

**FORMS & INSTRUCTIONS FOR
CHANGE OF NAME AND SEX (OF AN ADULT)**
(ORS 33.410 TO 33.440 & UTCR 9.320)

IMPORTANT NOTES

Please read all instructions carefully. **DO NOT FILL OUT ALL THE FORMS AT ONCE. YOU WILL NEED TO COMPLETE THE FORMS AS YOU COMPLETE THE STEPS FOR THIS LEGAL ACTION.** These are legal documents that must not contain mistakes. Do not alter the documents.

You do not have to combine the legal sex change with a change of name. You may do each process separately, or only one. If you are not changing your legal name at this time, use the Sex Change Packet. If you are only changing your name at this time, contact your local court for information on forms for name change. Use this packet only if you are changing both your name and sex at the same time.

Not all states will change your birth certificate, so if you were not born in Oregon and that is your purpose for seeking a legal change of sex, you should check in advance to see whether that state will do so, and if there are any other requirements.

If the person whose name and sex are sought to be changed is under the age of 18, an order must be granted appointing a guardian ad litem for the minor. Please contact an attorney for more information.

WHAT IS A JUDGMENT OF NAME AND SEX CHANGE?

A judgment that a person's name and sex has changed is an official statement by a court of this state that the sex you were assigned at birth has been legally changed to the opposite sex, and that your name has been legally changed. It is the document you will need to change other important documents, such as your birth certificate or social security card.

WHAT ARE THE STEPS TO OBTAIN A JUDGMENT OF NAME AND SEX CHANGE?

Changing your legal name and sex is a simple court process involving four steps, and two visits to the courthouse:

- (1) File a Petition for a Name and Sex Change, along with a Declaration;
- (2) Post a public notice of the proposed change in the Courthouse for 14 days;
- (3) Appear briefly before a Judge who will sign the General Judgment; and
- (4) Post the General Judgment publically in the courthouse for the change to become official.

WHAT IS REQUIRED TO OBTAIN A LEGAL NAME AND SEX CHANGE?

To order a legal name and sex change, the Judge must find that:

- You have undergone surgical, hormonal, or other treatment appropriate for you for the purpose of gender transition, and
- Sexual reassignment has been completed.
- Your name change shall be granted by the court unless the court finds that the change is not consistent with the public interest.

WHERE DO I FILE MY PAPERWORK?

You must file the paperwork in the county courthouse in the county where you live. Most counties have a filing counter, where you will submit your forms and pay your fees.

HOW MUCH WILL IT COST TO GET THE JUDGMENT?

The court fee for filing for a sex change is \$111.00. The charge for a printed packet of the forms varies by county circuit court, or you may download and print the copies at <http://courts.oregon.gov/OJD/OSCA/JFCPD/Pages/FLP/Index.aspx>. A certified copy of the General Judgment is \$5.00, plus \$0.25 per page.

WHAT FORMS ARE IN THE PACKET?

(1) PETITION FOR NAME AND SEX CHANGE	(FORM 1)
(2) DECLARATION SUPPORTING PETITION TO CHANGE NAME AND SEX	(FORM 2)
(3) NOTICE OF NAME AND SEX CHANGE HEARING	(FORM 3)
(4) AFFIDAVIT OF POSTING NAME AND SEX CHANGE PETITION	(FORM 4)
(5) GENERAL JUDGMENT OF NAME AND SEX CHANGE	(FORM 5)
(6) NOTICE OF GENERAL JUDGMENT OF NAME AND SEX CHANGE	(FORM 6)
(7) AFFIDAVIT OF POSTING NOTICE OF NAME AND SEX CHANGE JUDGMENT	(FORM 7)

HOW DO I FILL OUT THE FORMS?

Fill out the forms using a black or blue ballpoint pen. Be sure to write clearly. Answer each question and, as with any court documents, tell the truth. Do not fill in the Judge's name or the space where the Judge will write the date. You will need to sign in front of a notary or court clerk, so do not sign or date the forms until you are told to. Bring ID that has your present sex marker and present legal name on it (a present, state-issued driver's license or identity card; present passport; present U.S. military identification card; present identity card issued by federally recognized tribe; or another present, government-issued document containing your photograph, signature, and physical description).

