

Your name change, thoughtfully organized.

A practical Colorado roadmap for updating the identity documents, accounts, and records that follow a legal name change.

KEEP THIS GUIDE

Print it, write on it, and return to the official links before each submission. Government requirements and form editions can change.

MASTER CHECKLIST

STEP	UPDATE	DONE	DATE
01	Legal name-change evidence Original or certified marriage certificate, divorce decree, or court order.	[]	___/___
02	Social Security record Use SSA's current online questionnaire or office process.	[]	___/___
03	Colorado driver license / ID Confirm evidence and appointment requirements with Colorado DMV.	[]	___/___
04	Vehicle title and registration Update separately if you own a vehicle.	[]	___/___
05	U.S. passport Choose the form based on when the passport and name change occurred.	[]	___/___
06	Voter registration Update your Colorado voter record before the applicable deadline.	[]	___/___
07	Employer, payroll, and benefits Make tax, benefits, insurance, and retirement records match.	[]	___/___
08	Financial and personal accounts Work through the tracker by priority.	[]	___/___

Reviewed July 30, 2026 / Educational guidance, not legal or tax advice.

The order matters. Your situation does too.

START WITH SSA

For most name-change workflows, update your Social Security record before the DMV, payroll, and other systems that verify against SSA. Use the SSA questionnaire to learn whether you can complete the request online or need an office visit.

Before you submit anything

- [] Decide exactly how your new first, middle, and last names should appear.
- [] Gather every document connecting your birth name to your current name if you have changed it before.
- [] Order an extra certified copy when you expect to mail an original.
- [] Scan non-sensitive copies for your records; never put your Social Security number in a general tracker.
- [] Check travel dates before sending a passport or another ID by mail.

Special situations

A marriage certificate may not authorize every type of name change. First-name changes, incomplete name-history chains, immigration documents, professional licenses, custody issues, and some divorce orders can require a court, agency, or attorney to confirm the correct path.

Protect your originals

Use tracked mail when practical, follow the receiving agency's exact instructions, and record what you sent. Do not mail the only identity document you need for daily life unless the agency requires it and you understand the return process.

PRIVACY NOTE

This blank guide is designed to be printed. Do not upload a completed copy containing account numbers, birth dates, Social Security numbers, medical details, or signatures to an unprotected drive.

Legal name-change evidence

Build the document chain that proves how your legal name changed.

What usually qualifies

- [] Original or certified marriage certificate issued by the authorized government office
- [] Certified divorce decree that clearly restores or changes the name
- [] Certified court order for a legal name change

A church keepsake, photocopy, scan, or unofficial printout may not qualify when an agency asks for an original or certified copy.

What to do

- 01** **Inspect the order or certificate**
Confirm the names are spelled correctly and the document supports the change you intend to make.
- 02** **Order certified copies**
For Colorado vital records, begin at [Colorado Vital Records](#). For an out-of-state event, contact the issuing state or county.
- 03** **Build the name-history chain**
If you have changed your name before, gather each marriage certificate, divorce decree, or court order linking the names.
- 04** **Create a safe working set**
Keep photocopies for organizations that accept them, but reserve originals and certified copies for agencies that specifically require them.

PHYSICAL COPY

Treat at least one certified name-change document as a protected original. Many identity agencies will not accept a photocopy.

Social Security record

Update the federal identity record many other systems use to verify your name.

Start online

Go to ssa.gov/life-events/change-name and select **Get started**. SSA will determine whether you can complete the request online or need an appointment or office visit.

If SSA directs you to use Form SS-5

- [] Open the current [official Form SS-5 PDF](#)
- [] Complete the form using the instructions attached to the official PDF
- [] Gather the legal name-change document SSA requests
- [] Gather current identity, citizenship, or immigration evidence SSA requests
- [] Use the [SSA office locator](#) for the correct office and current service instructions

ORIGINALS

SSA states that evidence documents must be originals or copies certified by the issuing agency. Do not send ordinary photocopies when SSA requires evidence.

After submission

Keep the receipt or confirmation. SSA currently states replacement cards generally arrive by mail 5 to 10 business days after the request is completed. Confirm your record is updated before relying on it for another identity transaction.

Your notes

Control / confirmation number: _____
Office or submission method: _____
Submitted: _____ Card received: _____

Colorado driver license and vehicle records

Use Colorado's current evidence list before visiting or submitting anything.

Driver license or state ID

- 01

Review the state instructions
Open the [Colorado DMV name-change page](#) and read the current steps.
- 02

Check accepted documents
Use the DMV's [required identification documents page](#). Name differences may require the complete legal document chain.
- 03

Gather physical evidence
Bring the original or certified name-change document, current credential, and any identity, Social Security, lawful-presence, and Colorado address evidence the DMV requires.
- 04

Complete the transaction
Follow the state page for appointment, fee, vision, photograph, and temporary-document details.

Vehicle title and registration

A driver-license update does not necessarily update every vehicle record. Use [Colorado myDMV](#) or your county motor-vehicle office to confirm the separate title and registration process.

**CHECK
BEFORE YOU
GO**

DMV evidence rules are specific. Bring the exact number and type of address documents listed by Colorado and confirm whether electronic copies are accepted for your transaction.

Appointment: _____ Location: _____
Credential received: _____ Vehicle updated: _____

Passport and voter registration

Two separate updates, each with its own official decision path.

U.S. passport

Begin at the Department of State's [Change or Correct a Passport](#) page. Do not choose a form based on memory; the correct form depends on when the passport was issued, when the legal name changed, and whether you qualify to renew.

