What is the criteria for a name change in Cook County?

- You must live in Illinois for at least 6 months before applying
- You must be a resident of Cook County to file in Cook County
- If you have a felony conviction, there is a 10 year waiting period from the date of the completion of your sentence to change your name.
- You cannot apply for a name change if you have been convicted of any felonies or misdemeanors that require registration as a sex offender or if you have a conviction for identity theft.

Special rules for People Under 18 Years Old: An order changing a young person’s name may not be entered unless the court finds that it is necessary to serve their best interest. Parents and/or guardians will need to be involved in the process. If both parents are in agreement to the name change, the hearing will be set for hearing 3 to 4 weeks after the forms are completed and filed. At the time the judge will grant, deny or continue the name change. If one parent cannot be located, the absent parent must be provided notice of the hearing date by certified mail. If one parent does not consent to the name change, or for any other questions, representation or support regarding name changes for minors, please contact TJLP at namechange@tjlp.org.

Immigration: If you are not a U.S. citizen or legal permanent resident, TJLP recommends that you have an attorney represent you for your name change. For additional information, please contact TJLP at namechange@tjlp.org.
How do I change my identity documents?

What is the procedure for changing my name and gender marker on my Illinois ID or Driver’s License?
If you are getting a driver’s license for the first time, the fee is $30. If you are getting a replacement driver’s license the fee is $5. If you are getting a State ID for the first time, the fee is $20. If you are getting a replacement State ID the fee is $10. If you are homeless, you can obtain a no-fee identification card by submitting a “Homeless Status Certification” with other proper documentation. For details regarding DMV fees visit: http://www.cyberdriveillinois.com/departments/drivers/basicfees.html. If you are interested in getting a gender marker change on your ID you will need to acquire a letter from your doctor regarding your transition. If you would like a sample letter, please contact TJLP at namechange@tljp.org.

What is the procedure to change your name and/or gender marker on an Illinois birth certificate? To complete a gender change on an Illinois birth certificate submit an Affidavit and Certificate of Correction Request form along with a Declaration of Gender Transition/Intersex Condition form to the Illinois Department of Public Health – Division of Vital Records. The Affidavit and Certificate of Correction Request form would need to be completed in its entirety by the individual seeking a change in the sex designation on the birth certificate; the form must be signed and notarized. The applicant must be of legal age (or the parent/co-parent or guardian if not of legal age) to complete the form. The Declaration of Gender Transition or Intersex Condition form must be completed by either a licensed health care professional or a licensed mental health professional. This provider must stipulate, under penalty of perjury, that the person seeking a new certificate of birth has either undergone clinically appropriate treatment for gender transition or has an intersex condition. To complete a name change on an Illinois birth certificate you must submit a certified copy of the Court Order of Legal Name Change to the Division of Vital Records. In the second section of the Affidavit and Certificate of Correction Request form indicate that you are changing your name. The department will review the request and if all requirements are met, will create a new birth record reflecting the new sex designation and name change. The original birth certificate and all documents submitted are placed in a sealed and impounded file which cannot be opened except upon order of the circuit clerk, request of the person or as provided by regulation (to complete a name change only, submit the notarized Affidavit and Certificate of Correction Request form without the Declaration of Gender Transition/Intersex Condition form). Mail all required forms, including a current birth certificate, a $15 check or money order made out to the Illinois Department of Public Health and mail to Illinois Department of Public Health – Division of Vital Records 925 E. Ridgely Avenue Springfield, IL 62702-2737. You will receive one certified copy of the new birth certificate by mail (additional copies are $2 each if ordered at the same time). Forms are available at http://www.dph.illinois.gov/topics-services/birth-death-other-records/birth-records/gender-reassignment.

What is the process for changing a name and gender marker with Social Security? To change a name with Social Security, an individual must fill out the application for a name change at the social security office and present the application and a certified name change order at a Social Security Administration office. For a gender marker change, an individual must present one of the following: (1) a full-validity, 10-year U.S. passport showing the new sex; (2) a state-issued amended birth certificate showing the new sex; (3) a court order directing legal recognition of change of sex; or (4) a medical certification of appropriate clinical treatment for gender transition in the form of an original letter from a licensed physician. The document must have enough biographical data (e.g., name and date of birth) to clearly identify you. For a sample doctor’s letter, contact TJLP at namechange@tljp.org or visit the Social Security Administration website at https://faq.ssa.gov/link/portal/34011/34019/Article/2856/How-do-I-change-my-gender-on-Social-Security-s-records.

How do I change my name and gender marker on my U.S. Passport? The U.S. State Department details the process for changing a gender marker on a passport at this link: http://travel.state.gov/content/passports/english/passports/information/gender.html. The link includes a sample doctor’s letter for the purpose of changing a gender marker on a U.S. Passport (This is a very specific letter, and differs from the letter that is usually issued by providers for the gender marker changes at the DMV). TJLP can also provide a sample doctor’s letter upon request. For information regarding a name change on a US Passport, visit this link on the U.S. Department of State website:
1http://travel.state.gov/content/passports/english/passports/services/correction.html#Changes.

Revised 1/23/18