Specific instructions for each form are located below. Be sure to read those instructions before you begin filling out your forms. If available, a court facilitator may be able to help you with the forms. A court facilitator may not answer legal questions.

WHAT IF I NEED AN ACCOMMODATION OR AN INTERPRETER?

If you have a disability and need an accommodation, or you are unable to speak English and need a foreign language interpreter, you must tell the court as soon as possible, but at least four days before the hearing. Tell the clerk you have a disability and what type of assistance you need or prefer, or which language you speak.

HOW DO I GET STARTED? (Step 1, Forms 1 and 2)

You will first file the **Petition for a Name and Sex Change** (Form 1) and a **Declaration Supporting Petition to Change Name and Sex** (Form 2) with the court clerk. Please type or print on each document clearly. Your petition will be given a case number, which will be placed on the caption (top part of the form, right hand side). Make sure that you write the number on the caption of each form if the court clerk does not do that for you. Bring with you one form of valid photo identification. It should be present (not expired) state or federal issued photo identification with your *present* name and sex. Show it to the court clerk. The clerk will swear you in and watch you sign Form 1. If you need additional space to complete Form 2, please add extra pages.

WHAT IS THE NEXT STEP? (Step 2, Form 3)

Determine when the next court hearing for name and sex changes will occur that is more than 14 days later. Most courts have specific days of the month that they hear name and sex change requests. In some courthouses, the clerk where you file your petition will tell you that information. In others, you will need to go to a different part of the courthouse, or make a call within the courthouse, to get the information. After you have determined a court date that is more than 14 days after you have filed your petition and that is on a day you can return to court, fill out the room number, hearing date, and time of the hearing on your **Notice of Name and Sex Change Hearing** (Form 3). Once that information has been filled in on your Notice of Name and Sex Change Hearing, you must post your Notice of Name and Sex Change Hearing on the bulletin board in the courthouse reserved for these kinds of postings. This form must remain posted for at least fourteen (14) full days prior to the hearing. **DO NOT FILL OUT ANY MORE FORMS AT THIS TIME.** You may leave the courthouse. Make note of your hearing time and date.

WHAT HAPPENS NEXT? (Step 3, Forms 4 and 5)

Return to the courthouse on the day of your hearing, at least a half hour ahead of the hearing time. Be sure to bring current valid photo identification. Remove Form 3 from the bulletin board. You now must complete the **Affidavit of Posting of Name and Sex Change** (Form 4) and the **General Judgment of Name and Sex Change** (Form 5). On the General Judgment, leave the spaces for the Judge's signature and date blank. You must complete the *Certificate of Readiness* section of the General Judgment to tell the judge that the judgment is ready for judicial signature. See [UTCR 5.100](#) for more information about notice and objections. You must sign the Affidavit of Posting of Name and Sex Change in front of a notary or a court clerk or, in some counties, the Judge.

Take the completed forms (Forms 3, 4, and 5) to the court hearing. Don't be surprised if you see a room full of people waiting for the Judge. The Judge may call you up using the pronoun for your present legal sex, and may ask you personal questions concerning your request. At the hearing, the Judge will decide whether there is any legal reason not to sign the General Judgment. This is rare. After your court hearing, the judge or the judge's clerk will usually keep Forms 3, 4, and 5 and instruct you to return to the place where you filed your petition to complete the process.

AM I DONE YET? (Step 4, Forms 6 and 7)

No, but almost. After your hearing, complete the **Notice of General Judgment of Name and Sex Change** (Form 6). Post Form 6 on the same bulletin board where you posted your Notice of Name and Sex Change Hearing. Fill out the **Affidavit of Posting Notice of General Judgment** (Form 7), but do not sign it yet. You must sign this in front of the notary or clerk. Remember to bring proper photo identification with you for this purpose. The clerk will keep Form 7 and file it with the court. Your legal change of name and sex is now final!

