sls
 - *Come in to the SLS office, and check-in in Room 326 Illini Union, with your i-card and set up an appointment to come back and meet with an attorney.
 - To the appointment, you will need to bring:
 - Your i-card
 - A government issued ID with both your picture and signature.

** At this time (2019/09/03), online appointment selection is not yet live. Once it is live, you will select your appointment online after you fill out your intake form, then come to the Student Legal Service office in Room 326 Illini Union to check in on the day and time of the appointment you selected. You will still need both IDs listed above.*



Name Change in Champaign County - *continued*

- You will read the prepared name change Petition for accuracy and sign it in front of a Notary Public (in the SLS office). You will also need to sign a separate signature page for creating a digital signature to insert in the document formatted for e-filing.
- If you are certain you will be filing a name change petition, you will also need a money order (no cash, no personal check) payable to "Circuit Clerk" in the amount of **\$314.84** (as of 8/30/2019 – subject to changes). This represents the filing fee of \$306.00 and the required e-filing fee of \$8.84.
- Your only other expense will be \$76.00 to place a public notice in *The News Gazette* newspaper to fulfill the requirement of publication.



The Procedure

1. A person who knows you and knows that you plan to change your name should come to the SLS office to fill out an “affidavit” swearing to they know you and know you plan to change your name.
 - a. They should bring their i-card and a government-issued ID that has both their picture and their signature on it.
 - b. They will also have to sign the separate signature page.
2. The Affidavit along with the Petition you signed and the money order are e-filed by the SLS office, and, once accepted by the courthouse, a case number is assigned.



The Procedure -continued

3. We send you an email with an attachment to print out and take to *The News Gazette* newspaper offices to place a notice of your intention to change your name (required by law). The ad will run once a week for three weeks, consecutively.
4. If there will be a delay in arranging for the placement of the notice, please let the SLS office know approximately when you will be able to do it.
 - We must request a court date from the judge's clerk before you place this notice.
 - The court date must be no less than six weeks after the notice first appears in the newspaper.
4. When the 3 runs are completed, the newspaper will mail the proof, which must be filed with the court. If you desire a copy of this, please let your attorney know.



The Procedure *-continued*

6. In Champaign County, the court dates for name changes are currently only Monday and Wednesday at 1:15pm.
 - b. The judge will sign a copy of the "Order"; it will be e-filed.
 - c. You will likely need 5-6 total copies, certified, to provide to different entities to get your name changed on various identifications.
 1. Driver license or state ID
 2. SSN
 3. Passport
 4. Student ID and/or work ID (UIUC Records office should return the certified Order to you after making a photocopy).
 5. Keep a certified copy with your other "important documents".



The Procedure -continued

The Circuit Clerk's office at the courthouse is where to get the certified copies.

Note: There is a charge for each certified copy to do this. (As of 2019/07/01, it is \$10.00 per certified copy.)

You will have to go through a security checkpoint, similar to the airport security, to enter the Courthouse.

Electronic devices are not allowed into the Courthouse, including but not limited to, cell phones, tablets, laptops, smart watches, etc.





Changing the Gender Marker on your Birth Certificate

- In order to have your passport, driver license, state ID, etc., reflect your current gender, you do not have to change the gender marker on your birth certificate.
- The gender marker on your birth certificate will be the one shown on your passport.
 - You must ask for the change on your passport after changing your birth certificate.
 - You must submit the proper form and medical statement from your medical professional about your transition status.

Changing the Gender Marker ... *continued*

- If there is any question about your proper use of gender-limited facilities, the birth certificate for persons born in the United States is generally the key document upon which your gender assignment is based, but these norms are changing.
- Can this be changed? It is up to the state in which you were born as to whether and how you can have your gender changed on your birth certificate.
- Check the Lambda Legal Defense website for current information on how to change the gender marker on a passport. <http://www.lambdalegal.org/know-your-rights/transgender/changing-birth-certificate-sex-designations>





Resources

Illinois-Drivers License

Gender Designation Change Form:

https://www.cyberdriveillinois.com/publications/pdf_publications/dsd_a329.pdf

To “correct” the name on the license:

“A corrected license involves a change to the information on the original license, such as name or address. To obtain a corrected license, you must visit a Secretary of State facility to turn in your incorrect license and provide acceptable identification.”

https://www.cyberdriveillinois.com/departments/drivers/drivers_license/drlicid.html

Acceptable identification:

https://www.cyberdriveillinois.com/publications/pdf_publications/dsd_x173.pdf



Resources *continued*

U.S. Dept. of State

<https://travel.state.gov/content/travel/en/passports/apply-renew-passport/change-correct.html>

<https://travel.state.gov/content/travel/en/passports/apply-renew-passport/change-of-sex-marker.html>

<https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-with-special-considerations/lgbti.html>

USCIS

<https://www.uscis.gov/ilink/docView/AFM/HTML/AFM/0-0-0-1/0-0-0-1067/Chapter10-22.html>

Social Security Administration

<https://faq.ssa.gov/en-us/Topic/article/KA-01453>



The background of the slide features a light beige, marbled paper texture. On the left side, a dark brown branch extends vertically, with a single dried, brownish leaf attached. A similar branch and leaf are visible on the right side, mirroring the one on the left.

I ILLINOIS

Student Legal Services

STUDENT AFFAIRS

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Office Hours: Monday-Friday, 8:30 am-Noon and 1:00-4:30 pm

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