VIRTUAL NAME CHANGE & GENDER MARKER CHANGE CLINIC

Presenter: Brenden Bell, LMSW, (he/him) - Associate Director of Programs and Services

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Last Updated: August 2025

REQUIREMENTS FOR A LEGAL NAME CHANGE IN MICHIGAN

REQUIREMENTS VARY BY STATE. THESE ARE THE SAME IN ALL COUNTIES OF MICHIGAN, BUT CHECK WITH YOUR COUNTY CLERK FOR THE SPECIFIC PROCEDURES FOR MEETING THESE REQUIREMENTS. UNDER NORMAL CIRCUMSTANCES, NO ATTORNEY IS REQUIRED.

- **Petition to Change Name filed in County Circuit Court (Form PC51c)**
- **Addendum to Protected Personal Identifying Information (Form MC 97a)**
- **Confidential Case Inventory (Form MC 21): *needed if current or past family court, or anyone in Wayne Co.***
- **Under 18: *parents both sign Petition (with some exceptions), 14 and up, minor signs a separate waiver (Form PC51b)***
- **Must be resident of county for 12 months prior to filing the Petition**

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DIRECT AND INDIRECT COSTS OF A NAME CHANGE

Costs may vary by county. This does not include gender marker changes which may or may not occur simultaneously.

Direct Costs		Potential Indirect Costs	
Initial Petition filing fee* 4-5 Certified Copies of Order	~$175 - 185 ~$14 - 15	New Social Security Card New Driver's License/ID Change Birth Certificate (MI) +1 Copy at time changed +1 Copy afterward Passport Book, routine service	Free at SSA ~$10+ ~$50 ~$16 ~$34 ~$115 - 145
Total	**$189 - 200+**		

*Waivable for cause (Fee Waiver Request - Form MC20)

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COMPLETE PETITION TO CHANGE NAME (PC51C) & ADDENDUM (MC 97A)

- Top Left Corner:
  - Write the specific County and Court name clearly.
- Residential Address:
  - Use the address where you've lived for the past 12 months.
- Line 6:
  - State that your name change is to affirm your gender.
- Line 8 (If Applicable):
  - Disclose any criminal history.
  - You may need to include a copy of your criminal record with your petition.
  - Print your record through ICHAT at https://apps.michigan.gov the fee ranges from $10–$30.
- Line 12 (If Born in Michigan):
  - Request that the court create a new birth certificate and seal the original.

COMPLETE PETITION TO CHANGE NAME (PC51C) & ADDENDUM (MC 97A)

- Statement of Good Cause
  - Mark boxes 1b and 2b on the form.
  - Make copies of the completed document for your records.
- Addendum to Protected Personal Identifying Information (Form MC 97a)
  - This form protects your date of birth from being part of the public record.
  - Submit it together with your petition, but it will be filed separately by the court for confidentiality.
- Confidential Case Inventory (Form MC 21)
  - Only required if you have a current or past family court case (e.g., custody, adoption, guardianship).
  - In Wayne County, some judges or clerks ask everyone to submit it, even if it doesn't apply.
- If you don't have any prior cases, just write "None" and include it with your petition.
  -

For help filling out this form, go to michiganlegalhelp.org

PCS Code: PNP
TCS Code: PNPR

STATE OF MICHIGAN JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY	PETITION FOR NAME CHANGE AND EX PARTE REQUEST FOR NONPUBLICATION AND CONFIDENTIAL RECORD	CASE NO. and JUDGE

Court address **Court telephone no.**

You must complete form *PC 51* **or** *PC 51c* to begin a name change proceeding. Use form *PC 51, Petition for Name change,* unless you have good cause not to publish notice of your name change proceeding, such as you believe publication of the notice of hearing will put you or another individual in danger of physical harm, or at risk of unlawful retaliation or discrimination. If you have good cause, use this form, *PC 51c, Petition for Name Change and Ex Parte Request for Nonpublication and Confidential Record.*

In the matter of _____
Current first, middle, and last name(s) (type or print)

Petitioner's name, address, and telephone no.	Petitioner's attorney, bar no., address, and telephone no.

☐ 1. An action within the jurisdiction of the family division of circuit court involving the family or family members of the person(s) named above has been previously filed in _____ Court.
Case Number _____, was assigned to Judge _____,
and ☐ remains ☐ is no longer pending.

2. Each person for whom a name change is sought has been a resident of the county for at least one year.

☐ 3. The name change is for
- ☐ a. a married person who wishes to also include a name change for their ☐ spouse. ☐ minor child(ren) of whom the petitioner has legal custody.
- ☐ b. an adult only.
- ☐ c. a minor only.

☐ 4. The petition includes a request to change a minor's name. The minor's natural or adopted parents are
_____ ☐ Deceased and _____ ☐ Deceased
Parent Parent
As applicable, the guardian of the minor is _____ and/or the guardian of a mentally incompetent parent is _____. (Attach letters of guardianship.)
Name Name

☐ 5. As to a minor, one or more of the following is the petitioner or consents to the guardianship: (Check all that apply.)
☐ the parents, jointly. ☐ the sole surviving parent. ☐ the only available parent if that parent has legal custody. ☐ the guardian of the minor. ☐ the guardian of a parent declared mentally incompetent.

