

Instructions

SixFifty built our free Utah Name Change tool to simplify the name change process as much as possible. But even with technology the process will take time, and includes a \$375 court fee. If you can't afford to pay the fee, our tool can help you apply for a fee waiver. You can learn more about fee waivers [here](#).

You can find more information about changing your name at the [Utah Courts web page for Name Changes](#).

These instructions will help you:

1. Request a Department of Corrections Certification Regarding Sex and Kidnap Offender Registry and Child Abuse Offender Registry
2. Complete the documents in this email
3. File your documents
4. Prepare for your hearing (and find legal help, if needed)
5. Get a court order for your new name, plus certified copies
6. Use your court order to update your government documents with your new name

Read through all of these instructions before proceeding.

Request Department of Corrections Certification

The first step in the name change process is to request a certification from the Utah Department of Corrections Offender Registration Program showing whether you're on the Sex and Kidnap Offender Registry or the Child Abuse Offender Registry.

For most people, it's easier to scan and email the letter. If you don't have a scanner, and don't know how to use your smartphone as a scanner, fill out the form and mail it with a self-addressed and stamped envelope to the Offender Registration Program at the address listed below. Allow up to 3-5 weeks for the Offender Registration Program to complete the form and return it to you.

- If you are on the Child Abuse Offender Registry you cannot change your name.
- If you are on the Sex and Kidnap Offender Registry you must convince the court that it is not against the public interest for you to change your name

Instructions

1. Complete the form. It's the one that says "Department of Corrections Certification Regarding Sex and Kidnap Offender and Child Abuse Offender Registries – Adult" in the top right corner.
2. **Don't** complete the section that says "This section to be completed by Offender Registration Program staff."
3. **To email the forms:** Scan the documents and email them to: registry@utah.gov. If you don't have a scanner, there are apps available for most smart phones and tablets that allow you to use your device camera as a scanner. If you use this method, skip ahead to step 10.
4. **To mail the forms:** Gather two envelopes—one for sending the form to the Department of Corrections, and one for them to mail you back the certification.
5. Write your address on one of the envelopes. This is the envelope that the Department of Corrections will use to mail you *back* your completed certification.
6. On the other envelope, write this address:

Offender Registration Program
14717 Minuteman Drive
Draper, UT 84020

7. Put a stamp on each envelope. Place the envelope with your address inside the envelope with the Offender Registration address.
8. Put the completed form in the envelope with the Offender Registration address
9. You must mail this form to the Offender Registration Program. They do not have an office open to the public. If you haven't sent a letter in a while, [here's a helpful guide](#).

10. The Offender Registration Program staff will fill out their section and will return the completed form to you using the envelope you provided.
11. When you get the form back, it's time to file your paperwork.

Complete your Documents

Print the documents that SixFifty emailed you, and review them for accuracy. Even if you plan to file your petition by email, it's a good idea to print the documents for your records. Ensure all of your answers are correct to the best of your knowledge.

The documents you'll file with the court are:

- Department of Corrections Certification
- Cover Sheet for Probate Actions
- Motion to Waive Fees and Order on Motion to Waive Fees (only if you're requesting a fee waiver)
- Petition for Name or Sex Change
- Order on Petition for Name or Sex Change
- Notice of Pronouns (if you chose to generate one)

Sign and date these documents:

- Petition for Name or Sex Change.
- Motion to Waive Fees (if you chose to generate one)
- Notice of Pronouns (if you chose to generate one)

You don't need to sign any other forms yet. Contact your doctor and ask them to complete your Evidence of Appropriate Clinical Care letter. If your doctor prefers to write the letter themselves, they can use the letter from SixFifty as a guide.

Set your other documents aside for later. Save the file that you downloaded from SixFifty and the email we sent you, in case you lose your documents.

You'll only need to use the Notice of Hearing if there's someone who should be notified of your Name Change, like a spouse or military commanding officer.

If you can, place the documents you're filing in a manilla folder. If you don't have a folder, try to keep them together with a paperclip. The court will accept your paperwork without a folder or paperclip, but they prefer that you use them.

File your paperwork

"Filing" sounds complicated, but it just means giving documents to the court. You can deliver your papers to the court in person, by mail, or by [email](#). Not all courts allow for email filing, and the courts that do may stop at any time. If possible, file in person. It will be helpful when you attend your hearing later.

Filing by email may be more convenient for some people, but it can also be complicated. If you're not comfortable using Microsoft Word, attaching files to emails, etc, file in person or by mail instead. If you have any trouble filing your documents, please email probono@sixfifty.com.

