



\$5.00

Change of Name, Recognition of Gender, and Issuance of New Certificates (Adult)

<p>What is this for?</p>	<p>This packet contains the forms you need to file for a civil name change, recognition of gender change, and an order for a new certificates to be issued. This packet applies only to adult Petitioners.</p>
<p>Step 1: Fill out the forms</p>	<p>Civil Case Cover Sheet (CM-010) Petition for Recognition of Change of Gender and Sex Identifier, Name Change, and Issuance of New Certificates (NC-300) Order Recognizing Change of Gender and Sex Identifier, for Name Change, and for Issuance of New Certificates (NC-330) CLETS Background Information Supplement (Local form PL-CV003)</p> <p>If requesting name change: Attachment to Petition (NC-110) – Attach this form behind NC-300 Order to Show Cause – Change of Name to Conform to Gender Identity (NC-125)</p> <p>If requesting new birth certificate for child (change to parent’s information): Birth Certificate for Child of Petitioner – Attachment (NC-311)</p> <p>If requesting order for new marriage license and certificate: Marriage License and Certificate – Attachment (NC-312) and IF NC-312 is not signed by the other spouse, Order to Show Cause – Issuance of New Marriage License and Certificate (NC-325)</p>
<p>Step 2: Make copies</p>	<p>Take each form and make an additional copy. Paperclip (do not staple) the <u>original</u>. The copies may be stapled. Put the copies right behind each original.</p> <p>Note: If you file electronically, copies are not required (see Step 3).</p>
<p>Step 3: File the forms</p> <p>eFiling</p>	<p>Get a number ticket for “Civil” at the kiosk on the 1st floor of the Roseville Courthouse. If you are filing at the Historic Courthouse in Auburn or the Tahoe Courthouse, you do not need to get a ticket. The clerk will file-stamp the first four forms and give you back the copies. You will keep the copies for your records.</p> <p>Alternatively, the Court has the option to file electronically through its eFile Service. For filing and more information, please visit placer.courts.ca.gov and select “eFiling” under the Online Services tab. This webpage contains instructions and FAQs to assist with the process. There is a service fee for</p>



<p>Filing fee</p>	<p>eFiling paid to the third-party vendor and cannot be waived by the Court. Note: each form must be a separate PDF unless it contains attachments.</p> <p>There is a \$435.00 fee to file the case with the court. The court accepts cash, check, Visa, MasterCard, AMEX and Discover Card. If you cannot afford to pay the filing fee, you may apply for a fee waiver by filling out and filing these forms:</p> <p>Request to Waive Court Fees (FW-001) Order on Court Fee Waiver (FW-003)</p>
<p>Step 4: Only if Asking for a New Marriage License and Certificate</p>	<p>If seeking a change to your marriage license and certificate, and the other spouse has not signed the form, you must serve the Order to Show Cause – Issuance of New Marriage License and Certificate (NC-325) that has been filed with the court along with the copy of the Petition (NC-300) within four weeks of the orders being made by the court. This must be served in-person or if the other spouse is out of state, by mail by someone other than yourself and over the age of 18. Proofs of Service required:</p> <p>Proof of Person Service – Civil (POS-020) Proof of Service by First-Class Mail – Civil (POS-030)</p>
<p>Next steps:</p>	<p>The Court must wait six weeks before sending the Decree (NC-330) to a judicial officer for review. The judicial officer may sign the Decree and the clerks’ office will mail an uncertified copy of the Decree to the Petitioner. At that point, the Petitioner may purchase a certified copy necessary for government agencies such as the DMV, Social Security Office, State Registrar, etc.</p> <p>If the judicial officer does not sign on the Decree because of a filed objection or another reason, a hearing will be scheduled and you will be notified of the date so you can appear and further explain your request to the judicial officer before it gets signed.</p>

Issuance of New Birth Certificate

If you were born in California, or if your children were, to obtain a new birth certificate for you or them reflecting your change of gender, file a certified copy of the order within 30 days with the State Registrar and pay the applicable fees. You may write or contact the State Registrar at:

California Department of Public Health
Vital Records – MS 5103
P.O. Box 997410
Sacramento, CA 95899-7410

Phone: (916) 455-2684
Website: www.cdph.ca.gov



Issuance of New Marriage License and Certificate

If you were married in California, to obtain a new marriage license and certificate reflecting your change of gender with a change in your designation to bride, groom, or neither, file a certified copy of the order within 30 days, and pay the applicable fees with the State Registrar using the address information on the previous page.

Can I Access My Court Case Electronically?

Court users can now receive access to their file/orders electronically by three different methods:

Online Portal: You can come to the courthouse and show ID to gain access;

eFiling: If you check the box on eFiling, you will receive your orders via email; you will also receive portal access if you pay for a filing (so you do not need to come into the courthouse to show ID);

eService: You may consent to receive notice and orders by email. This can be done by submitting Judicial Council Form [EFS-005-CV](#).

Where can I get the forms?

- Most of the blank forms listed in these instructions can be found **online** at www.courts.ca.gov/forms. The Local Form (Placer County) can be found at <https://www.placer.courts.ca.gov/forms-filing/local-forms>.
- You can get the form packets through the court's **Self-Help Center** or you can buy them at the **Court Clerk's counter**.

Where can I get help or more information?

- You can hire a private attorney for a free or low-cost consultation.
- If you do not have an attorney, you can get help from the court's Self-Help Center. Schedule a telephone or video appointment online at www.placer.courts.ca.gov and search for **online appointments** on the home page.
- Visit www.courts.ca.gov
 - Click "Self-Help" on the tabs and select "Name Change" in the dropdown menu
- Read:
 - [Instructions for Filing Petition for Recognition of Change of Gender and Sex Identifier, Name Change, and Issuance of New Certificates](#) (NC-300-INFO)