6. The name change is for the following reason: _____

7. The name change is not sought for any fraudulent intent.

8. The petitioner ☐ has ☐ does not have a criminal record, including pending charges. Specify any record:
(Add sheets if needed.) _____

☐ 9. ☐ a. The petitioner's spouse and/or minor child(ren) has/have no known criminal record, including pending charges.
☐ b. The known criminal record(s) of the petitioner's spouse and/or minor child(ren) is/are: (Add sheets if needed.)
_____

Note: Skip item 10 if the noncustodial parent consents to the name change or if there is not a noncustodial parent.

☐ 10. The custodial parent of the/each minor consents to the name change of the minor(s).
- ☐ a. The noncustodial parent has had the ability to visit, contact, or communicate with the minor(s) and has regularly and substantially failed or neglected to do so for a period of two years or more before the filing of this petition and either:
  - ☐ a support order has been entered, and the noncustodial parent has failed to substantially comply with the order for a period of two years or more before the filing of this petition; or
  - ☐ a support order has not been entered and the noncustodial parent, having the ability to support or assist in supporting the minor(s), has failed or neglected to provide regular and substantial support for two years or more before the filing of this petition.
- ☐ b. The noncustodial parent has been convicted of child abuse (MCL 750.136b), criminal sexual conduct (MCL 750.520b, 750.520c, 750.520d, or 750.520e), or assault with intent to commit criminal sexual conduct (MCL 750.520g) and the minor(s) or a sibling of the minor(s) was the victim. (Attach judgment of sentence.)
- ☐ c. The noncustodial parent has been convicted of first degree murder (MCL 750.316) or second degree murder (MCL 750.317). (Attach judgment of sentence.)

11. I request the following name change(s): (Type or print.)

	FROM (current name)	**TO** (proposed name)	**DATE OF BIRTH**
Petitioner	First: Middle: Last:	First: Middle: Last:	Put DOB in Ref. No. row 10 on MC 97a.
Spouse	First: Middle: Last:	First: Middle: Last:	Put DOB in Ref. No. row 11 on MC 97a.
Minor child	First: Middle: Last:	First: Middle: Last:	Put DOB in Ref. No. row 12 on MC 97a.
Minor child	First: Middle: Last:	First: Middle: Last:	Put DOB in Ref. No. row 13 on MC 97a.
Minor child	First: Middle: Last:	First: Middle: Last:	Put DOB in Ref. No. row 14 on MC 97a.

Note: If you want a new live birth certificate, check item 12. A special order is not needed if you only want to add the changed name(s) to the original certificate(s).

☐ 12. I request the court to order the State Registrar to create a new live birth certificate that does not disclose the name(s) of _____ at birth and to seal the original certificate.
Name(s)

13. I request an ex parte order directing nonpublication and a confidential record. Evidence supporting good cause for this request is set forth in the statement of good cause included with this petition.

I declare under the penalties of perjury that this petition has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

_____ _____
Date Petitioner's signature

_____
Petitioner's attorney signature

JIS Code: API

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	ADDENDUM TO PROTECTED PERSONAL IDENTIFYING INFORMATION	CASE NO. and JUDGE

Court address

Court telephone no.

Plaintiff's/Petitioner's name	v	Defendant's/Respondent's name
In the matter of ______		

This form is nonpublic because it contains personal identifying information (PII) that is protected from public inspection under MCR 1.109(D)(9)(a). Use this form to provide PII only for a person who is a NOT a defendant, respondent, or decedent. If the person is a defendant, respondent, or decedent use form MC 97.

Instructions:

- When PII (such as date of birth) must be filed with the court on a public document, DO NOT include it on that public document. Instead, you must provide it on this form.
- **Provide only** the protected PII required for your particular case. For example, if you are filing a public document that requires you to provide a date of birth to the court, complete only that field on this form.

Name of form/document that this MC 97a is being filed with: ______

______
Printed name of individual completing form and date

Ref. No.	Instructions: Provide the name of the person that the PII applies to, followed by the specific PII that is required. For Other, specify the type of PII in addition to the PII itself - for example, Social Security No. XXXX. Use the below reference number (Ref. No.) in the public document in place of the protected PII. For example, insert "Ref. No. XX" in place of the DOB in the public document.		
10	Name	DOB	Other
11	Name	DOB	Other
12	Name	DOB	Other
13	Name	DOB	Other
14	Name	DOB	Other
15	Name	DOB	Other
16	Name	DOB	Other
17	Name	DOB	Other
18	Name	DOB	Other

Approved, SCAO
Form MC 97a, Rev. 9/20
MCR 1.109
Page 1 of 1

STATE OF MICHIGAN CIRCUIT COURT - FAMILY DIVISION COUNTY	CONFIDENTIAL CASE INVENTORY (DOMESTIC RELATIONS AND JUVENILE CODE)	CASE NO. PETITION NO. JUDGE

Plaintiff's name	v	Defendant's name
In the matter of ______		

Instructions: List any known pending or resolved family division cases involving the person(s) named in the complaint or petition or family members of the person(s) named in the complaint or petition. File the completed form with the complaint or petition, but do not attach or staple together. Complete and file additional sheets if necessary.

Examples of family division cases include personal protection orders, divorce, custody, paternity, child support, juvenile delinquency, and child protective proceedings. See MCL 600.1021 for a complete list.

Note: This form is confidential and not to be served on other parties in this case.

