

# Remember

You have to notify people when you change your name. No one but the Court automatically knows

## Other places to remember to tell:

- Your employer
- Your bank
- Medicaid or other insurance providers, including car insurance
- Your healthcare providers
- Any social services like SNAP or WIC
- Your landlord or public housing
- Probation officer or court officials
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# Frequently Asked Questions

**Can I change my name if I've been convicted of a felony?** You cannot change your name until you finish your probation or parole. If you were convicted of a "crime of violence" you may never change your name.

**Can I change my name if I'm a minor?** If you are 17 or younger, you will need guardian permission to change your name.

**Will I get a new Social Security number?** Your social security and state I.D. numbers will not change, just the name on them will change.

**How do I change my gender on my I.D.?** You must submit a letter from a doctor stating that you have undergone "gender reassignment" surgery. However, a court has to grant your gender to be changed on your birth certificate in Louisiana.

**What if I live in another state, other than Louisiana?** The laws, process, and fees for changing your name are different for each state.



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# How To: Change Your Name in Louisiana

*With Support from:*  
The Tulane Chapter of  
Gamma Rho Lambda  
and  
The Hite Law Group, LLC

# Change Your Name In 4 Steps

## STEP 1: Get It Together

You'll need:

**Money:** It costs about \$500 in Orleans Parish to get your name changed. It costs about \$400 if you live in Jefferson Parish.

**Identification:** You have to be able to prove who you are when you go to the court.

**Paperwork:** You'll need to file specific forms with the court to ask for a legal name change.

## STEP 2: File A Petition

Now you have to ask the Judge. This is called a petition. You have to file the petition in the Parish where you live or the Parish where you were born. (Or, if you're incarcerated, the Parish where you were sentenced.) Some Courts have forms available with the Clerk of Court that you can use. Complete your petition and judgment (and make a couple of copies), then file it with the appropriate Civil Clerk of Court.

### Orleans Parish:

Civil Court Clerk, Domestic Docket  
421 Loyola Avenue, Room 402  
New Orleans, Louisiana 70112  
(504) 407-0046

### Jefferson Parish:

24<sup>th</sup> Judicial District Court Civil Division  
200 Derbigny St., Suite 2400  
Gretna, LA 70053  
(504) 364-3740

*Call before you go so you can know the exact cost and how you have to pay.*

## STEP 3: Serve The District Attorney

Once you file your petition with the Clerk you have to bring a copy to the District Attorney's office. They'll probably also want a copy of your ID and/or social security card. They use this info to do a background check and make sure they have no objections to the change.

## STEP 4: Get The DA's Answer and The Judge's Signature

The DA will likely call you when they have an answer to your petition. If you don't hear from them after a week, call to politely check the status of your petition.

Once the DA writes an answer, they'll file it with the court. If the DA has no opposition, you can get the judge to sign your judgment! Sometimes the Judge do this on their own. Sometimes you have to ask the Clerk of Court to take your file to the Judge. Sometimes you can take it yourself. You can always ask the Clerk of Court how to get your judgment to the Judge for signature.

## STEP 4: Get Certified Copies

You will get a copy of the judgment. Make sure you get a "Certified Copy" and if you can, get a few extra even if you have to pay a few extra dollars. You'll need these later to change your other documents and you should always keep one yourself for your own records.

*If for some reason the DA opposes, or the Judge denies your name change request, immediately contact BreakOUT! or The Hite Law Group.*

### **BreakOUT!**

1001 S. Broad St. #119  
New Orleans, LA 70125  
www.youthbreakout.org  
(504) 252-9025

### **The Hite Law Group, LLC**

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(504) 252-0678

## You're Not Done Yet!

### **Change Your State ID**

Changing your name on your I.D. counts as a replacement, so you will have to pay a fee of about \$13.

Take a Certified Copy of the Court Order and your old I.D. to the DMV to get a new I.D.

Make sure you go to a full service DMV, not one of the express offices!

### **Change Your Social Security Card**

<http://www.socialsecurity.gov/online/ss-5.pdf>

You can do this one by mail!

Print this form, fill it out, and mail it and a Certified Copy of the Order to:

*Social Security Office  
Suite 500  
400 Poydras St.  
New Orleans, LA 70130*

(they will mail it back to you, along with your new card)

Or go there in person. Make sure you call to get their hours before you go- they close at 3pm most days and at 12pm on Wednesdays!

1-800-772-1213

### **Change Your Birth Certificate**

If you were born in Louisiana, to amend your birth certificate mail a certified copy of the Court Order, a copy of your ID, a letter stating what you want changed, and a check or money order for \$27.50. Call the Custodian of Vital Records at (504) 593-5100 to learn more.