

Name and/or Gender Change (Adult)

Step 1	<p>Complete the following forms in blue or black ink:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> CM-010 Civil Case Cover Sheet <input checked="" type="checkbox"/> NC-300 Petition for Recognition of Gender and Sex Identifier, Name Change and Issuances of New Certificates <input checked="" type="checkbox"/> NC-110 Attachment to Petition for Change of Name <input checked="" type="checkbox"/> NC-125 Order to Show Cause for Change of Name to Conform to Gender Identity <input checked="" type="checkbox"/> NC-330 Order Recognizing Change of Gender and Sex Identifier, Name Change and Issuance of New Certificates <input checked="" type="checkbox"/> PB-4010 CLETS Background Information Form (Local form – in packet)
Step 2	<p>Copies: Make 2 copies, in addition to the original.</p>
Step 3	<p>File: File the following at the Probate Clerk’s Office located at: 191 North First Street, San Jose, CA 95113</p> <p>The Clerk’s Office opens at 8:30am Monday-Friday, closing times are subject to change, visit www.scscourt.org or call 408-882-2100 for current office hours.</p> <p>You must bring:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Completed forms from Step 1 (originals and all copies) <input checked="" type="checkbox"/> Self-addressed stamped envelope <input checked="" type="checkbox"/> A check for the filing fee and each certified copy of the decree that you want (there is a fee for each certified copy) Note: If you cannot afford the fees, fill out the fee waiver forms FW-001 and FW-003 <p>You will be given a court date about 8 weeks out.</p> <p><input type="checkbox"/> If you <u>are not</u> asking for a fee waiver, you will pay the filing fee and get copies back with a file-stamp.</p> <p><input type="checkbox"/> If you <u>are</u> asking for a fee waiver, there is a 24 to 48 hour hold on the papers. During that time, the Judge will determine if the filing fee will be waived. The clerk will tell you when to come back to pick up your forms.</p>
Step 4	<p>What happens next:</p> <p>Generally, you will not need to attend your hearing date. If any additional steps are required, the Clerk’s Office will contact you. Make sure the court record is updated with your current phone number.</p>

HOW DO I AMEND MY BIRTH CERTIFICATE?

If you were born in California: Contact the California Department of Public Health, Vital Records. You can get more information at <http://www.cdph.ca.gov>.

If you weren’t born in California, check with the Office of Vital Records in the State where you were born.

HOW CAN I GET HELP?

Here are some ways to get help:

- Go to <http://www.calbar.ca.gov/Public>, then click on “Lawyer Referral services” to hire or consult with a private attorney.
- For free legal advice and information, see our “Do-It-Yourself Resources” flyer. Go to www.scscourt.org, click on “Self-Help” then “Self-Help Flyers”.
- The Self-Help Center/Family Law Facilitator – See our information flyer:
 - Contact us: Go to www.scscourt.org then click “**Contact the Self-Help Center**”. Walk-in assistance is limited to emergencies so contact us remotely first.
 - Obtain Forms: Go to www.scscourt.org then click “**Complete Forms at Home**”
 - Form Review: Email your forms as a PDF file to SHCDocReview@scscourt.org.
 - Note: We **cannot** help people who have attorneys.

Superior Court, County of Santa Clara
Self-Help Center/Family Law Facilitator’s Office
201 N. First Street, San Jose, CA 95113
408-882-2926