Name and Gender Marker Steps

1. Fill out the Petition and Order and amend the sections appropriately. (Last page of the Petition is not needed, it’s just a checklist)
2. Go to a facility that can prepare a fingerprint card. The document will have all your fingers done.
3. Go to a Notary and get your Petition notarized. The Petition document must be signed by you in front of the notary.
4. Have the doctor that is treating you for your transition type of the sample document. Have them print out two copies of the letter and the doctor physically sign each copy.
5. If applicable fill out the State Payment document to get your court fees waived.
6. Make at least two copies of everything completed.
   1. Order x 4
   2. Petition x 2
   3. Fingerprint Card x 2
   4. Doctors letter x 2
   5. State Payment x 2
7. Keep one of the original doctor letters and set it to the side. (needed for passport)
8. Organize the originals as listed on the last page of the petition.
9. Organize your copies in the same way.
10. You are ready to go to the courthouse. Be sure to dress appropriately.
    1. NO SHORTS, CUTOFFS, TANK TOPS, MUSCLE SHIRTS, CLOTHING THAT IS TOO REVEALING etc.
    2. Try and dress at least business casual for your listed identity.
11. File your petition and everything listed in the petition document checklist. (ORIGINALS)
    1. They will have you fill out another form when you submit your petition.
12. When everything is filed they will give you a CAUSE NO and JUDICIAL DISTRICT. Write this information on your copies. Make sure they are on all your ORDERS as well. Make sure the date information is on your orders as well.
    1. On        the Court heard the *Petition to Change the Gender and Sex Identifier and Name of an Adult*.
13. They will tell you what floor to go to for the court hearing. Proceed to the floor and find the clerks for the JUDICIAL DISTRICT you were assigned. Let them know that you just submitted your petition for Name and Gender Marker change. They’ll let you know the next steps. You should be seeing the judge that day. If for some reason, you are unable to see the judge the day that you file your petition, you will need to update the date information on your four ORDERS.
14. The Judge may talk with you and or ask you a few questions pertaining to your transition. Just answer truthfully.
15. If the Judge signs everything then you take those signed documents and submit them back to where you filed your petition.
16. Request at least four official copies of the signed court order. Make sure you keep one of those copies safe and secure.