Court information (name, number, and county/state) ☐ This court ☐ Other court or tribunal:		
Case name		Case/File no.
Assigned judge	Case status ☐ Pending ☐ Resolved	Are support or custody/parenting time orders in effect? ☐ Support ☐ Custody/Parenting Time

Court information (name, number, and county/state) ☐ This court ☐ Other court or tribunal:		
Case name		Case/File no.
Assigned judge	Case status ☐ Pending ☐ Resolved	Are support or custody/parenting time orders in effect? ☐ Support ☐ Custody/Parenting Time

Court information (name, number, and county/state) ☐ This court ☐ Other court or tribunal:		
Case name		Case/File no.
Assigned judge	Case status ☐ Pending ☐ Resolved	Are support or custody/parenting time orders in effect? ☐ Support ☐ Custody/Parenting Time

Court information (name, number, and county/state) ☐ This court ☐ Other court or tribunal:		
Case name		Case/File no.
Assigned judge	Case status ☐ Pending ☐ Resolved	Are support or custody/parenting time orders in effect? ☐ Support ☐ Custody/Parenting Time

______
Date

______
Signature

Approved, SCAO
Form MC 21, Rev. 9/19
MCR 3.206, MCR 3.931, MCR 3.961
Page 1 of 1

JIS Code: API

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	**ADDENDUM TO PROTECTED PERSONAL IDENTIFYING INFORMATION**	CASE NO. and JUDGE

Court address

Court telephone no.

Plaintiff's/Petitioner's name	v	Defendant's/Respondent's name

In the matter of ____________________

This form is nonpublic because it contains personal identifying information (PII) that is protected from public inspection under MCR 1.109(D)(9)(a). Use this form to provide PII only for a person who is a NOT a defendant, respondent, or decedent. If the person is a defendant, respondent, or decedent use form MC 97.

Instructions:

- When PII (such as date of birth) must be filed with the court on a public document, DO NOT include it on that public document. Instead, you must provide it on this form.
- **Provide only** the protected PII required for your particular case. For example, if you are filing a public document that requires you to provide a date of birth to the court, complete only that field on this form.

Name of form/document that this MC 97a is being filed with: ____________________

____

Printed name of individual completing form and date

Ref. No.	**Instructions:** Provide the name of the person that the PII applies to, followed by the specific PII that is required. For Other, specify the type of PII in addition to the PII itself - for example, Social Security No. XXXX. Use the below reference number (Ref. No.) in the public document in place of the protected PII. For example, insert "Ref. No. XX" in place of the DOB in the public document.		
10	Name	DOB	Other
11	Name	DOB	Other
12	Name	DOB	Other
13	Name	DOB	Other
14	Name	DOB	Other
15	Name	DOB	Other
16	Name	DOB	Other
17	Name	DOB	Other
18	Name	DOB	Other

Approved, SCAO
Form MC 97a, Rev. 9/20
MCR 1.109
Page 1 of 1

STATE OF MICHIGAN CIRCUIT COURT - FAMILY DIVISION COUNTY	**CONFIDENTIAL CASE INVENTORY (DOMESTIC RELATIONS AND JUVENILE CODE)**	CASE NO. PETITION NO. JUDGE

Plaintiff's name	v	Defendant's name

In the matter of ____________________

Instructions: List any known pending or resolved family division cases involving the person(s) named in the complaint or petition or family members of the person(s) named in the complaint or petition. File the completed form with the complaint or petition, but do not attach or staple together. Complete and file additional sheets if necessary.

Examples of family division cases include personal protection orders, divorce, custody, paternity, child support, juvenile delinquency, and child protective proceedings. See MCL 600.1021 for a complete list.

Note: This form is confidential and not to be served on other parties in this case.

Court information (name, number, and county/state) ☐ This court ☐ Other court or tribunal:		
Case name		Case/File no.
Assigned judge	Case status ☐ Pending ☐ Resolved	Are support or custody/parenting time orders in effect? ☐ Support ☐ Custody/Parenting Time

Court information (name, number, and county/state) ☐ This court ☐ Other court or tribunal:		
Case name		Case/File no.
Assigned judge	Case status ☐ Pending ☐ Resolved	Are support or custody/parenting time orders in effect? ☐ Support ☐ Custody/Parenting Time

Court information (name, number, and county/state) ☐ This court ☐ Other court or tribunal:		
Case name		Case/File no.
Assigned judge	Case status ☐ Pending ☐ Resolved	Are support or custody/parenting time orders in effect? ☐ Support ☐ Custody/Parenting Time

Court information (name, number, and county/state) ☐ This court ☐ Other court or tribunal:		
Case name		Case/File no.
Assigned judge	Case status ☐ Pending ☐ Resolved	Are support or custody/parenting time orders in effect? ☐ Support ☐ Custody/Parenting Time

Date

Signature

Approved, SCAO
Form MC 21, Rev. 9/19
MCR 3.206, MCR 3.931, MCR 3.961
Page 1 of 1

FILING YOUR PETITION WITH THE COUNTY COURT

- Contact Your County Court
  - Confirm where to file your petition and whether any additional documents are required.
- Locate the County Clerk's Office
  - Find the physical location, email, or mailing address for your County Clerk.
  - Some counties may allow you to send documents via email or mail if they are prefilled—ask when you call.

FILING YOUR PETITION WITH THE COUNTY COURT

- Complete a Fee Waiver Request (Form MC20) (if eligible)
  - Check eligibility for a fee waiver and complete the form before filing, if needed.
- File Your Petition & Addendum
  - Submit the required documents to the Clerk's Office based on your county's procedures (in person, by mail, or by email—if permitted).
- Pay Filing and Publication Fees
  - Payment methods vary by county:
  - Check or money order
  - Over the phone
  - Online

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JIS CODE: OSF

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	FEE WAIVER REQUEST	CASE NO. and JUDGE

Court address | Court telephone no.

