

Transformative Justice Law Project of Illinois



SAMPLE

Name Change and Gender
Marker Change Forms

July 2020

This first section includes SAMPLE paperwork for filing a NAME CHANGE in Illinois.

Adult Name Change Paperwork

Minor Name Change Paperwork

The basics you need to know:

- * File in the county where you reside
- * You must live in Illinois for at least 6 months before your court hearing
- * If you have a felony, there is currently a 10 year waiting period to file
- * Everything gets filed through an electronic system called Odyssey E-file:

<https://illinois.tylerhost.net/ofswb>

*Judges in Illinois don't have jurisdiction over gender change so you just use the court system to file for a name change. How to update a gender marker on various identity documents is explained later in this document

We encourage you to email us at namechange@tjlp.org if you have any questions about filing! There are 102 counties in Illinois and each do name change filings slightly differently!

WHERE TO FIND BLANK FORMS:

Cover Sheet for filing in Cook County Division 1 ONLY (cases heard at the Daley Center) *no cover sheet needed in most other counties*

http://www.cookcountyclerkofcourt.org/Forms/pdf_files/CCCO0520.pdf

Name Change Paperwork for Illinois:

http://www.illinoiscourts.gov/forms/approved/name_change/name_change.asp

Fee Waiver Paperwork:

http://www.illinoiscourts.gov/Forms/approved/procedures/fee_waiver.asp

DMV Gender Designation Form:

https://www.cyberdriveillinois.com/publications/pdf_publications/dsd_a329.pdf

Illinois Birth Certificate Correction Forms:

1) Affidavit of Correction Form: http://dph.illinois.gov/sites/default/files/forms/affidavitcertcorrection_1.pdf

2) Gender Reassignment Form: <https://dph.illinois.gov/sites/default/files/forms/gender-reassignment-2017.pdf>

National Center for Trans Equality ID Document Center (great resource for up-to-date social security, passport and other state guidance):

<https://transequality.org/documents>

STATE OF ILLINOIS, CIRCUIT COURT <u>COOK</u> COUNTY	File in the county where you live REQUEST FOR NAME CHANGE (ADULT)	For Court Use Only SAMPLE
Instructions ▼ Directly above, enter the county name where you will file this case. Enter your current name. DO NOT enter a Case Number, the Circuit Clerk will add it.	Request of: Full name as listed on birth certificate <hr/> Your current name (First, middle, last name) (include if you are a Jr, Junior, III, etc)	<hr/> Case Number

In 1, enter your complete current name.
In 2, enter the new full name you would like.

I ask the court to enter an order to change my name, and I state:

1. My current name is:

<u>Full</u>	<u>old</u>	<u>Name</u>
First	Middle	Last
2. I wish my name to be changed to:

<u>Full</u>	<u>new</u>	<u>name</u>
First	Middle	Last
3. My address is listed at the end of this Request.
4. I have lived continuously in Illinois for at least 6 months beginning:

	Date
--	------

you have to live in IL for at least 6 months to file
5. My birth date is: birthdate
Date
6. My place of birth is: Evanston Cook IL USA
City County State/Province Country
7. I have **have not** been adjudicated or convicted of a felony or misdemeanor in Illinois or any other state for which a pardon has not been granted.
8. I do **do not** have an arrest for which charges have not been filed.
9. I do **do not** have a pending felony or misdemeanor charge.
10. I have **have not** been convicted of or placed on probation for a crime which requires me to register as a sex offender in Illinois or any other state.
11. I have **have not** been convicted of or placed on probation for identity theft or aggravated identity theft in Illinois or any other state.
12. I have **have not** been convicted of or placed on probation for a felony in Illinois or any other state.

L If yes to any of these, talk to TJCP!

In 4, enter the date you started living in Illinois.
In 5, enter your date of birth
In 6, enter the city, county, state, and country where you were born.
In 7-9, check the boxes that apply to your criminal history.
In 10, 11, and 12 check whether you have or have not been convicted or put on probation for the crime listed.
If you checked "have" in 10 or 11 and have not been pardoned, the court cannot give you a name change.
If you checked "have" in 12 and have not been pardoned or have not completed your probation or sentence over 10 years ago, the court may not give you a name change.

In 13, describe what you were convicted of or placed on probation for, if you checked "have" in 10, 11, or 12.

If you run out of space, use a separate piece of paper.

Record misdemeanor info here if applicable

13. If you checked "have" in 10, 11, or 12 complete the following:

Description of Conviction	Date of Conviction or Probation	Sentence Received (include parole and supervised release)	Date Sentence Completed	Pardoned? (Yes or No)

Under the Code of Civil Procedure, 735 ILCS 5/1-109, making a statement on this form that you know to be false is perjury, a Class 3 Felony.

I certify that everything in the Request for Name Change (Adult) is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.

/s/ old name signature
Your Signature

203 N LaSalle St 2100
Street Address

old full name
Print Your Name

Chicago, IL 60601
City, State, ZIP

555-2424
Telephone

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

I am using an alternative address because disclosing my address would put me or my household at risk.

Enter your complete current address and telephone number. If disclosing your address would put you or your household at risk, you may use another address. That address must be one at which you can receive mail about the case.

GETTING COURT DOCUMENTS BY EMAIL: If you agree to receive court documents by email, check the box below and enter your email address. You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information or notice of court dates. Other parties may still send you court documents by mail.

I agree to receive court documents at this email address during my entire case.

your email
Email

NOTE

This section must be filled out by someone else, not by you.

Witness: Enter your full name.

Under the Code of Civil Procedure, 735 ILCS 5/1-109, making a statement on this form that you know to be false is a Class 3 Felony.

Witness: Sign and print your name.

Witness: Enter your complete address and telephone number.

VERIFICATION BY WITNESS

I, Ken Barbie Mattel
First Middle Last

certify that what is stated above and on the *Request for Name Change (Adult)* is true and correct to the best of my knowledge and belief. I understand that making a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.

Ken Barbie Mattel 203 N LaSalle Suite 2100
Witness Signature Street Address

Ken Barbie Mattel Chicago, IL 60601
Print or Type Name City, State, Zip

555-2424
Telephone

↗
Have another adult sign. They can be related to you.
You do not need a notary to sign below.

Other Questions?

Email us at
namechange@tjlp.org