Utah courts charge a \$375 filing fee to change your name. You'll need to either include payment, like a check or money order, or a Motion to Waive Fees.

If you're filing by email, the court will let you know how to pay your fee—usually by phone with a credit card. If you're filing in person or by mail, make your check or money order payable to:

County you live in	Make check payable to:
Box Elder, Cache, Rich	First Judicial District Court
Weber, Morgan, Davis	Second Judicial District Court
Tooele, Salt Lake, Summit	Third Judicial District Court
Juab, Millard, Utah, Wasatch	Fourth Judicial District Court
Beaver, Iron, Washington	Fifth Judicial District Court
Kane, Piute, Sanpete, Sevier, Wayne	Sixth Judicial District Court
Cardon, Emery, Grand, San Juan	Seventh Judicial District Court
Daggett, Duchesne, Uinta	Eighth Judicial District Court

If you're required to file a Notice of Hearing because you are on the Sex and Kidnap Offender Registry, you should work with an attorney on your petition. You can see more about attorneys in Utah under the section "Court Hearing."

Where to file

You can find the address of your court on your documents such as the Petition for Name or Sex Change.

Here are the physical and email addresses for Utah's District Courts

Beaver County	2270 South 525 West, Beaver, UT 84713 bvrprovidereports@utcourts.gov
Box Elder County	43 N. Main, Brigham City, UT 84302 boxelder_po@utcourts.gov
Cache County	135 North 100, West Logan, UT 84321 cache_po@utcourts.gov
Carbon County	120 East Main Street, Price, UT 84051 pricedistrictdocs@utcourts.gov
Daggett County	95 North 100 West, Manila, UT 84046 vickit@utcourts.gov or 8vernd@utcourts.gov
Davis Bountiful	805 South Main, Bountiful, UT 84010 2davisd@utcourts.gov
Davis Farmington	800 West State Street, Farmington, UT, 84025 2davisd@utcourts.gov
Davis Layton	425 North Wasatch, Layton, UT 84010 2davisd@utcourts.gov
Duchesne County	21554 West 9000 South, Duchesne, UT 84021 8duchd@utcourts.gov
Duchesne Roosevelt County	255 South State, Roosevelt, UT 84066 8roosd@utcourts.gov
Emery County	1850 North Des Bee Dove Road, Castle Dale, UT 84513 castledaledocs@utcourts.gov
Garfield County	55 South Main Street, Panguitch, Utah 84759

	6thgarfielddocs@utcourts.gov
Grand County	125 E Center St #2429, Moab, UT 84532 moabscan@utcourts.gov
Iron County	40 North 100 East Cedar City, UT 84720 cedprovidereports@utcourts.gov
Juab County	102 East 200 North Nephi, UT 84648 nephifiling@utcourts.gov
Kane County	76 North Main Street Suite 2, Kanab, UT 84741 hollyr@utcours.gov or 6thkanedocs@utcourts.gov
Millard County	765 South Highway 99 Suite 6 Fillmore, UT 84631 fillmorefiling@utcourts.gov
Morgan County	48 West Young Street, Morgan, UT 84050 2webermorgand@utcourts.gov
Piute County	Piute County Courthouse Junction, Utah 84740 6thpiutecounty@utcourts.gov
Rich County	20 South Main, Randolph, UT 84064 beckyp@utcourts.gov or rich_po@utcourts.gov
Salt Lake City County	Matheson Courthouse, 450 South State St., Salt Lake City, UT 84144 3rdslcprobate@utcourts.gov or 3rdnewcase@utcourts.gov
Salt Lake West Jordan County	8080 South Redwood Road Ste. 1701, West Jordan, UT, 84088 3rdnewcase@utcourts.gov
San Juan County	297 South Main, Monticello, UT 84535 montscan@utcourts.gov
Sanpete County	160 N. Main, Room 303, Manti, Utah 84642 6thsanpetedocs@utcourts.gov
Sevier County	845 East 300 North Richfield UT 84701 6thsevierdocs@utcourts.gov