01**Less than one year**

If both the passport issuance and legal name change were less than one year ago, the official page currently directs eligible applicants to Form DS-5504.

02**More than one year**

You may qualify for renewal with Form DS-82. If you do not qualify, the official page directs you to apply in person with Form DS-11.

03**Gather the packet**

Depending on the path: current passport, original or certified name-change evidence, compliant photo, application, and any required fees.

04**Protect travel plans**

A submitted passport cannot be used for travel. Review current processing and mailing time on the official site before applying.

Colorado voter registration

Use [Vote.gov - Colorado](#) to reach the state's current registration and update options. Submit changes before the deadline that applies to your election and confirm your record afterward.

**OFFICIAL
FORMS ONLY**

Passport forms and fees change. Open the current form from [travel.state.gov](#) when you are ready to apply rather than saving a form months in advance.

Employer, money, insurance, and benefits

Work outward from records tied to taxes, pay, access, and coverage.

01

Employer / HR

Payroll name, work email, benefits, retirement, emergency contact, directory

02

Tax withholding

Review the current [IRS Form W-4](#) if your filing status or withholding choices changed

03

Banks and cards

Checking, savings, credit cards, loans, mortgage, investments, HSA/FSA

04

Insurance

Health, dental, vision, life, disability, auto, home, renters

05

Professional records

Licenses, certifications, boards, union, business registrations

06

Home and utilities

Lease/deed, electric, gas, water, internet, mobile phone

Ask each organization

[] Can this be completed online, by secure upload, by phone, by mail, or in person?

[] Which exact legal-name evidence and photo ID do you accept?

[] Do you need the new Social Security card or updated driver license first?

[] Will new cards, checks, policies, or account documents be issued?

[] How long will the update take, and will access be interrupted?

**SEND COPIES
CAREFULLY**

Use an organization's secure message center or documented upload method when available. Do not send identity documents through ordinary email unless the organization explicitly provides a secure process.

Travel, memberships, and digital identity

Finish the records that create friction later if the names do not match.

TRAVEL	Airline and hotel loyalty programs, Global Entry, TSA PreCheck, CLEAR, rental cars	[]
HEALTH	Doctors, pharmacy, patient portals, specialists, medical directives	[]
EDUCATION	School, alumni records, transcripts, student loans	[]
DIGITAL	Primary email display name, password manager profile, cloud storage, social profiles	[]
MEMBERSHIPS	Gym, clubs, subscriptions, retail accounts, rewards programs	[]
LEGAL / PROPERTY	Will, trust, power of attorney, deeds, leases, beneficiary designations	[]

Recommended order

Prioritize anything that affects access, identity verification, travel, pay, benefits, insurance claims, or legal authority. Cosmetic profile updates can wait.

Immigration document note

If you have a Permanent Resident Card or another immigration document, use the current USCIS instructions for that document. For Form I-90, begin at uscis.gov/i-90. Do not assume the domestic-citizen sequence applies.

Submission and return log

Record every original or certified document that leaves your hands.

AGENCY	SENT / BROUGHT	METHOD + TRACKING	DATE OUT	DATE BACK

**BEFORE
SEALING**

Photograph or scan the packet, verify the mailing address on the current official form, include only the requested evidence, and keep the tracking receipt with this page.

Name-change request letter

Use only when an organization asks for a written request; follow its specific instructions first.

DATE

ORGANIZATION

ACCOUNT REFERENCE

To whom it may concern:

Please update your records to reflect my legal name change. My former legal name and new legal name are listed below. I have included only the supporting documentation your organization requested.

Former legal name: _____

New legal name: _____

Preferred phone or secure contact: _____

Please confirm when the update is complete and advise whether you will issue replacement cards, statements, or other records.

Sincerely,

Signature: _____ Date: _____

**DO NOT
OVER-SHARE**

Leave a full account number, Social Security number, or birth date out of this letter unless the organization explicitly requires it through a secure process.

Personal account tracker

Use one line per organization. Keep sensitive numbers somewhere more secure.

ORGANIZATION	CATEGORY	WHAT THEY NEED	STATUS	DATE

Suggested status words: Not started / Waiting for ID / Submitted / Needs follow-up / Complete

Always return to the source.

This guide deliberately links to government landing pages and current-form locations instead of embedding controlled government forms. Review the form edition, fees, processing time, and instructions on the day you submit.

Social Security name change	https://www.ssa.gov/life-events/change-name
Form SS-5	https://www.ssa.gov/forms/ss-5.pdf
SSA office locator	https://www.ssa.gov/locator/
Colorado vital records	https://cdphe.colorado.gov/vitalrecords
Colorado DMV name change	https://dmv.colorado.gov/name-change
Colorado DMV evidence	https://dmv.colorado.gov/documents
Colorado myDMV	https://mydmv.colorado.gov/
Vote.gov - Colorado	https://vote.gov/register/colorado
U.S. passport name change	https://travel.state.gov/content/travel/en/passports/have-passport/change-correct.html
USPS change of address	https://moversguide.usps.com/
IRS Form W-4	https://www.irs.gov/pub/irs-pdf/fw4.pdf
USCIS Form I-90	https://www.uscis.gov/i-90

IMPORTANT

Requirements vary by jurisdiction, personal history, citizenship or immigration status, and the organization involved. This guide is educational and is not legal, tax, immigration, or financial advice.

Next Chapter / Life changes. We'll handle the checklist. / next-chapter-life-admin.maddiejojo.chatgpt.site