United States

Information about updating your U.S. federal government documents

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Social Security

Updating your U.S. Social Security records

Social Security

SS-5

> Trump has issued an executive order stopping gender self-identification on all federal documents including Social Security. It likely will not be possible to change your social security gender marker in the near future, but you can still change your name. This page will be updated as soon as new information is available.

The SS-5 form is used to apply for a new social security card. You will need to submit this form in-person to a social security office in order to update your social security records.

You need to update your SSA records in order to update other government documents such as your driver's license, and to avoid problems with banks and other institutions that require your social security number. After submitting this form, an updated social security card will be sent to your mailing address free of charge within 7 to 14 days.

- In item 1
  - Next to **Name to be shown on card**, write your new legal name (the one you're changing to)
  - Next to **Full name at birth**, write your name at birth, from before any name changes.
  - Next to **Other names used**, write any names you've used other than your new name and your name at birth. If those are the only names you've used, you can leave this blank.
- In item 2, write your current social security number. This will be on your social security card as well as your tax returns or any tax returns listing you as a dependent.
- In item 3, write the city and state where you were born. This should be on your birth certificate if you don't know it.
- In item 4, write your date of birth.
- In item 5, indicate your citizenship/permission-to-work status
- Items 6 and 7 are optional demographic questions.
- In item 8, select your gender as assigned at birth. Unfortunately, this can no longer be changed as of the issuance of Trump's executive order on January 20, 2025.
- In item 9, put your mother's birth name in field A. This should be on your birth certificate if you don't know it.
  - You do not need to provide your mother's social security number in field B if you're over 18.
- In item 10, put your father's name. This should be on your birth certificate if you don't know it.

    - You do not need to provide your father's social security number in field B if you're over 18.
- In item 11, indicate whether you've ever received a social security card before. If you're not sure, check "Don't Know"
- In item 12, write your name before the change.
- In item 13, write any previous date of birth. This is only required if you're changing your date of birth.
- In item 14, write the date when you're filling out the form.
- In item 15, write a phone number that you are reachable at.
- In item 16, write the address at which you'd like to receive your new social security card. This doesn't have to be your permanent address.
- Sign in item 17.
- In item 18, check **Self**.

Example

Here's what your form should look like once it's finished (Everything I added is in red for emphasis. Use black when you're filling your form out):

Application for a Social Security Card

1	**NAME** TO BE SHOWN ON CARD	First: Jane	Full Middle Name: Jamie	Last: Doe
	FULL NAME AT BIRTH IF OTHER THAN ABOVE	First: John	Full Middle Name: James	Last: Doe
	OTHER NAMES USED			

2 Social Security number previously assigned to the person listed in item 1: 0 0 0 — 0 0 — 0 0 0 0

3 **PLACE OF BIRTH** (Do Not Abbreviate): City: Los Angeles; State or Foreign Country: California; Office Use Only: FCI

4 **DATE OF BIRTH**: 01/01/1970 (MM/DD/YYYY)

5 **CITIZENSHIP** (Check One): [X] U.S. Citizen [ ] Legal Alien Allowed To Work [ ] Legal Alien **Not** Allowed To Work (See Instructions On Page 3) [ ] Other (See Instructions On Page 3)

6 **ETHNICITY** Are You Hispanic or Latino? (Your Response is Voluntary) [ ] Yes [ ] No

7 **RACE** Select One or More (Your Response is Voluntary) [ ] Native Hawaiian [ ] American Indian [ ] Other Pacific Islander [ ] Alaska Native [ ] Black/African American [ ] White [ ] Asian

8 **SEX** [ ] Male [X] Female

9 **A. PARENT/ MOTHER'S NAME AT HER BIRTH**: First: Jessica; Full Middle Name: ; Last: Dorothy

B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (See instructions for 9B on Page 3) [ ] Unknown

10 **A. PARENT/ FATHER'S NAME**: First: Jared; Full Middle Name: ; Last: Doe

B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3) [ ] Unknown

11 Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? [X] Yes (If "yes" answer questions 12-13) [ ] No [ ] Don't Know (If "don't know," skip to question 14.)