HOW DO I GET A CERTIFIED COPY OF THE JUDGMENT?

A certified copy of your General Judgment of Name and Sex Change will be placed in the mail to you within one week of your hearing. You can use a certified copy of your General Judgment of Name and Sex Change as official proof of the changes for public agencies or as you might otherwise need.

WHAT IF I WANT EXTRA COPIES OF THE JUDGMENT?

If you want more than one copy of your General Judgment, pay the court cashier for them in advance. Each certified copy is \$5.00.

WILL I AUTOMATICALLY RECEIVE A NEW BIRTH CERTIFICATE?

No. Once your General Judgment of Name and Sex Change is final and you have posted it, you must provide a certified copy of your to The Center for Health Statistics, P.O. Box 14050, Portland, OR 97239-0050, to change your birth certificate if you were born in Oregon. Oregon Vital Statistics website info is available at: <http://public.health.oregon.gov/BirthDeathCertificates/ChangeVitalRecords/Pages/LegalAmendVR.aspx> There may be a fee for a copy of the Birth Certificate. You may also need a certified copy of your General Judgment of Name and Sex Change as official proof of the changes for other public agencies or as you might otherwise need.

If you were born in another state, you will need to contact that state to find out that state's requirements.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

In the Matter of the Change of Name and Sex
of:

Your Present Name – Last, First, Middle
Petitioner

to

Your New Name – Last, First, Middle

Case No. _____

PETITION FOR NAME AND SEX CHANGE

I, _____, do hereby declare that I am the Petitioner in this case. I am 18 years old or older. I live in _____ County.

I request a General Judgment changing my sex from
 male to female
 female to male.

I request a General Judgment changing my name from:

Your present name - Last, First, Middle

to: _____.

Your new name - Last, First, Middle

I was born in Oregon and wish to have my name and sex changed as shown above on the record of live birth (birth certificate) maintained by the State Registrar.

I request that a hearing be scheduled with the court concerning my Petition.

I have read this Petition. The statements in this Petition are true.

Petitioner's Signature (*present name*)

Address (or contact address)

City/State/Zip Telephone Number

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

In the Matter of the Change of Name and Sex
of:

Your Present Name – Last, First, Middle
Petitioner

to

Your New Name – Last, First, Middle

Case No. _____

**DECLARATION SUPPORTING PETITION
TO CHANGE NAME AND SEX**

I am the Petitioner (applicant) in this case. All of the following statements are true:

1. I have have not been convicted of a crime. I have been convicted of:
Name of County State Year Convicted Convicted of:

2. I am am not required to register as a sex offender.

3. I do not have a domestic violence, restraining order, stalking order, or no-contact order in effect
against me in Oregon or in any other state or tribe except for:
Name of County State Date Issued Type of Case:

4. I do do not have a obligation to pay child support or to pay off child support
arrearages.

5. I have have not used other names. My former or other names are:

6. I have have not undergone surgical, hormonal, or other treatment appropriate for me for the
purpose of gender transition.

7. I do do not declare that my sexual reassignment is complete.

Certificate of Document Preparation. *Check all that apply:*

- I chose this form for myself and completed it without paid help.
- A legal help organization helped me choose or complete this form, but I did not pay money to anyone.
- I paid (or will pay) _____ for help choosing, completing, or reviewing this form.

I further declare that all the above statements are true to the best of my knowledge and belief. I understand they are made for use as evidence in court and I am subject to penalty for perjury

Date

Signature

Name (printed)

Contact Address

City, State, ZIP

Contact Phone

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

In the Matter of the Change of Name and Sex
of:

Your Present Name – Last, First, Middle
Petitioner

to

Your New Name – Last, First, Middle

Case No. _____

**NOTICE OF NAME AND SEX CHANGE
HEARING**

Based upon the Petition filed in this case, the Court will consider the name and sex change request of the Petitioner on the _____ day of _____, 20 _____, at _____ a.m. in Room _____ of the of the _____ County Courthouse, located at _____ Oregon.