Plaintiff/Petitioner's name, address, and telephone no.	v	Defendant/Respondent's name, address, and telephone no.
Plaintiff/Petitioner's attorney, bar no., address, and telephone no.		Defendant/Respondent's attorney, bar no., address, and telephone no.

In the matter of _____

Instructions: Complete this form and file it with the court. After you receive a decision on your request, you must send your request and the decision on the other party(ies).

I request a waiver of my filing fees for the following reason: (Check 1, 2, or 3)

☐ 1. I receive the following type(s) of public assistance because of indigence:
- ☐ Food Assistance Program through the State of Michigan (also known as FAP or SNAP)
- ☐ Medicaid (including Healthy Michigan, CHIP, and ESO)
- ☐ Family Independence Program through the State of Michigan (also known as FIP or TANF)
- ☐ Women, Infants, and Children benefits (WIC)
- ☐ Supplemental Security Income through the federal government (SSI)
- ☐ Other means-tested public assistance: _____

My public assistance case number(s) (if any) is _____.
Write "none" if no case number. Do not write your SSN.

☐ 2. I am represented by a legal services program or I receive assistance from a law school clinic because of indigence. The name of the legal services program or law school clinic is _____.

☐ 3. I am unable to pay the fees and I did not check item 1 or 2 above.
My gross household income is $ _____ every _____.
Week/Two weeks/Month/Year
The number of people in my household is _____.
My source of income is _____.
List assets and their worth, such as bank accounts. If you need more space, attach a separate sheet.

List obligations and how much you pay, such as rent or other debts. If you need more space, attach a separate sheet.

I declare under the penalties of perjury that this request has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Date | Signature

Approved, SCAO
Form MC 20, Rev. 10/19
MCR 2.002
Page 1 of 2

Distribute form to:
Court
Applicant
Other parties
Friend of the court (when applicable)

Case No. _____

CLERK WAIVER

1. Payment of filing fees is waived.

_____
Signature of court clerk and date

ORDER

IT IS ORDERED:

☐ 1. Payment of filing fees is waived because:
- ☐ a. Your gross household income is under 125% of the federal poverty guidelines.
- ☐ b. Your gross household income is above 125% of the federal poverty guidelines, but payment of the fees would constitute a financial hardship for you.
- ☐ c. Other:

If you become able to pay the fees before this case is resolved, you must notify the court.

☐ 2. The fee waiver request is denied because:
- ☐ a. Your gross household income is above 125% of the federal poverty guidelines and payment of the fees would not constitute a financial hardship for you.
- ☐ b. Other:

_____
Judge/Magistrate (when authorized) signature and date

NOTICE

IF YOUR REQUEST WAS DENIED: To continue your case and preserve your filing date, you have 14 days from the issue date below to pay the filing fees or request a review. To request a review, fill out a Request for Review of Denied Fee Waiver (form MC 114) and file it with the court.

_____
Issue date (completed by clerk)

REDUCED STEPS FOR TRANS & NONBINARY PETITIONERS

- No Fingerprinting or Background Checks Required
  - Courts no longer require fingerprinting or background checks.
  - Judges may still review criminal history using ICHAT (internal database).
- No Publication Requirement
  - Trans & nonbinary petitioners can opt out of public notice requirements.
  - This creates a confidential record—no public posting needed.
- Hearing May Be Waived
  - A court hearing is no longer automatically required.
  - Judges decide on a case-by-case basis.
  - Example: Hearings may still occur if there's a criminal record.
  -

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GETTING CERTIFIED COPIES OF YOUR NAME CHANGE ORDER

- After the judge signs your Name Change Court Order (Form PC52), the clerk will usually provide one true copy.
  - Keep this in a safe place.
- Plan ahead:
  - Contact the court to find out:
    - Where to request certified copies
    - The fees and process (online, by mail, or in person)
- Get 4–5 certified copies of your order.
  - These are often required to update:
    - Social Security
    - ID/Driver's License
    - Passport
    - Bank accounts
    - Insurance and other records
- Cost:
  - First certified copy: $10
  - Additional copies: $1 each

Always keep at least one certified copy in a secure location for your records.

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FIRST UPDATES AFTER YOUR NAME CHANGE

- Start with government-issued documents:
  - Social Security Administration
    - Find your local SSA office and schedule an appointment
    - Bring:
      - Certified Court Order (Form PC52)
      - Proof of identity
      - Completed Application for a Social Security Card
        - SSA no longer allows gender marker changes (as of Jan 2025), but name updates are still allowed
        - If you need your name changed at the Secretary of State quickly, ask SSA for a receipt of processing.

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FIRST UPDATES AFTER YOUR NAME CHANGE

- Start with government-issued documents:
  - Michigan Secretary of State (SoS)
    - Visit the SoS after updating with SSA
    - Bring:
      - Current valid ID
      - Certified Court Order
    - Pay the required fee and take a new photo
    - This will also automatically update your Voter Registration
- U.S. Passport
  - Name and gender updates are possible (details covered later)
  - A lawyer can help if you run into issues

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OTHER PLACES TO UPDATE YOUR NAME

- Make a list and work through it over time. Places may include:
  - Vital Records (Birth Certificate if not born in Michigan)
  - W-2s, 1099s, or tax documents
  - Student loans, creditors, or banks
  - Insurance companies
  - Car title, registration, and insurance
  - Professional licenses or school records
  - Healthcare providers and portals
  - Post office and mail forwarding
  - Landlords, mortgage/title, and utility companies
  - Selective Service (covered later)
  - Military/veteran records (DD Form 149)

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SELECTIVE SERVICE & NAME CHANGES

- If you were assigned male at birth and are age 18-25, you are required to register with the Selective Service.
- Name changes must be reported within 10 days of the legal change.
    - *Gender marker changes do not affect Selective Service status as the policy is based on sex assigned at birth.*

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UPDATING YOUR GENDER MARKER – OVERVIEW

You can update your gender marker in many of the same places as your name, with some exceptions.

