



**Arapahoe County Clerk and Recorder's Office
Recording Division**

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Name Change Checklist

Congratulations on your marriage or civil union!

If you have decided to change your name after marriage or civil union, you'll need to file a name change with government agencies, financial institutions, insurance companies and many other businesses. Some entities require an in-person visit, while others will allow you to change your name over the phone or by letter. If you have moved to a new home with your spouse, please remember to file a change of address at the same time as a name change.

Below are general recommendations to change your name. This document serves as a resource only. Requirements vary and are subject to change. Please contact each organization to confirm their process.

1. **Get Certified Copies of Your Marriage License:** You must record your completed marriage or civil union license with the Clerk and Recorder's Office in the county where you applied for the license. While there, request **certified copies** (not photocopies) of your marriage/civil union license. If you applied for your license in Arapahoe County, certified copies may be obtained at our Recording Division, 5334 S. Prince St., Littleton for \$1.25 each, payable by cash or check only. Our hours are Monday-Friday, 7 a.m. – 4 p.m, excluding holidays.
2. **Update Your Social Security Card:** Visit a local office of the Social Security Administration to file a Form SS-5 to change your name on your Social Security card. You will need to bring a certified copy of your marriage license to support the reason for the change. You also will need to bring a valid, unexpired form of ID with your legal name as shown on the Social Security card, such as a U.S. driver's license, state-issued ID card or passport. Additional documents may be required. Remember to request a letter of name change from the Social Security Administration, which you will need to update your Driver's License or ID card. Visit www.socialsecurity.gov for office locations, hours and complete requirements. In Arapahoe County, the nearest Social Security offices are located at 8000 Southpark Lane, Littleton or 14280 E. Jewell Ave. #250, Aurora.
3. **Update Your Driver's License/ID Card and Voter Registration:** Please allow at least 24 hours after visiting the Social Security Administration before visiting a Colorado Driver's License Office to change your name on your driver's license or state-issued ID card, as well as your voter registration. At least 24 hours is required for the name change to appear on-file. You will need to bring:
 - a. A certified copy of your marriage license or the original recorded license;
 - b. Your birth certificate, valid U.S. passport, or valid permanent resident card *if* your license or ID is expired;
 - c. A letter of name change from the Social Security Administration;
 - d. Cash or check for fees, as you will be required to purchase a new license or ID card; *and*,
 - e. If you have moved to a new address, bring two (2) forms of proof showing your former legal name and new residential address. (Electronic documents are acceptable).

Please note: Colorado Driver's License Offices can only make changes to your *last name* with a certified marriage/civil union license. Foreign marriage certificates are not accepted. They cannot change your *first name* without a court order, and your name **MUST** match your Social Security card. The following options are allowed on your driver's license or ID:

- Replace current last name with spouse's last name. If your spouse's last name is two names, you may use all or part of the last name.
- Add your maiden name to your existing middle name with the original middle name being placed first, and use your spouse's last name.

- Add your spouse's last name to your existing middle name with the original middle name being placed first, and retain your maiden surname.
- Add your spouse's last name to your maiden name using a space or hyphen.
- Add your maiden name in place of your existing middle name.

Your new driver's license or ID card will be mailed to you within 30 days. Call 303-205-5694 or visit www.colorado.gov/dmv for office locations and full requirements. Arapahoe County offers driver's license/ID services *by appointment only* at 5334 S. Prince Street, Littleton and 6954 S. Lima St., Centennial. Please book an appointment online at www.arapahoegov.com/DMV.

4. **Update your Motor Vehicle Registration and/or Title:** You may visit your Clerk and Recorder Motor Vehicle Office or send documents by mail to change your name on your vehicle title and registration. Mail or bring:
- a. The original title of your vehicle
 - b. A photocopy of your recorded marriage license (non-certified is acceptable)
 - c. Cash or check for fees to pay for the new title

Arapahoe County residents may visit any of our Motor Vehicle Offices at 490 S. Chambers Rd in Aurora; 538 N. Highway 36 in Byers; 6954 S. Lima St. in Centennial; and 5334 S. Prince Street in Littleton. See hours at www.arapahoegov.com/DMV.

If you have a leased vehicle, you will change only your vehicle registration. Proof of your lease agreement may be required. If you have a loan on your vehicle, you will need to contact your lender for instructions to change your name on the title. (You can also wait to change your name until the loan is paid off and you receive the title.) If you have mailed your documents to the Motor Vehicle Office, you will receive an updated title and registration by mail.

5. **Notify Your Employer for Payroll, Taxes and Benefits:** Contact your employer to request a change of name (and address, if applicable) on your paychecks, benefits and tax documents. You will likely need to provide a copy of your marriage license and to complete benefit enrollment/change forms within 31 days of your change in marital status. Now that you have new family members, take this opportunity to review your health, dental and life insurance, retirement, disability and other plans, and add or change coverage, dependents and beneficiaries.
6. **Update Accounts with Financial Institutions:** Call your bank, lenders and investment account holders to inquire if how to change your name and address on your accounts. Some may require written notice, while others prefer an in-person visit. Most banks will likely request to see your updated driver's license or social security card and your marriage license. Don't forget your credit cards, student loans, landlord or mortgage company.
7. **File a Change of Address with the Postal Service:** If you have moved to a new address with your spouse, fill out Form 3575 at your local post office or change your address online at moversguide.usps.com.
8. **Apply for a new U.S. Passport:** If your name has legally changed through marriage, you will need to apply for a new passport. The process and cost depend on how long it has been since your passport was issued. Visit www.travel.state.gov for requirements, office locations and the application form. Arapahoe County can process passport applications by appointment only at our Recording Division, 5334 S. Prince St., Littleton. Please book an appointment online at www.arapahoegov.com/passports.
9. **Other organizations/businesses: Remember to notify other companies with whom you do business of your new name and if applicable, address.**
- Utilities: Gas, Electric and Water Providers
 - Telephone: Cell and Landline Providers
 - Trash/Recycling Company
 - Doctor and dentist offices
 - Schools and alumni associations
 - Auto/Home Insurance
 - Magazines and Periodicals