Summit County	6300 Justice Center Road, Ste. A, Park City, UT 84098 3rdsilversummitteam@utcourts.gov
Tooele County	74 South 100 East, Suite 14, Tooele, UT 84074 3rdtooteam@utcourts.gov
Uinta County	920 East Highway 40 Vernal, UT 84078 8vernd@utcourts.gov
Utah American Fork County	75 East 80 North, Suite 202 American Fork, UT 84003 affiling@utcourts.gov
Utah Provo County	137 North Freedom Blvd., Provo, UT 84601 provofiling@utcourts.gov
Utah Salem County	30 West 100 South, Salem, UT 84653. Salem's court does not allow for email filing at this time.
Utah Spanish Fork County	775 West Center, Spanish Fork, UT 84660 sffiling@utcourts.gov
Wasatch County	1361 South Highway 40, Ste 110 Heber City, UT 84032 heberfiling@utcourts.gov
Washington County	206 West Tabernacle, St. George, UT 84770 stgprovidereports@utcourts.gov
Wayne County	18 S Main, Loa, UT 84747 6thwaynecounty@utcourts.gov
Weber County	2525 Grant Avenue, Ogden, UT 84401 2webermorgand@utcourts.gov

When to file

You should file your petition as soon as you can after receiving your Department of Corrections certification.

Most Utah courthouses are open from 9am to 5pm, Monday through Friday. Some courts open as early as 6am and close as early as 4:30pm. Some courts do not accept filings shortly before closing. [Contact court staff](#) to ask about local procedures.

Attend your Hearing

After you file your documents, the court will schedule a hearing. You must go to your hearing. At the hearing, the judge may ask you questions about your name change request.

You don't have to work with an attorney, but if you'd like an attorney to help you file your documents, or to join you at your hearing, these are some organizations who can offer affordable help.

Utah Legal Clinic
staff@utahlegalclinic.com
(801) 328-9531
(801) 449-1027 (Text)
214 East 500 South
Salt Lake City, UT 84111
utahlegalclinic.com

Wharton O'Brien, PLLC
801-649-3529
165 South Main Street, Suite 200
Salt Lake City, UT 84111
Chriswhartonlaw.com

Requesting Old Records be Sealed

By default, an “amendment history” will appear on records like your birth certificate. This means that your old name and your new name will both appear on your birth certificate, unless requested otherwise in your documents *and* at your hearing. If you indicated that you *do not* want your old name to appear on your birth certificate along with your new name, then SixFifty has added that request to your court order and petition documents. However, you must also *verbally* request this during your hearing. This request may sound similar to:

“Your Honor, I request that amendments to the record of my name be sealed, so that the amendment history will not appear on the face of an updated birth certificate. I want the Office of Vital Records to make no mention of my original name.”

Also explain to the judge why you don’t want your old name on your birth certificate. Your reason can be that you simply don’t want your birth certificate to show your old name.

Obtain Court Order and Certified Copies

After your hearing, you’ll receive a court order for your name change. If you requested that your records be sealed, and the judge granted your request, it will cost \$40 to seal records. You will pay this fee when you get your new birth certificate. Learn more about that under the “Birth Certificates” section.

You’ll need at least 3 certified copies of your court order to change your most important identification documents — Driver License/State ID, Birth Certificate, and Social Security Card. The court may charge a fee of \$4 per certification and \$0.50 per page of your order. Ask the court clerk for these certified copies.

Use Court Order and Certified Copies to Change your IDs

Once you have your new name, you should update your most important identification documents— Driver License/State ID, Social Security Card, and Birth Certificate.

Driver License or State ID

Information about getting a driver license or a Utah ID card with your new name is available on the [Driver License Division website](#). You will need to bring a copy of the certified court order that you receive from the court.

Here are the steps to change your name on your Driver License or State ID:

1. Complete the [online application for a replacement ID](#)
2. When complete, you'll be able to schedule an appointment to visit a [Driver License office](#).
3. Bring your current driver license or state ID if you have it, and your court order.
4. Have your photo taken upon arrival.
5. Pass an [eye test](#) (for driver license, not for an ID card).
6. Submit a nonrefundable fee of \$23.00.
7. If your Utah residence address has changed from what is on your current driver license, you'll need (2) documents showing your Utah residence address. Visit the [Required Documentation](#) page for what is acceptable proof. You can also submit the address change [online](#) to avoid having to provide proof when coming into the office.

Social Security Card

The fastest and easiest way to change your name on your Social Security card is by using the Social Security Administration's [online application](#). If you have any questions, you can call the Social Security Administration's toll free number, 1-800-772-1213.

After you submit your online request, you must visit your [local SSA office](#) within **45 calendar days**. Bring these documents with you:

- Your new driver license / state ID (not a temporary or copy)
- Your court order

If you prefer to apply by mail, follow the steps listed on the [Social Security Administration's website](#).

Birth Certificate

To request a birth certificate with your new name, you can [create a free Utah.gov account](#) and begin the process online or follow the steps below. If you need help requesting a birth certificate online, you can get support [here](#).