Michigan documents now allow for:

- M, F, or X options
- No medical documentation required—just self-attestation that the change reflects your identity and is not for fraudulent purposes

⚠️ Social Security no longer allows gender marker updates (as of Jan 2025)

⚠️ Passports and Military Records still have separate, more complex processes

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DRIVER'S LICENSE OR STATE ID - GENDER MARKER

- Complete the Michigan Secretary of State Sex Designation Form
- Form Link (PDF)
- Submit in person at SoS along with your current ID
- No medical letter needed – just an affirmation
- This also updates your voter registration

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PRINT

CLEAR

Michigan Secretary of State Sex Designation Form

Note: Only forms with original signatures are accepted. Faxed or photocopied forms will be rejected. This form only applies to the sex designation on your Michigan driver's license or state identification card. It doesn't affect any other municipal, state or federal identification. This form is not a name-change document. To have your name legally changed on your driver's license or state ID card, you must visit a Secretary of State office and present name-change documentation, such as a marriage license or court order. Visit **Michigan.gov/SOS** for more information.

A. Applicant information

(Enter the following information as it appears on your driver's license or state ID card)

Last name	First name	Middle name	Suffix

Street	Apt. #	City	State	ZIP code
			MI	

Driver's license or state ID card number	Date of birth (mm/dd/yyyy)

B. Sex designation statement

I,_____, **request that the sex designation on my driver's license or state ID card read:**

(Enter your name as shown on your driver's license or state ID card.)

Female (F) ☐ **Male (M)** ☐ **Nonbinary (X)** ☐

C. Automatic voter registration

To be eligible to register to vote, you must be a United States citizen, at least 17.5 years old (18 years old when you vote), a Michigan resident (at the time you register) and a resident of your city or township for at least 30 days (when you vote).

Note: **We will register you to vote unless you check the box below.**

☐ **Do not** use my information for voter registration.

The sex designation information on this form won't be shared. Some voter registration information, however, is public.

D. Validation

I hereby swear, under penalty of perjury, that this request to change the sex designation on my Michigan driver's license or state ID card (as selected in Section B) is to ensure that my driver's license or state ID card accurately reflects my identity and is not for fraudulent or other illegal purposes. I understand that if I have provided false information to apply to register to vote, I may be subject to federal or state criminal penalties.

Applicant signature: _____ **Date:** _____

BIRTH CERTIFICATE – GENDER MARKER (MICHIGAN-BORN INDIVIDUALS)

- Submit:
  - Application to Correct or Change a Michigan Birth Record
  - Form includes M, F, and X options
  - No medical affidavit required—just an affirmation
  - If you're a minor, a parent must sign; if over 15, both you and a parent must sign

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APPLICATION TO CORRECT OR CHANGE A MICHIGAN BIRTH RECORD

Michigan Department of Health and Human Services

For additional information:
517-335-8660
www.Michigan.gov/VitalRecords

MAIL APPLICATION AND PROPER FEE TO:
Vital Records Changes
P.O. Box 30721
Lansing MI 48909

APPLICANT (PERSON REQUESTING CHANGE OR CORRECTION) **PLEASE PRINT CLEARLY AND LEGIBLY**

Applicant's Name:

Address: (Cannot send to General Delivery) City/State: Zip:

Daytime Phone **Required**: ( ) Notifications by email? ☐ Yes ☐ No

Email Address:

To protect from identity theft, PHOTO IDENTIFICATION must be presented along with this application. (See back for details)

ELIGIBILITY (Please check which category makes you eligible to request this change or correction)

To be eligible to correct or change a birth record, you must be the person named on the record and at least 18 years old, a parent named on the record, or a court-appointed legal guardian or legally licensed representative of the person named on the record. Legal guardians must include a copy of the court guardianship documents. Legally licensed representatives must provide information on official letterhead, documenting that he/she represents the person named on the record and provide their state bar license number, along with client's identification.

☐ Person named on the record (Must be at least 18 years old or legally emancipated)
☐ Parent named on the record
☐ Legal guardian of the person named on the record
☐ Legal licensed representative of the person named on the record

TYPE OF CHANGE OR CORRECTION REQUESTED (Please indicate below which type of change or correction you are requesting)

☐ Correct birth record information for a person under the age of 1 (one)
☐ Correct birth record information for a person age 1-5 (one to five)
☐ Correct birth record information for a person over the age of 6 (six)
☐ Court-ordered legal name change (court order required)
☐ Name change for parents who have married after the birth (marriage record required)
☐ Remove a person who is not the biological parent/father (court order required)

There is a separate application if you need to add a parent/father's name to a birth record when there is no parent/father currently named on the record.

