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Steps to Changing Your Name

People legally change their names for a variety of reasons. Once the new name is recorded, there are multiple accounts, identification cards/government documents, and financial accounts that need to be changed. This process should begin soon after any name change. Here's how:

If the name change is related to a marriage, order official marriage certificates:

- These can be obtained at the County Register of Deeds.
- Order multiple copies (about 4 – 5). Some places will require a certified copy and don't always return it or take a while to send it back.
- NOTE: A marriage certificate is not the same as a marriage license. The certificate is a record-keeping document, proving the marriage has been completed and registered.

Apply for new Social Security Card:

- Use the original legal order (not a photocopy), whether that is a marriage certificate or a court order.
- The Social Security number will remain the same; a new card will be issued with the new name on it.

Apply for a new driver's license (or state identification card):

- Use new Social Security card to do so.
- See list of Driver Licensing Locations to find an office.
- Call ahead to ensure proper documentation is in hand. Many people get turned away because of a lack of required documents when they arrive.

Update Passport:

- If the passport is less than a year old updating the name is free. Otherwise, there is a processing fee.
- Fill out one of the three different forms, depending on when your original passport was issued. Visit the Department of State site here for details, online forms and PDF versions.

Update vehicle title and registration information:

- Some Department of Motor Vehicles cover driver's licenses and vehicle title/registration, but most states have separate departments.
- Call ahead to ensure proper documentation is in hand. Many people get turned away because of a lack of required documents when they arrive.
- Typically takes a few weeks to arrive in the mail.
- If currently leasing or financing a vehicle, contact lienholder and inform them of the name change. They will provide the steps to update title.

Update voter registration information:

- Use new Social Security card to do so at the local County Auditor's Office.
- This can also be done by downloading and mailing in the form on the South Dakota Secretary of State's Register to Vote page.

Update name with United State Postal Service (USPS):

- It's not required to tell the USPS about a name change but make sure to update the name and address if you are also moving. Visit moversguide.usps.com.

Update bank accounts and creditors:

- Use the newly obtained IDs. The bank will explain their process for getting new debit cards and checks.
- Creditors include auto loan lender, mortgage lender, credit card companies, and student loan lender

Request new credit/debit cards:

- Start by calling the number on the back of the card, and the company will provide their protocol for issuing a new card.
- Most will want a photocopy of a photo ID (Driver's License or passport) and a photocopy of the court order or marriage certificate.

Update payroll information:

- Give HR department necessary paperwork to get your name changed.
- Check if the tax bracket has changed. If it has, review withholding amount to see if it should be adjusted.

Update Life insurance and retirement accounts:

- Contact the companies to find out their protocols for changing your name on all policies and accounts.

Other things to update:

- Your employer
- Medical providers
- Attorney – for any legal documents, such as a trust or a will.

For more information, call or search the Helpline Center Resource Database:

- www.helplinecenter.org/2-1-1
  - Enter your Zip Code
  - Select Government category

Sources:

- South Dakota Secretary of State: https://sdsos.gov/elections-voting/voting/register-to-vote/default.aspx
- South Dakota Department of Health: https://doh.sd.gov/licensing-and-records/vital-records/marriage-requirements/
- Social Security Administration: https://faq.ssa.gov/en-us/Topic/article/KA-01981
- U.S. Department of State: https://travel.state.gov/content/travel/en/passports/how-apply/forms.html
- United States Postal Service: https://moversguide.usps.com/mgo/disclaimer?referral=UMOVE

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