12 Name shown on the most recent Social Security card issued for the person listed in item 1: First: John; Full Middle Name: James; Last: Doe

13 Enter any different date of birth if used on an earlier application for a card: ____ (MM/DD/YYYY)

14 **TODAY'S DATE**: 01/01/2024 (MM/DD/YYYY)

15 **DAYTIME PHONE NUMBER**: 123 (Area Code) 4567890 (Number)

16 **MAILING ADDRESS** (Do Not Abbreviate): Street Address, Apt. No., PO Box, Rural Route No.: 1000 Example Street; City: Los Angeles; State/Foreign Country: California; ZIP Code: 90000

17 **I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.**

YOUR SIGNATURE: Jane Jamie Doe

18 **YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:** [X] Self [ ] Natural Or Adoptive Parent [ ] Legal Guardian [ ] Other Specify

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)

NPN			DOC	NTI	CAN			ITV
PBC	EVI	EVA	EVC	PRA	NWR	DNR	UNIT	

EVIDENCE SUBMITTED

SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW — DATE

DCL — DATE

EXAMPLE

Visiting the Social Security Administration

Once you fill out form SS-5, you will need to bring it to a social security office so that they can process the change.

What to bring

- Your filled-out and signed form SS-5
- A copy of your certified court order (this will be returned to you once they make a copy of it)
- One form of identification, such as an unexpired driver's license, state ID card, or U.S. passport.
- If you've never received a social security number before, one proof of U.S. citizenship, such as a U.S. birth certificate or U.S. passport.

What not to bring

You can get the current list of prohibited items here. These include:

- Firearms and projectile weapons
- Sharp tools or implements
- Club-like items and striking devices
- Explosives or combustible chemical compounds and mixtures
- Disabling or dangerous chemicals
- Drugs (including cannabis, even with prescription)

Security Screening

When you enter a Social Security office, you'll have to undergo security screening. A guard will ask why you're there, and then explain the screening procedure. They'll ask you to put all your

possessions into a container and inform them of any metal inside your body, such as pacemakers, joint replacements, etc. Then, a metal detector wand will be used to make sure you don't have any metallic objects on you. If the wand indicates, further screening will be performed in the form of a pat-down.

Check-in

Once you're through security screening, you can check in at a kiosk, which will ask you some questions about why you're there, what your social security number is if you have one, and whether you made an appointment. Once you've checked in, the kiosk will print a ticket with a number at the top.

There's a screen in the room that displays the ticket numbers currently being served. Once your number is called, it will flash in red at the top of the screen along with the window number you should go to. If you don't show up when your number is called, they will announce it again over a speaker.

When you go to the window, the officer will ask you for your ticket and ID immediately, so have those ready.

Passport

Updating your U.S. passport

DS-11/82/5504

> Trump has issued an executive order stopping gender self-identification on all federal documents including passports. It likely will not be possible to change the gender marker on your passport in the near future, but you can still change your name. This page will be updated as soon as new information is available.

There are three different forms for applying for a passport in the US. The form you need to use depends on your circumstances. The three forms in question are the DS-11, DS-82, and DS-5504. The process is mostly the same for all of them, except if you're using the DS-11, you must submit it in-person at an acceptance facility, and you can't sign it until you're in the presence of acceptance facility personnel.

Which form do I need?

DS-5504

You can use the DS-5504 and apply by mail if **ANY** of the following are true:

- Your passport was issued less than a year ago and you legally changed your name less than a year after it was issued (you must be able to submit a certified copy of your name change court order).
- Your passport had incorrect information
- Your current passport is a "limited-validity" passport, meaning it expires two years after it was issued instead of the usual ten year window, and the reason for the limitation is anything other than multiple losses or serious damage to your previous passports.

DS-82

You can use the DS-82 and apply by mail if **ALL** of the following are true:

- You can submit your previous passport book and/or card with your application.
- You were at least 16 years old when your previous passport was issued.
- Your previous passport was issued less than 15 years ago.

- Your previous passport has not been mutilated, damaged, or reported lost or stolen.
- Your passport is not limited to less than ten years of validity
- You can submit a certified copy of your name change court order or are not changing your name.

DS-11

You can use the DS-11 if any of the above conditions disqualify you from using the other forms or if you'd prefer to apply in person.

Online renewal

The Department of State allows online renewals if you're 25 years of age or older. However, as of the time I'm writing this article, you're not eligible for online renewal if you're changing the name and/or gender marker on your passport, so you must renew in-person or by mail.