INFORMATION NEEDED TO LOCATE BIRTH RECORD TO BE CHANGED
If any birth information is unknown, please indicate unknown **STATE FILE NUMBER (If known)** _____

NAME AT BIRTH	First	Middle	Last	GENDER	DATE OF BIRTH (mm/dd/yyyy)
				☐ Male ☐ Female	

IF THE PERSON ON RECORD IS ADOPTED OR HAS HAD A LEGAL NAME CHANGE (OTHER THAN MARRIAGE) PLEASE INDICATE THAT NAME HERE ☐ Adoption ☐ Legal Name Change First Middle Last

PLACE OF BIRTH Hospital City County

PARENT/MOTHER'S NAME BEFORE FIRST MARRIED	First	Middle	Last	PARENT/FATHER'S NAME BEFORE FIRST MARRIED	First	Middle	Last

SEE BACK FOR CURRENT FEES, PHOTO ID REQUIREMENTS AND PROCESSING TIMES

CHANGES REQUESTED: ITEM IN ERROR	INFORMATION AS IT SHOULD APPEAR

SIGNATURE(S) REQUIRED TO PROCESS APPLICATION. When two parents are named on the record, both parents' signatures and current, valid photo identification are required to correct, add or change a child's name, unless a court order of legal name change is supplied.

Signature of Person Requesting Change Date

Other Signature Date

REQUIRED DOCUMENTATION

Changes or corrections to birth records that can be made by this office are limited by law and are subject to very specific supporting documentation. In general, you must include with this application, at least two (2) pieces of dated documentary evidence. To change any part of the name requires two documents dated close to the time of birth. (Exception: Only one document dated five years ago is required to correct the spelling of the first or middle name of the person named on the record). If you are requesting that the name on the record be changed due to a legal name change, only the court order is needed for documentation. If you need more information or have questions, you may call our Changes Unit direct at **517-335-8660**.

PAYMENT - The fee for correcting or changing a Michigan birth record is $50.00 and includes one copy of the record with the changes made. Additional copies of the new record are available for $16.00 each when ordered at the same time. **Payment must be by check or money order and made payable to the "State of Michigan."**

PROCESSING TIME – Normal processing time for all changes or corrections will be 5-weeks from the date all documentation, payments and copy of ID are received in the State Vital Records Office. Two-4-hour week rush processing is available for an additional fee.

Application Fee **(Non-Refundable)** Fee includes one (1) certified copy of the record	$50.00	$ 50.00
_____ Additional Certified Copies	$16.00 Each	$
Rush Fee	$25.00	$
TOTAL ENCLOSED		$

PENALTIES: Any person who willfully and knowingly makes false application to change a Michigan birth record may be fined and/or imprisoned pursuant to MCL 333.2894(1)(b) and (c).

For Accounting Use Only

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.

Note: Applications sent to the Vital Records post office box with an overnight delivery are not received in Vital Records for three (3) days.

DCH-0847-CHGBX Rev 8-2021 MCL 333.2871(1) and 333.2891(10)

PHOTO ID REQUIREMENTS FOR CHANGING OR CORRECTING A MICHIGAN BIRTH RECORD
Please Send Photocopies – Not Original Documents

Under Michigan law, birth records are restricted documents. To request a birth record, a current valid, government issued identification is required to establish eligibility (except for an unrestricted birth record that is at least 100 years old). To protect from identity theft, a copy of the applicant's government issued identification must be presented along with the application and fees.

Tier 1 Documentation that establishes identity by itself.
- ✓ U.S. or Foreign Passport
- ✓ U.S. Passport Card
- ✓ U.S. or U.S. Territories Driver's License or Identification Card
- ✓ U.S. Military Identification Card with **both** picture and signature
- ✓ Other U.S. or U.S. Territories issued document that meets the following criteria: Document must be unexpired. Document must contain a photograph and at least the following information: name, date of birth, date of expiration, signature, and address.

--OR (If you do not have a document from Tier 1)

Tier 2 Documentation must include all documentation in one of the categories below:
- ✓ Any of the documents in Tier 1 that expired within the past 5 years and any one document from Tier 3 issued within the past year.
- ✓ Employment identification with photo, accompanied with a pay stub or W-2 form issued within the past year.
- ✓ Student identification with photo, accompanied by a current report card or other proof of current school enrollment. Both documents must be for the same institution.
- ✓ Department of Corrections identification card accompanied by probation or discharge papers issued within the past year.
- ✓ If an inmate is currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration issued within the past year.

--OR (If you do not have documents from Tier 1 or 2)

Tier 3 Documentation must include at least three alternative documents of different types from the list below, one must have been issued within the past year:
- ✓ Any of the documents in Tier 1 expired more than 5 years.
- ✓ Social Security Card (must be signed)
- ✓ Marriage or Divorce certificate
- ✓ Your child's birth certificate
- ✓ IRS form W-2
- ✓ Paycheck stub
- ✓ Bank statement
- ✓ Voter registration
- ✓ Motor vehicle registration
- ✓ Health insurance card
- ✓ Utility Bill
- ✓ Doctor/hospital/dentist bill
- ✓ Religious/community organization documents, baptismal certificate
- ✓ Military DD-214 discharge paper or equivalent
- ✓ School records
- ✓ Letter/benefit statement from a government agency, like SSA or IRS
- ✓ Land or rental agreement
- ✓ Military ID with **either** a picture **or** signature.
- ✓ Other documents that establish identity to a degree equivalent to those listed above.

