
The Complete Name-Change Checklist

All 47 steps — marriage, divorce, or court order

Fillable — check off each step as you go

Want this done for YOUR county?

Every step inside is the same for everyone. Your county is not — clerk offices, filing fees and forms differ everywhere. The county guide gives you the exact addresses, real fees and the right forms for your situation. \$24.99, emailed in minutes.

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Your name change, step by step

Changing your name touches dozens of agencies, accounts, and records — and the order matters. This free checklist walks you through all 47 steps so nothing falls through the cracks. It's fillable: tap each box to check it off as you complete it.

Step 1 — Get your legal documents

- ☐ Order at least 3 certified copies of your marriage certificate, divorce decree, or court order
- ☐ Confirm the document shows your full new legal name, spelled correctly
- ☐ Keep one certified copy in a safe place — never hand over your last one
- ☐ Make several photocopies for your own records

Step 2 — Social Security (do this first)

- ☐ Complete Form SS-5 (Application for a Social Security Card)
- ☐ Gather proof of identity plus your certified name-change document
- ☐ Submit at your local SSA office or by mail
- ☐ Receive your updated card (your number never changes)

Step 3 — Driver's license / State ID

- ☐ Visit your state DMV/DPS with your updated SSA record and certified document
- ☐ Pay the license reissue fee
- ☐ Update your address at the same time if it changed
- ☐ Get your new license or state ID

Step 4 — U.S. Passport

- ☐ Choose the correct form (DS-5504, DS-82, or DS-11)
- ☐ Submit your current passport, certified document, and a new photo
- ☐ Update airline tickets and travel bookings to match your new name

Step 5 — Voter & vehicle

- ☐ Update your voter registration
- ☐ Update your vehicle title and registration
- ☐ Update your car insurance policy

Step 6 — Banking & finances

- ☐ Update every bank and credit-union account
- ☐ Update all credit cards and debit cards
- ☐ Update loans and your mortgage
- ☐ Update investment and retirement accounts (401k, IRA)
- ☐ Update PayPal, Venmo, Cash App, and other payment apps
- ☐ Make sure your name matches SSA for tax records / the IRS
- ☐ Update safe-deposit box records

Step 7 — Work & benefits

- ☐ Notify your employer, HR, and payroll
- ☐ Update your health insurance
- ☐ Update life and disability insurance
- ☐ Update your listed beneficiaries
- ☐ Update professional licenses and memberships

Step 8 — Home & utilities

- ☐ Update your lease, mortgage, or property deed
- ☐ Update electric, gas, and water accounts
- ☐ Update internet, phone, and cable
- ☐ Update homeowners or renters insurance
- ☐ File a change with USPS if needed

Step 9 — Health & education

- ☐ Update doctor, dentist, and pharmacy records
- ☐ Update your health insurance cards
- ☐ Update school/university records and request updated diplomas
- ☐ Update your children's school emergency contacts

Step 10 — Personal & digital

- ☐ Update your email display name and signatures
- ☐ Update your social media accounts
- ☐ Update subscriptions and memberships (gym, streaming, loyalty)
- ☐ Update airline and hotel loyalty programs
- ☐ Update your will and estate documents
- ☐ Update emergency contacts everywhere
- ☐ Update online shopping accounts
- ☐ Tell friends, family, and key contacts your new name

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This checklist is an information guide only and is not legal advice. Requirements, fees, and forms change — always confirm with each office.