Filling out your forms

The easiest way to fill out your passport forms is by using the Department of State's online form filler. Once there, agree to the terms and then click "Submit" under "Fill Out Online and Print". The form filler will try to automatically determine which form you need based on the information you provide. However, it's always important to check and make sure that it chose the right form because it didn't choose the right form for me when I used it.

If the form filler did not choose the right form or you have any other issues using it, you will need to fill your form out manually using a PDF editor or by hand with black ink only. If you make a mistake, you must fill out a new form instead of trying to correct your mistake.

Here are links to PDFs of each form. Instructions for filling out each field are in the first few pages of the PDFs:

- DS-11
- DS-82
- DS-5504

If you're changing your name, use your new name wherever it asks for your name. If you're using the DS-82 or DS-5504, make sure to specify that your name was changed by court order and specify where and when your name change occurred.

If you're changing your gender, select the gender you want to change to when it asks, and then select "Yes" for "Changing gender marker?". The gender marker you use in your application does not need to match your court order or any other documents.

Passport photos

The Department of State has fairly strict requirements for passport photos. You can read all of the requirements on their Passport Photos page. You can take a photo at home and print it yourself on matte or glossy photo paper, but it will be rejected if it doesn't follow the requirements exactly.

If you don't want to take the photo yourself, many places will take your passport photos for you, including drug stores such as CVS, Walgreens, and Rite-Aid. However, these photos are not guaranteed to be accepted and often aren't. I recommend taking your passport photos at a place that specializes in passport photos with good reviews, or at an acceptance facility. Passport photos usually cost around $15 to $20.

You will need to staple your passport photo to your application. Be careful not to damage the photo when you're stapling and try to staple as close to the edge of the photo as possible. If you don't want to do this yourself, you can ask whoever takes your photos to do it for you.

Example

The form shown in this example is the DS-82 form, generated by the online form filler. It assumes that you're changing your name and gender marker. Here's what your form should look like once it's finished (Everything I added is in red for emphasis. Use black when you're filling your form out):

U.S. Department of State

U.S. PASSPORT RENEWAL APPLICATION FOR ELIGIBLE INDIVIDUALS

Use black ink only. If you make an error, complete a new form. Do not correct.

OMB Control No. 1405-0020
Expiration Date: 04/30/2025
Estimated Burden: 40 Minutes

Select document(s) for which you are applying:

[X] U.S. Passport Book [ ] U.S. Passport Card [ ] Both

The U.S. passport card is **not** valid for international air travel. (See instruction page 3)

[X] Regular Book (Standard) [ ] Large Book (Non-Standard)

The large book is for frequent international travelers who need more visa pages.

[ ] D [ ] O [ ] S [ ] NFR

End. # _____ Exp. _____

1. Name Last *(Your name must match previous passport or name change document)*

DOE

First: JANE

Middle: JAMIE

2. Date of Birth *(mm/dd/yyyy)*: 01 01 1970

3. Gender (Read Instruction Page 2) M [ ] F [X] X [ ] Changing gender marker? Yes [X]

4. Place of Birth *(City & State if in the U.S., or City & Country as it is presently known)*: LOS ANGELES, CA

5. Social Security Number: 000 00 0000

6. Email *(See application status at passportstatus.state.gov)*: USER@EXAMPLE.COM

7. Primary Contact Phone Number: 123-456-7890

8. Mailing Address Line 1: *(Street/RFD#, P.O. Box or URB)*

2345 EXAMPLE STREET

Address Line 2: *(Include Apartment, Suite, In Care Of or Attention if applicable.)*

IN CARE OF JESSICA DOE

City: LOS ANGELES

State: CA

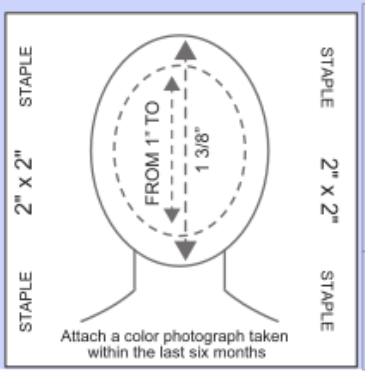
Zip Code: 90000

Country *(if outside the United States)*:

9. List all other names you have used. *(Example: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed.)*

A. JOHN DOE

B.