CHANGING YOUR GENDER MARKER MORE THAN ONCE (MICHIGAN)

- A court order is required for subsequent changes to the gender marker
- Steps:
  - File a motion on your original name change case
  - Request a "motion for hearing" form from your circuit court
  - Pay the $20 filing fee
  - Submit the motion online, by mail, or in person
- If your original case was ex parte, no new hearing is usually required—the judge may sign it and send via email
- If not ex parte, you'll need a new court hearing

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OUT-OF-STATE BIRTH CERTIFICATES & STATE-SPECIFIC ISSUES

- Each state handles gender markers differently:
  - Some states (like Michigan) allow self-attestation
  - Others require medical transition documentation
  - A few still require you to sue the state (e.g., Ohio)
- Federal rules (e.g., the Biden Admin's 2021 mandate) required all states to create a mechanism for changing gender markers—but enforcement varies.
  - We don't yet know how the January 2025 Executive Order will affect compliance in conservative states.

SPECIAL CONSIDERATIONS FOR GENDER MARKER CHANGES

- Military Records:
  - May require medical proof or DD Form 149 to correct gender on file
- Insurance:
  - Some systems use gender markers to determine procedure coverage (e.g., pap smears or prostate exams)
  - Providers can override with “administrative sex” or special codes
- Passports:
  - Can still be updated, but legal support may be needed. Details vary depending on the current federal policy climate.

PASSPORTS & GENDER MARKERS - ACT NOW

- A federal court has ordered the State Department to issue passports with self-identified gender markers again.
  - This includes M, F, and X options.
- The ACLU encourages trans, nonbinary, and gender-expansive people to apply now while the State Department is complying with the ruling.
  - Warning: The government may appeal. If a higher court blocks the ruling, the restrictive policy could return and affect pending applications.
  - More info: aclumich.org

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NEED TRAVEL ID BUT NOT A PASSPORT?

- Consider getting a Michigan Enhanced Driver's License or State ID
  - Still allows self-attestation of gender
- Can be used to travel by land or sea to:
  - Canada
  - Mexico
  - Bermuda
  - Caribbean
    - Details: michigan.gov/sos

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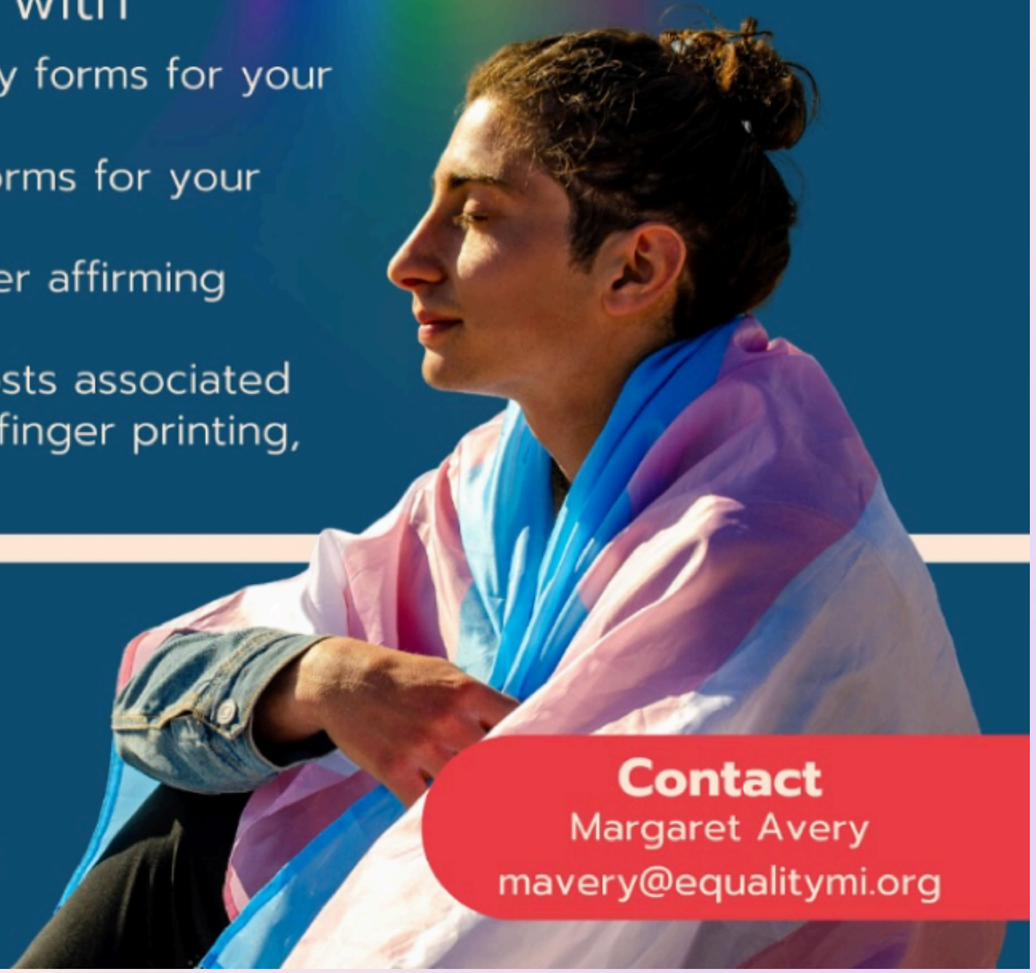
EQUALITY MICHIGAN

Name Change Support Program

Our advocates can help you with

- Finding and completing the necessary forms for your specific case
- Providing copies of the completed forms for your personal records
- Advice and support with other gender affirming documents
- Providing financial support for the costs associated with legal name changes (filing fees, finger printing, publication costs)