For birth certificates issued in states other than Utah, consult the [Where to Write for Vital Records](#) page for contact information.

Listed below are all items that are required to process a court ordered name change request without delay:

1. Complete a birth certificate application. You can apply [online](#) or with [this application form](#).
2. Fill out and sign a [Court Order Amendment Form](#). SixFifty's added helpful explanations further down in these instructions.
3. Include a Certified Copy of your Court Order
4. Correct fees - The fee to register an amendment and 1 copy of the corrected birth certificate is \$27. If you're requesting a birth certificate with *only* your new name, an extra \$40 will apply to "seal the record" of your old name. You can also expedite the process for \$15, which gives your order first priority, but does not guarantee a specific timeline.
5. Copy of valid ID. Acceptable forms of identification are listed in the table below. You only need 1 form of identification from the "Primary" column. If you don't have any ID in the primary column, you'll need two forms from the "Secondary" column.

Primary	Secondary
<ul style="list-style-type: none"> ● Government Issued Photo Drivers License ● Government Issued Photo ID Card ● Government Issued Work ID ● Employment Card ● U.S. Military Identification Card ● Tribal Identification Card ● Pilot License ● Alien Registration Card ● Permanent Resident Card ● Temporary Resident Card ● U.S. Passport ● Foreign Passport ● U.S. Certification of Naturalization ● Certificate of U.S. Citizenship ● U.S. Citizen Identification Card ● Matricula Consular Card ● Concealed Weapon Permit ● Mexican Voter Registration Card ● Jail/Prison Release Form (with picture) 	<ul style="list-style-type: none"> ● Work Identification/Paycheck/W-2 ● School, University or College ID ● Voter Registration Card ● Social Security Card ● U.S. Military Separation/DD-214 ● Motor Vehicle Registration/Title ● Marriage License (not issued by Utah State Vital Records) ● Court Order or Court Documents ● Jail/Prison Documents ● Probation Documents ● Property Tax Receipt ● Veterans Universal Access ID Card ● Selective Service Card ● Hunting/Fishing License ● Insurance Card or Documents ● Utility Bill ● Business License ● Professional License

6. Deliver the documents in person or by mail

Mailing Address:

Vital Records
PO Box 141012
Salt Lake City UT 84114

Physical address (also use for FedEx or UPS):

Vital Records
288 N 1460 W
Salt Lake City, 84116

How to complete your Birth Certificate Application and Affidavit to Amend

SixFifty hopes to automate these forms soon. For now, use these helpful guides.

[Birth Certificate Application.](#)

You'll notice that the form provided by the state pre-populates some fields. It shows "1" for the number of certificates, and \$22 for the fee. The correct fee for an updated certificate is \$27, and you can request more copies if you want to.

SixFifty contacted the Office of Vital Records for guidance. They recommend crossing out anything you'd like to change. First, cross out "\$22" and write in "\$27." If you want to expedite the application, write "\$15 expedite" in the green square shown below. If you don't want your old gender to appear on the certificate, and your court order says so, write "\$40 seal amendment" in the rectangle.

UTAH DEPARTMENT OF HEALTH
Office of Vital Records & Statistics

BIRTH CERTIFICATE APPLICATION

GENERAL INFORMATION
Birth Records are available from 1905 - present.
Certificates may be ordered online at vitalrecords.utah.gov.
Please read this application carefully. It is a criminal violation to make false statements on this application or to fraudulently obtain a vital records certificate.
All fees paid are non-refundable. If required information is missing from this application, applicant will have 90 days to provide missing information.

CHECKLIST

- This application is fully completed.
- Payment is ready. **Mail:** Check or Money Order to "Vital Records" is enclosed.
- My ID is ready. (See reverse for ID list) **Mail:** Copy of ID enclosed.

IDENTIFYING INFORMATION

FULL NAME FOR CERTIFICATE _____

BIRTH DATE _____ BIRTH CITY AND COUNTY _____

HOSPITAL OR PLACE OF BIRTH _____

PARENT 1 FULL NAME _____ BIRTH DATE _____

PARENT 2 FULL NAME _____ BIRTH DATE _____

APPLICANT

Relationship to certificate holder: Self Parent Sibling Spouse Child Grandparent Grandchild
 Other (requires documentary proof of relationship or legal name). Specify: _____

PRINTED NAME _____ PHONE _____

ADDRESS _____

EMAIL ADDRESS _____

NUMBER OF CERTIFICATES _____ 1 Search (non-refundable) includes 1 certified copy _____ \$22 +
Additional certified copies (\$10 each) _____ -