Attach a color photograph taken within the last six months

10. U.S. Passport Information

Your name as printed on your most recent U.S. passport book and/or passport card: JOHN JAMES DOE

Most recent U.S. passport book number: A00000000

Book Issue date *(mm/dd/yyyy)*: 01/01/2020

Most recent U.S. passport card number:

Card Issue date *(mm/dd/yyyy)*:

11. Name Change Information *Complete if name is different than last U.S. passport book or passport card*

[ ] Changed by Marriage

[X] Changed by Court Order

Place of Name Change *(City/State)*: LOS ANGELES CA

Date *(mm/dd/yyyy)*: 01/01/2024

Please submit a certified copy.

YOU MUST SIGN AND DATE THE APPLICATION IN THE DESIGNATED AREA BELOW. THEN COMPLETE PAGE 2

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not performed any of the acts listed under "Acts or Conditions" on page 4 of the instructions of this application (unless an explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false statements in support of this application; 4) the photograph submitted with this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page 4 of the instructions to the application form.

x _____ Applicant's Legal Signature

Date

FOR ISSUING OFFICE ONLY [ ] PPT BK C/R [ ] PPT BK S/R [ ] PPT CD C/R [ ] PPT CD S/R

[ ] Marriage Certificate Date of Marriage/Place Issued:

[ ] Court Order Date Filed/Court:

From _____

To: _____

[ ] Other:

[ ] Attached:

For Issuing Office Only → Bk Fee_____ Cd Fee_____ EF_____ Postage_____ Other_____

DS 82 B 03 2022 1

EXAMPLE

Name of Applicant *(Last, First & Middle)*: DOE, JANE JAMIE

Date of Birth *(mm/dd/yyyy)*: 01/01/1970

12. Height	13. Hair Color	14. Eye Color	15. Occupation	16. Employer or School *(if applicable)*
6ft. 0in.	BROWN	BROWN	PERSON	

17. Additional Contact Phone Numbers

☐ Home ☐ Cell ☐ Work _____ ☐ Home ☐ Cell ☐ Work _____

18. Permanent Address: *(Complete if PO Box is listed in Mailing Address **or** if residence is different from Mailing Address. **Do not list a PO Box**.)*

Street/RFD # or URB: 1000 EXAMPLE STREET

Apartment/Unit:

City: LOS ANGELES

State: CA

Zip Code: 90000

19. Your Emergency Contact *(Provide the information of a person not traveling with you to be contacted in the event of an emergency.)*

Name	Address: Street/RFD # or PO Box	Apartment/Unit

City	State	Zip Code	Phone Number	Relationship to Applicant
	N/A			

20. Travel Plans *(If no travel plans, please write "none")*

Departure Date *(mm/dd/yyyy)*	Return Date *(mm/dd/yyyy)*	Countries to be visited

STOP!

PLEASE BE SURE TO:

1. Print form on two separate pages
2. Sign and date on Application Page 1
3. Submit both pages (see Instruction Page 3)

EXAMPLE

DS 82 B 03 2022 2

Submitting your Passport Application

Once you've filled out your forms, you'll need to submit your documents to the Department of State. The way you do this depends on which form you used.

DS-5504

If you're using the DS-5504, you'll need to mail your application to the Department of State. You must use an envelope big enough to fit your application without folding it. The Department of State recommends using Priority Mail to send your documents. See Sending Mail in the United States for more information.

You'll need to include your previous passport, your application printed on two separate pages (not double-sided!) and signed, and a certified copy of your name change court order if you're changing your name.

You do not need to submit any payment for this type of application unless you want expedited service and/or expedited delivery. If you'd like to expedite your application, refer to the Fees section.

DS-82

If you're using the DS-82, you'll need to mail your application to the Department of State. You must use an envelope big enough to fit your application without folding it. The Department of State recommends using Priority Mail to send your documents. See Sending Mail in the United States for more information.

You'll need to include your previous passport, your application printed on two separate pages (not double-sided!) and signed, and a certified copy of your name change court order if you're changing your name.

For this type of application, you'll need to pay the full passport renewal fee. Refer to the Fees section for more information.