Eligibility Criteria

- Live in Michigan
- 18+ (Legal Adult)
  - Minors can inquire for info
- Legal residency in your county for at least one year

Contact
Margaret Avery
mavery@equalitymi.org

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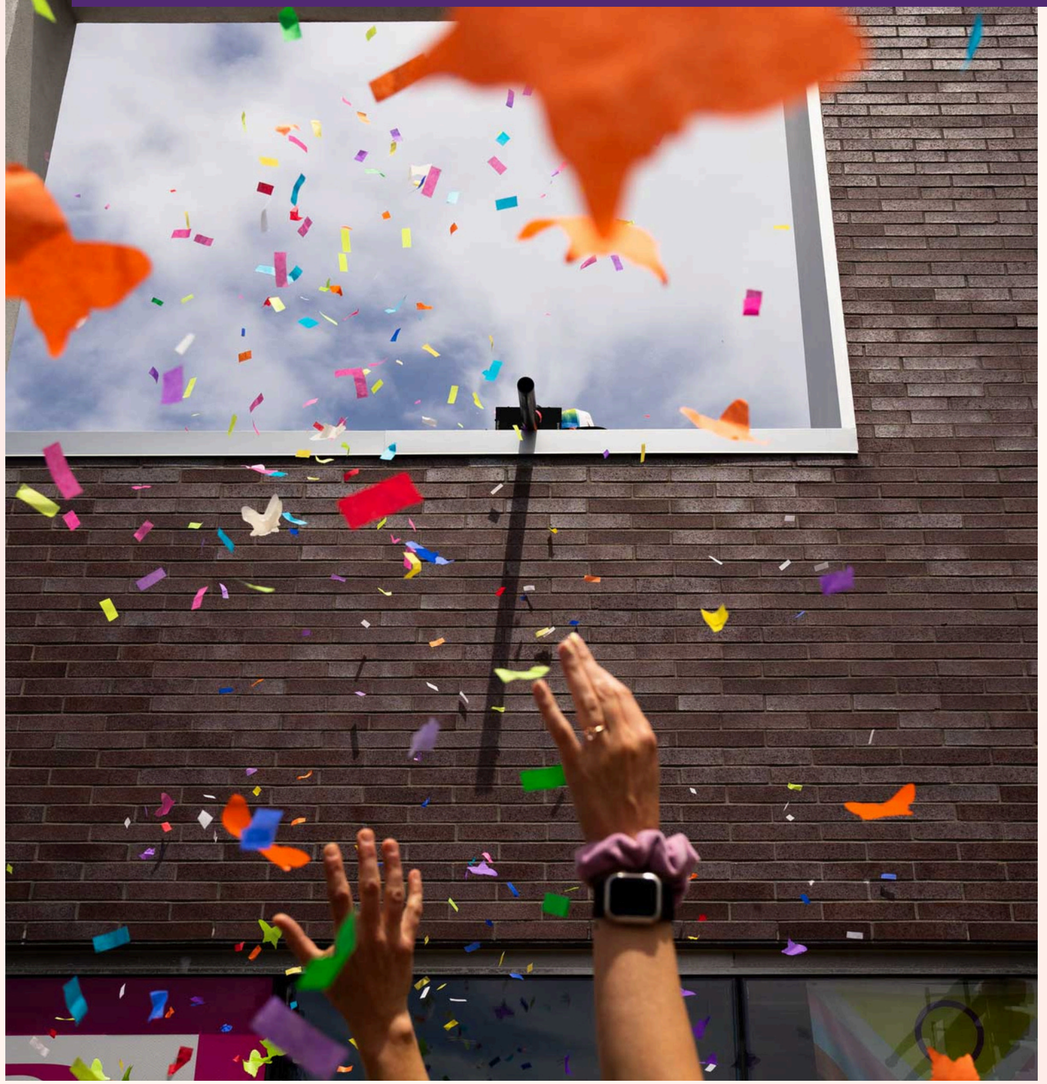
HELPFUL TOOLS



- **NEW FORMS FOR APRIL 2ND 2025:**
  - https://www.courts.michigan.gov/SCAO-forms/name-change/
- **FREE interactive tool to help completing forms:**
  - https://michiganlegalhelp.org/resources/ids-and-name-change/do-it-yourself-name-change
- **FREE Program that can help you fill out legal paperwork:** https://transpapers.lgbt/
- **Guides/Assistance for KENT COUNTY specifically:** https://grtransfoundation.org/update-program/
- **Updates on the government actions:** https://lambdalegal.org/tgnc-checklist-under-trump/
- **Equality Michigan Name Change Checklist:** https://equalitymi.org/wp-content/uploads/2025/03/Name-Change-List.pdf

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SOURCES

- Gender - Identity Network Alliance (GNA)
- Queer Legal Project
- Grand Rapids Trans Foundation
- National Center for Transgender Equality (NCTE)
- Equality Michigan
- TransLifeline.org
- ACLU, Fair Michigan, Lambda Legal and Dykema
- TransEquality.org

- Wayne, Oakland, and Ingham County Court websites
- legislature.mi.gov
- michigan.gov
- Michigan Secretary of State
- DMV.org
- travel.state.gov
- sss.gov

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THANK YOU, STAY IN TOUCH!

Mailing address

Affirmations, 290 West Nine Mile Road, Ferndale, MI 48220

Email address

care@goaffirmations.org

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