

## **NAME / ADDRESS CHANGE CHECKLIST**

- Order additional certified copies of your marriage license (required by government agencies to verify your new identity, notarized copies will not suffice)**
- Social Security Card–Request a form from the Social Security Administration to make a name change. It takes 10 days or more for IRS records to be updated after the SSA affects name change. A certified copy of your marriage license is required**
- Passport–The State Department does require a certified copy of marriage license**
- Driver’s License–Department of Motor Vehicles requires a certified copy of your marriage license**
- Car Registration and Title**
- Mortgage/Rental Agreement for house or apartment**
- Utility Companies (telephone, water, electric, gas, trash-usually have name and address update form on their bills)**
- Household Security System/Alarm Company**
- Credit Card Companies (usually have name and address update form on their bills)**
- All Checking and Savings Accounts with Banks/Credit Unions/Stock Brokers. Not all banks require a certified copy of your marriage license**
- Mutual Funds/Stocks/Bonds/Annuities**
- Insurance Policies- Auto/Home/Life–You may want to change the beneficiary to your new spouse**
- Deeds or Legal Contracts**
- Last Will & Testament-Don’t have one? Get one! You may want to change the beneficiary to your new spouse at the same time**
- Voter Registration**
- Post Office– Get a ‘Change of Name Form’ (may change online)**
- Employee records for your paycheck**
- Employee ID card–(for large companies, speak with your HR representative)**
- School ID card–(speak with administration)**
- School Alumni Association/Sorority or Fraternity organizations**
- Library card**
- Health Club membership**
- Video Rental card**
- Business cards**
- Discount, Courtesy, and Frequent Flyer cards**
- Family and Friends (wedding gift ‘thank you’ notes should have your new name and/or address)**
- Doctors offices, Hospitals, Care Institutions, etc.**
- Notify any organizations you belong to (church/school/club, etc.)**