DS-11

If you're using the DS-11, you'll need to make an appointment at an acceptance facility and show up there in person. You can find your nearest acceptance facility using the Acceptance Facility Search Page.

When you go to the acceptance facility, take your previous passport or other proof of US citizenship, your un-signed application printed on two separate pages (not double-sided!), and a certified copy of your name change court order if you're changing your name and the name on your proof of citizenship hasn't been changed yet.

For this type of application, you'll need to pay the full passport renewal fee to the Department of State and an execution fee to the acceptance facility. Refer to the Fees section for more information.

Fees

You can figure out how much you have to pay using the Department of State's Fees Page.

If you need to pay an execution fee, you will have to pay that separately from the passport fee, as it goes to the acceptance facility and not to the Department of State. Most acceptance facilities will allow you to pay the execution fee by cash, card, check, or money order.

The Department of State itself only accepts payment by check or money order. They do not accept cash or card details. You can use a debit card to buy a money order at the USPS and then use that to pay for the passport if you'd like to use a debit card. For information about how to fill out checks, see Filling out Checks. Write your name and date of birth on the memo line of the check or money order so that the Department of State can keep track of which application the check belongs to if it gets separated from the rest of the application.

Tracking your Passport Application

Tracking your Passport Application

Once you submit your application, you can keep track of its progress as it's processed by the Department of State.

USPS Tracking

If you used Priority Mail to send your passport application, you can track it by entering the tracking number on your receipt on the USPS Package Tracker. It will likely say something like "Label Created, Not Yet in System" for a while after you submit it, until your package is scanned by an employee or machine.

Application Status

Once your application arrives at the passport processing center, you can track it using the Department of State's Passport Application Status tool. Agree to the terms and enter your details to see your application status.

It's recommended to enroll in email updates so that you don't miss any status updates and don't have to keep entering your details into the status checker.

Here are the possible statuses and their meanings:

- **Not Available**: Your application has not yet been entered into the system or you entered your details incorrectly. It can take up to two weeks after your application arrives at the passport processing center for it to be entered into the system.
- **In Process**: Your application has been entered into the Department of State's system and assigned to a processing facility. This status update will include a locator number. The first two digits of this number tells you which facility is processing your application. You can use this chart to figure out which facility those digits code for.
- **Additional Information Needed**: Your application was missing some information and has been placed on hold. The Department of State has sent you an email and/or letter with instructions on what to do next. You must respond within 90 days.
- **Information Received, In Process Again**: The Department of State has received the information they asked for and your application is no longer on hold.
- **Approved**: Your application has been approved and your passport will be printed and shipped soon.
- **Passport Mailed**: Your passport has been printed and mailed to the mailing address on your application. Make sure to save your tracking number as you will not be able to see it again once the next status update is issued. You can use the tracking number in the USPS Package Tracker to see where your new passport is and when it'll be delivered.
- **Supporting Documents Mailed**: All of the supporting documents you submitted, such as your previous passport, proof of citizenship, or name change court order have been mailed to the mailing address on your application. These are sent using standard first-class mail, so there is no tracking.

What if I never receive my passport

If you've waited over two weeks after your passport was mailed and you still haven't received it, it may have been lost in the mail. First, try contacting the USPS to see if they know any information about what might've happened to it. If they don't, you need to submit form DS-86 within 90 days of the mailing date, stating that you never received your passport.

Once you've filled out the form, you need to mail it to the passport agency that processed your application along with a photocopy of a government-issued photo ID such as a Driver's License or state ID Card. Use this chart along with the first two digits of the locator number in your passport status updates to figure out which agency was processing your application.

Once the passport agency receives your form DS-86, they'll send you a new passport free of charge and cancel the one you never received. If you ever receive the lost passport, DO NOT USE IT, as it's been placed in a database of lost passports and you may be detained if you attempt to use it.

Instead, contact the National Passport Information Center and they'll tell you what to do with it.

What if I never receive my supporting documents

If you've waited over four weeks since your supporting documents were mailed, contact the National Passport Information Center to report that your documents were lost. If you'd like to be reimbursed for the cost of replacing the lost documents, you must contact the National Passport Information Center within 90 days of the mailing date and provide a receipt to show the cost of replacing the documents.