TOTAL FEE _____

SIGNATURE _____ DATE _____

OFFICE USE ONLY

ID # _____ ID Exp _____ Request # _____ Clerk Initials _____

Payment Method: Cash Money Order Credit Card Account

MAILING ADDRESS: PO Box 343222 - SLC, UT 84124-3222 - PHYSICAL ADDRESS: 288 W 3400 W, SLC, UT 84124-3222 - Fax: 801-538-7022 - info@vitalrecords.utah.gov - vitalrecords.utah.gov - 1-800-448-2244 April 2022

Check all 3 boxes

Fill out this section using your new name/gender marker

Fill out this section, check "Self"

Cross out \$22, write \$27.
Add \$15 if you want to expedite
Add \$40 if you want to "seal amendment," so your old name isn't shown

Leave this section blank

Affidavit

Unlike the application, you cannot cross out anything on the affidavit. If you make a mistake, don't cross anything out, white-out, etc. [Download another copy.](#)

STATE OF UTAH - DEPARTMENT OF HEALTH - OFFICE OF VITAL RECORDS AND STATISTICS
AMENDMENT OF A RECORD BY COURT ORDER

STATE FILE NUMBER: _____

1) Complete Section A using information from the current record. Complete Section B using information from the Court Order.
2) The registrant will complete and sign Section C. If the registrant is under 18 years of age, the parent or legal guardian will sign. An attorney may sign if they represented the client in court or with written consent from the registrant, parent or legal guardian.
3) Return the form and fee to the Office of Vital Records and Statistics. If accepted for registration, it will be filed and become a permanent part of the original record.
4) As of July 1, 2021, the fee to complete this amendment is \$5 plus the fee for a certified birth certificate which is \$22 for a total of \$27. Additional certificate copies requested at the same time are \$10 each.
5) If this application is incomplete and applicant does not respond to a written request for additional information within 90 days, the application will be denied. Fees paid are non-refundable. A new application with required fees must be submitted.

SECTION A Complete all items as stated on current record.			
INFORMATION AS PRESENTED ON CURRENT RECORD	1a. FIRST NAME	1b. MIDDLE NAME	1c. LAST NAME
	2. SEX	3. DATE OF EVENT	4. PLACE OF OCCURRENCE (City and County)
	5. NAME OF PARENT 1 (Maiden name if applicable)		6. NAME OF PARENT 2 (Maiden name if applicable)

SECTION B Complete all items as correct on court order			
CHANGES AS SPECIFIED ON COURT ORDER	7. NAME OF COURT	8. COURT CASE NUMBER	
	9. COUNTY	10. STATE	11. DATE OF COURT ORDER
	12. ITEM NO.	13. CORRECTED INFORMATION FROM COURT ORDER	

SECTION C To be completed by registrant, parent, legal guardian or attorney		
I hereby certify under penalty of perjury that the changes identified above were changed by court order. I understand that once this form is submitted and accepted it becomes part of the permanent record.		
14. Signature	15. Date Signed	
16. Printed Name	17. Relationship to Certificate Holder	
18. Address (Street, City, State, Zip Code)		

288 North 1480 West • PO Box 141012, SLC, UT 84114-1012 • (801) 538-6105
VitalRecords.utah.gov • vrequest@utah.gov • Fax (801) 538-7012 • UDOH-OVRS-902 August 2021

Use your **old** name/gender

Refer to your court order for these details

Use your **new** name/gender

Fill out this entire section, write "self" under "relationship to certificate holder"



Other Parties to Notify

Consider contacting these people and institutions about your name change:

- Family and Friends
- Employers
- School
- Post Office
- Library
- Health care providers
- Landlord or tenants
- Mortgage companies
- Telephone and other utility companies
- Insurance companies
- Banks and other financial institutions
- Creditors and debtors
- State and local taxing authorities
- Registrar of voters
- Public benefits agencies
- Veterans Administration
- Passport office
- DMV to change vehicle registration
- Any other institution or agency with which you have regular contact

Contact the people and the institutions you work with and ask what they need to make your name change official in their records. Institutions like banks, investment companies, and insurance companies may have you complete their own form, and will also want proof of your identification.

Update Legal Documents

Update other legal documents like your will, advance health care directive, and power of attorney for financial matters to show your new name. If you don't have a will, advance care directive, or power of attorney, email probono@sixfifty.com for information about our free tools.

Celebrate!

Congratulations on your new name! Email probono@sixfifty.com to let us know about your experience, and we'll send you a special gift to help you celebrate the occasion.

With love and admiration,

SixFifty