



## **Name Change Checklist**

### **Social Security:**

- You'll need to apply for a new card with your name change. Visit the SSA website for details: Social Security Administration Website (marriage/name change page): <https://faq.ssa.gov/link/portal/34011/34019/Article/3749/How-do-I-change-or-correct-my-name-on-my-Social-Security-number-card?>
- You will need to do the physical application in person: Address: 901 University Drive, State College, PA 16801

### **Department of Motor Vehicles:**

- Your driver's license and automobile registration both need an amendment. Go to your local MVA with a certified copy of your marriage license, current driver's license and your new social security card.
- In Centre County you'll need to go to the PennDot Photo & Exam Center - Address: 812 West College Avenue, Pleasant Gap, PA 16823 :: Map Everything else you don't want to forget to update...

### **IRS:**

Ask your employer what steps to take to make sure your information is updated for tax purposes.

### **Financial Organizations (Bank, Credit Cards, Insurance Companies, Retirement Plans, Broker, etc.):**

Typically a certified copy of your marriage license and a certified notice of client name change form. Call each organization to find out their requirements.

### **Legal Documents and Contracts:**

All legal documents will have to be updated by a lawyer; contact your lawyer for information.

### **Medical Organizations:**

A notice of client name change form. Each company has its own requirements so call two months before the wedding. Your employer should be able to point you in the right direction regarding your health insurance.

### **Membership and Church Organizations:**

Contact the organization and fill out a notice of member name change form. Student Loans: Contact your loan companies and inform them of the change depending on the company more information may be required.

### **U.S. Passport:**

- If passport is VALID fill-out a DS-5504 and mail it along with certified marriage certificate and current passport. NO FEE. (<http://www.state.gov/documents/organization/212249.pdf>)

- If passport is NOT VALID fill out DS-82 and mail it with certified marriage certificate and most recent passport. THERE IS A FEE. (<http://www.state.gov/documents/organization/212241.pdf>) (Note - if you are leaving the country for your honeymoon immediately after your wedding, it is easiest to travel with your maiden name and change your passport once you return)

**U.S. Post Office:**

There is no need to change name through the post office. Just fill out a change of address form if you plan on living at a different residence after the wedding.

**Utility Bills:**

There is no official form to fill out. The process is simple for most companies and can be completed with a phone call. Some companies may require additional information.

**Voter Registration:**

At your local DMV there is a name change form available near the voter registration information.

Let us know if we missed anything! :: [www.nittanyweddings.com](http://www.nittanyweddings.com) :: [nittanyweddings@gmail.com](mailto:nittanyweddings@gmail.com)