This written notice of the time, place, and purpose of this hearing is being posted in a public place located in _____ County, Oregon, for at least fourteen (14) days prior to the hearing, beginning on _____ (*today's date*), and ending on _____ (*date of hearing*).

This posting shall be filed as proof of public notice before the hearing.

Dated this _____ day of _____, 20 ____.

Signature of Petitioner (present name)

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

In the Matter of the Change of Name and Sex
of:

Your Present Name – Last, First, Middle
Petitioner

to

Your New Name – Last, First, Middle

Case No. _____

**AFFIDAVIT OF POSTING NOTICE OF NAME
AND
SEX CHANGE HEARING**

State of Oregon)
County of _____) ss.

I, _____ being first duly sworn, do hereby declare:
Your Present Name

I posted the Notice of Name and Sex Change Hearing (Form 3) on the _____ County
Courthouse Bulletin Board, where it remained posted for the number of days required by law,
beginning on _____, 20____, and ending on _____, 20__.
Date Notice Posted *Today's Date*

The Notice of Name and Sex Change Hearing (Form 3) provided written notice of my petition
to change my name and sex. It included the date, time, location, and purpose of the hearing. The
Bulletin Board where the notice was posted is located in the _____ County Courthouse, in
Room _____, at the following address: _____, Oregon.

Petitioner's Signature (Present Name)

Subscribed and sworn to before me this _____ day of _____, 20 ____ .

Court Clerk/Notary Public for Oregon
My commission expires: _____

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

In the Matter of the Change of Name and Sex
of:

Your Present Name – Last, First, Middle
Petitioner

to

Your New Name – Last, First, Middle

Case No. _____

**GENERAL JUDGMENT OF NAME AND SEX
CHANGE**

Based on the Petition, and the court finding that proper notice to interested parties has been given; that the above-named person has undergone surgical, hormonal, or other treatment appropriate for this person for the purpose of gender transition; that sexual reassignment has been completed; and that no person has shown cause why the requested General Judgment of Name and Sex Change should not be granted,

IT IS HEREBY ORDERED AND ADJUDGED:

The name of _____ is hereby changed to _____ . It is also ordered that the sex of the Petitioner is changed from male to female female to male. Notice of these legal changes shall be posted in the _____ County Courthouse, as required by law.

This person was born in Oregon. The name and sex on the record of live birth maintained by the State Registrar for the Center for Health Statistics must be changed.

DATED this ____ day of _____, 20 ____.

Circuit Court Judge

Certificate of Readiness

This proposed judgment is ready for judicial signature because this judgment is being submitted in open court with all parties present.

Name

Address (or contact address)

City, State, Zip

Telephone

Number of Certified Copies of the General Judgment requested: _____

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

In the Matter of the Change of Name and Sex
of:

Your Present Name – Last, First, Middle

Petitioner

to

Your New Name – Last, First, Middle

Case No. _____

**NOTICE OF GENERAL JUDGMENT
OF NAME AND
SEX CHANGE**

TO ALL INTERESTED PERSONS:

This notice is posted to advise all persons that a General Judgment of Name and Sex Change was signed by a Judge of the State of Oregon in this case on the date below. This General Judgment changed the Petitioner's name and sex.

Date of posting: _____, 20 _____.

Signature of Petitioner (Former Name)

Type or print your former name

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

In the Matter of the Change of Name and Sex
of:

Your Present Name – Last, First, Middle
Petitioner

to

Your New Name – Last, First, Middle

Case No. _____

**AFFIDAVIT OF POSTING NOTICE
OF NAME AND
SEX CHANGE JUDGMENT**

STATE OF OREGON)
County of _____) ss.

I, _____ being first duly sworn, do hereby declare:
Your New Name

On _____ (*date*), I posted written notice of the signing of the General
Judgment of Name and Sex Change in this case. I posted this notice on the _____ County
Courthouse Bulletin Board, located in Room _____ of the courthouse, at the following address:
_____, Oregon.

Signature of Petitioner (New Name)

Subscribed and sworn to before me this _____ day of _____, 20 _____.

Court Clerk/Notary Public for Oregon
My commission expires: _____