

How to Change Your Name and/or Gender Marker in WASHINGTON COUNTY

To change your name and/or gender marker on a government document (like your Social Security card or a passport) you need to get a court order by filing a **Name-Sex Change Petition** with a county court.

TIP: You don't need a court order if you want to change ONLY your gender marker on an Oregon driver's license (you can go straight to the DMV), but if you'll also be changing your name and/or gender marker on other government documents, it's cheaper to do it all by getting a court order.

STEP ONE: Can You File Your Petition in Washington County?

Whether you can file your Name-Sex Change Petition in Washington County depends on (1) where you live and (2) if you want to change *only* your gender marker, or if you want to change both your name *and* your gender marker.

- If you want to change *only* your gender marker, you can file your petition in Washington County even if you live in a different county.
- If you want to change both your name *and* your gender marker, you can file your petition in Washington County only if you live in Washington County.

STEP TWO: Obtain Forms Online or at the Courthouse

You must use Washington County's specific forms (you cannot use the general state forms on the state courts website.)

- You may pick up the forms at the Washington County Courthouse in the Probate Department, just inside the 1st Ave. entrance (general courthouse information is on page 4).
- You may download instructions and forms here:

For Adults and Emancipated Minors:

https://www.courts.oregon.gov/courts/washington/programs-services/Documents/IdentityChange_ForAdults%20Oct%201%202019%20Fee%20Increase.pdf

Minors (under age 18):

https://www.courts.oregon.gov/courts/washington/programs-services/Documents/IdentityChange_forMinors%20Oct%201%202019%20Fee%20Increase.pdf

- The **filing fee** was \$124.00 in February 2020 – the forms will reflect any increase. If you can't afford the filing fee you can apply for a fee waiver, which generally is for people who earn less than \$12,490 a year. This is explained in the Washington County packet of forms.
- You can apply to change both your name and your gender marker at the same time; just be sure to follow the instructions on the forms.

**STEP THREE: Bring your completed forms to the Courthouse
between 8:30 - 9:00 am**

You must bring your completed forms to the Probate Department, which is part of the Clerk's office located just inside the 1st Avenue entrance of the courthouse, between 8:30 – 9:00 am on any day the courthouse is open.

Also bring with you:

- Valid government-issued ID.
- Your filing fee (\$124 currently) unless you are applying for a fee waiver.
- \$5.25 for each **certified** copy of the General Judgment you are requesting. (Your proof that the judge granted your petition is a document called a **General Judgment**. You may need a **certified** copy of the General Judgment – which is a copy of the General Judgment that has a special stamp from the court clerk on it - to change certain government documents.

Questions about how to find the right form?

Call the Probate Dept. at 503-846-8888 (press 3, then 3, then 5). The clerks can give you basic information about the forms and the process.

Questions about how to fill out the forms?

Call the Victim Rights Law Center at 503-274-5477 x 6.

STEP FOUR: What Happens After You File Your Petition?

- **Adults and emancipated minors:** Within a few weeks after you file your Name-Sex Change Petition, you will receive a copy of the General Judgment in the mail, along with any certified copies you have ordered.
- **Minors:** Within a few weeks after you file your Name-Sex Change Petition, you will receive either a copy of the General Judgment in the mail, along with any certified copies you have ordered, or a letter telling you what else

you need to do like attend a **hearing**, which is a time for you to come back to the courthouse to speak with a judge.

If A Hearing Is Scheduled

- Generally, a hearing will only be scheduled if there is a question about what's on the forms, or if you're a minor and one of your parents objects to your request.
- Call the court as soon as possible if you need to change the hearing date or time.
- A few days before the hearing date, fill out this form **if you need an interpreter**:
https://forms.nintex.com/FormHost.aspx?id=UzyoY3cjyuIWT4Vo75dMSoFPeotBiAvmIxDW28fJ1zA96ESqHDEInxO5uuluSSJT0mjgBvJhbTw6_DmRrP6Oos7Cnn2IDI2pxO8JBusYExnfXfwOXUu3peIU4jKKv6I&TZOffset=480&TZStdOffset=-480&HasDST=true
- Plan to arrive for the hearing about 10 minutes before the start time.
- The hearing should take about 15 minutes.
- The hearing may be in a courtroom with other people and other types of cases.

Courthouse Information – Washington County

- **Address:** 145 NE 2nd Avenue, Hillsboro OR 97124
- **Hours:** 8:00am-12:00pm and 1:00pm-5:00pm Monday-Friday, except major holidays
- The **main entrance for the clerk's office** is on NE 1st Ave.; another entrance is on NE 2nd Ave. The **accessible entrance** is on NE 1st Ave.
- There is **security screening** at each entrance. You will be asked to remove shoes, belts, and everything from your pockets. No weapons are allowed. You are advised not to bring liquids inside. If you bring in liquid, you will be asked to take a sip of it in front of security.
- If you need **accommodations for a disability**, call 503-846-8767 at least 4 days before going to the courthouse.



Parking and Public Transportation

- There is free and accessible parking on the street and in the lot between Jackson and Lincoln Streets, kitty corner from the courthouse, off 1st Avenue.
- The Blue MAX line stops along Washington St. nearby. Two buses (46, 57) also stop near the courthouse.



Bathrooms: There are men's, women's, and single occupancy restrooms on the main floor.

Remember, We Are Here to Help You

If you need legal advice, please contact the

Victim Rights Law Center:

503-274-5477 x 6