



## ACCESS Center Name and Gender Change A-Z

### NAME AND GENDER CHANGE FOR MINORS

**Q: Why would I need file a Name and Gender Change at the same time for my child?**

**A:** Please review the information regarding gender change to determine whether it is necessary to file a name and gender change together for your child. If you do not need to file a gender change for your child, and just need to change your child's name to conform to gender identity, please visit <https://www.sfsuperiorcourt.org/self-help> for more information on minor's name change to conform to gender identity.

**Q: What forms do I need to file a name and gender change for my child?**

**A:** The forms you will need depends on whether both parents are petitioning together or whether only one parent is petitioning.

**Q: The other parent and I both agree to change our child's name and gender. What forms do we need?**

**A:** You will need the following forms available at <https://www.courts.ca.gov/41224.htm>:

- CM-010, Civil Case Cover Sheet
- NC-500, Petition for Recognition of Minor's Change of Gender and Issuance of New Birth Certificate and Change of Name
- NC-110, Attachment to Petition for Change of Name (attached to NC-500)
- NC-125/NC-225, Order to Show Cause for Change of Name to Conform to Gender Identity
- NC-230, Decree Changing Name and Order Recognizing Change of Gender and for Issuance of New Birth Certificate

**Q: I am the only parent filing for my child's name and gender change. What forms will I need?**

**A:** You will need the following forms available at <https://www.courts.ca.gov/41224.htm>:

- CM-010, Civil Case Cover Sheet
- NC-500, Petition for Recognition of Minor's Change of Gender and Issuance of New Birth Certificate and Change of Name
- NC-110, Attachment to Petition for Change of Name (attached to NC-500)
- NC-520, Order to Show Cause for Recognition of Minor's Change of Gender and Issuance of New Birth Certificate
- NC-230, Decree Changing Name and Order Recognizing Change of Gender and for Issuance of New Birth Certificate

**Q: How do I complete the forms to change my child's name and gender?**

**A:** Please review form NC-500-INFO available at <https://www.courts.ca.gov/documents/nc500info.pdf> for detailed instructions.

**Q: Will I need to publish in a newspaper if I am changing my child's name to conform to gender identity and requesting the court for recognition of change of gender for my child?**

**A:** No, you will not need to publish in a newspaper if you are changing your child's name to conform to your child's gender identity and requesting the court for recognition of change of gender for your child.

**Q: If both parents are petitioning together, what do we do after we complete the forms?**

**A:** Make one photocopy of forms NC-500, NC-110, and NC-125/NC-225. Put the photocopies behind each original form. Attach form NC-110 to form NC-500. No need to make copies of CM-010 or NC-230. Double-hole punch the top of all the original forms. Bring all your papers to the Civic Center Courthouse located at 400 McAllister Street, San Francisco, CA 94102. File your papers in Room 103 at the "New Filings" window. The clerk will schedule a court date for at least eight weeks later.

**Q: Only one parent is petitioning for a child's name and gender change. What do I do after the forms are complete?**

**A:** Make two photocopies of forms NC-500, NC-110, and NC-520. Put the photocopies behind each original form. Attach form NC-110 to form NC-500. No need to make copies of CM-010 or NC-230. Double-hole punch the top of all the original forms. Bring all your papers to the Civic Center Courthouse located at 400 McAllister Street, San Francisco, CA 94102. File your papers in Room 103 at the "New Filings" window. The clerk will schedule a court date for at least eight weeks later.

**Q: How much does it cost to file for my child's name and gender change?**

**A:** Please visit the court's webpage for current filing fees:

<https://www.sfsuperiorcourt.org/forms-filing/fees>

If you are low income or receive certain government benefits, you may be eligible for a fee waiver. For more information on fee waivers, visit

<https://www.sfsuperiorcourt.org/self-help>.

**Q: If only one parent signed the petition, what do I need to do after I file?**

**A:** If only one parent signed the petition, you will need to serve the other parent with NC-520, Order to Show Cause for Recognition of Minor's Change of Gender and Issuance of New Birth Certificate and Change of Name at least 30 days before your court date. You will need to have someone else 18 years or older personally serve the other parent with form NC-520. Your server will need to complete form POS-020, Proof of Personal Service, available at <https://www.courts.ca.gov/documents/pos020.pdf> to show the other parent was served. If the other parent lives outside of California, service may be completed by certified mail. File the proof of service before your court date.

**Q: What can I expect at the court date?**

**A:** The court date and location are listed on form NC-125/NC-225 or form NC-520. If there are no issues or objections, the judge will approve your request. The clerk will give you the NC-230, Decree Changing Name and Order Recognizing Change of Gender and for Issuance of New Birth Certificate signed by the judge approving the name and gender change.

**Q. If my petition is granted, will my child's name and gender be automatically updated with the government?**

**A:** No. It is your responsibility to contact each government agency and follow their procedures to obtain new legal documents in your child's new name and gender. Most government agencies will require you to provide a certified copy of the decree. You can request a certified copy of the Decree Changing Name and Order Recognizing Change of Gender and for Issuance of New Birth Certificate (NC-230) from the records department at the courthouse located at 400 McAllister Street, Room 103, San Francisco, CA 94102. Please visit

<https://www.sfsuperiorcourt.org/sites/default/files/pdfs/Statewide%20Fee%20Schedule%20rev%201-6-20.pdf?1588971058419> for information on fees for certified copies.

This fee is waived if you have a fee waiver granted.