

# ↑ TransPonder

## Legal Documentation Change Guide

Documentation changes for transgender and gender diverse people in Oregon can be a cumbersome and costly process. To help you better understand what needs to be done we've compiled the following list of the common documentation changes needed, the process required to obtain them, and their associated cost.

Last Updated 6/26/2023  
Available online at <https://aoo.g/aGtQb0>

### IMPORTANT NOTICES / UPDATES

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- Name change requests by themselves are only allowed in the county in which you live (example: if you live in Lane County you must file your name change in Lane County).
  - You can file a name **and** gender change in any county in Oregon. You can also file a gender change request by itself in any county in Oregon.
- For Benton County: Information and paperwork packets may be found at the [Benton County website](#).
- If you would like any help filling out paperwork or filing your name/sex change, please contact our resource navigator: **wellness@transponder.community**.
- If you have a more complicated legal case and/or you are a minor, please contact **Lorena Reynolds**, an attorney who works with our community, at: <https://www.reynoldslaw.us/>.

## What do you need to change

- [Name and Gender Change Affidavit](#)
- [Social Security](#)
- [Drivers License \(Identification Card/Real ID\)](#)
- [Birth Certificate](#)
- [Passport](#)

## What order do you change it?

### Suggested Sequence for Changing Identity Documents

Note: you do not need to change your birth certificate if you already have a passport, unless you want to.

1. Obtain a court ordered name/gender change
2. Change name/gender with social security administration
3. Change of name and gender with Oregon DMV
4. If born in Oregon—change name and gender on birth certificate (you do not need a court order to change your birth certificate)
5. Change name and gender on passport

### What if I was born outside of Oregon?

If you're looking for resources outside of Oregon, the National Center for Transgender Equality website has an identification document center that provides information on the process of changing your birth certificate in all 50 states. For more information, [CLICK HERE](#).

### Information about process and FAQ

<http://www.basicrights.org/know-your-rights/id-gender-marker-documents/>

## What forms do I use?

These links are for Lane County, Oregon.

- **Name/Gender change forms for the courts in Oregon**
  - **Fee = \$124 (there is an additional \$5.25 charge for copies)**
    - [https://www.courts.oregon.gov/Documents/2023\\_CircuitFeeSchedule\\_public\\_eff-2023-06-20.pdf](https://www.courts.oregon.gov/Documents/2023_CircuitFeeSchedule_public_eff-2023-06-20.pdf)
  - **Forms**



- Check out what the fees and process looks like in your state here:  
<https://transequality.org/documents>

- **Passport**

- **Fee = \$55-165 depending on type of change and type of passport book**
  - [CLICK HERE for fee outline](#)
- **Required documentation**
  - **New Passport**
    - Application for U.S. Passport Form DS-11: <https://goo.gl/JMRmu4>
    - Proof of Citizenship (birth certificate, previous passport, certificate of naturalization, or report of birth abroad)
    - Proof of Identity that contains your signature and photograph (previous passport, driver's license, certificate of naturalization, military identification, or government employee ID card)
    - Two recent color photographs (headshot) that are 2x2 inches in size
    - You are now allowed to self-select a "M" or "F" gender marker regardless of how it corresponds to your birth certificate or other documentation.
      - **An "X" gender** marker option is available:  
<https://travel.state.gov/content/travel/en/passports/need-passport/selecting-your-gender-marker.html>
  - **Updating Existing Passport**
    - Application for U.S. Passport Form DS-11: <https://goo.gl/JMRmu4>
    - Proof of Citizenship (birth certificate, previous passport, certificate of naturalization, or report of birth abroad)
    - Proof of Identity that contains your signature and photograph (previous passport, driver's license, certificate of naturalization, military identification, or government employee ID card)
    - Two recent color photographs (headshot) that are 2x2 inches in size
    - Court ordered name change declaration
    - When updating a **full-validity** passport, use Form DS-11 and select M/F/X for your gender.
      - Medical documentation or a physician's letter is not required even if the gender you select on Form DS-11 does not match the gender on your previous documents.
    - If you were in the process of transitioning when you first applied for your passport, you may have received a **limited-validity** passport, in this case:

- “To replace a limited-validity passport with a full-validity passport in this situation, submit Form DS-5504. To use this form, you must apply within two years of your previous passport's issuance date. You do not have to pay fees unless you are requesting optional expedited service. If your limited-validity passport was issued more than two years ago, please use Form DS-11 and follow the steps on our Apply In Person page” (<https://travel.state.gov/content/travel/en/passports/need-passport/selecting-your-gender-marker.html>)

## Waiver

[CLICK HERE](#) for waiver application.

## Need financial assistance to get your documentation changed?

Check out the following resources to get financial help:

- **Trans Assistance Project**
  - [www.transassistance.org](http://www.transassistance.org)
- **TransPonder ID Change Assistance**
  - <https://goo.gl/AgBEoi>
  - TransPonder ID Change Assistance Program Policy information
    - Must have financial need.
    - Can only receive financial aid for one documentation change at a time.
    - Must have an appointment with Resource Navigator to complete paperwork or provide paperwork to review prior to receiving financial aid.

## Who to contact if you need special assistance or legal advice around changing your documentation?

- **TransPonder**
  - We provide help with resource navigation at: [wellness@transponder.community](mailto:wellness@transponder.community). We can also help people fill out their forms. We do not provide legal advice or assistance.
- **Basic Rights Oregon**
  - 503-222-6151
  - <http://www.basicrights.org/>
- **ACLU Oregon**
  - 888-527-2258
  - <http://www.aclu-or.org/>
- **National Center for Transgender Equality**
  - 202-642-4542
  - <http://www.transequality.org/>
- **Transgender Law Center**
  - 510-587-9696

- <http://transgenderlawcenter.org/>
- **Lambda Legal**
  - 213-382-7600
  - <http://www.lambdalegal.org/>

## Resources

- **Basic Rights Oregon Resources:**
  - Documentation FAQ: <http://www.basicrights.org/know-your-rights/id-gender-marker-documents/>
  - Know your rights: <http://www.basicrights.org/know-your-rights/>
- **Lane County Court** info: <https://goo.gl/LIEbe6>
- **Social Security Administration Information:** <https://goo.gl/9dnyKF>
- **Oregon DMV ID change guidance:** <https://goo.gl/UmB7KC>
- **Oregon Health Authority** birth certificate guidance: <https://goo.gl/92Tkk>
- **National Center for Transgender Equality** Social Security info/guidance: <https://goo.gl/fKs3jl>
- **National Center for Transgender Equality** Passport info/guidance: <https://goo.gl/bgHont>
- **U.S. Department of State** guidance: <https://goo.gl/uJr54D>
- **Document laws by state:** <https://goo.gl/GCE3LA>
- **Victim Rights Law Center:** <https://victimrights.org/>
  - Transgender survivors can legally change their name and/or their gender on an identity document (like a Social Security card or passport). This is something the VRLC is able to help with.
  - Anyone who has experienced sexual assault at any point in their life would qualify for financial aid to pay for legal identification change processing fees.
- **Fee Deferral or Waiver Application and Deferral:**  
chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/<https://www.courts.oregon.gov/forms/Documents/EntirePacket10.pdf>
  - The court can only defer or waive fees if you are low-income (according to federal poverty guidelines). Any deferral or waiver granted is valid only for the specified fees and only for the case number on your application. Complete the Application for Deferral or Waiver of Fees & Declaration in Support, as well as an Order Regarding Deferral or Waiver of Fees. Complete the information about the case and the fee you want deferred or waived on the Order but DO NOT mark anything below “The court finds Applicant:” Be sure to fill in the county name at the top of the page.