

**IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR THE COUNTY OF MULTNOMAH**

**FORMS & INSTRUCTIONS FOR CHANGE OF NAME and SEX (OF AN ADULT)**  
(ORS 33.410 TO 33.440 & UTCR 9.320 & SLR 8.155)

*To use these forms you must be a resident of Multnomah County and at least 18 years of age*

**CHANGING YOUR NAME AND SEX**

Changing your legal name and sex\* is a simple court process involving three steps:

- (1) posting a public notice of the proposed changes in the Courthouse for 14 days;
- (2) appearing briefly before a Judge who will sign the Judgment; and
- (3) posting public notice of the changes for the changes to become official.

*\*NOTE: To order a legal sex change, the Judge must find that:*

- *You have undergone surgical, hormonal, or other treatment appropriate for you for the purpose of gender transition, and*
- *Sexual reassignment has been completed.*

**FORMS IN PACKETS**

- |   |          |
|---|----------|
| (1) PETITION for NAME and SEX CHANGE                            | (FORM 1) |
| (2) DECLARATION SUPPORTING PETITION TO CHANGE NAME              | (FORM 2) |
| (3) NOTICE OF NAME and SEX CHANGE HEARING                       | (FORM 3) |
| (4) AFFIDAVIT OF POSTING NAME and SEX CHANGE PETITION           | (FORM 4) |
| (5) GENERAL JUDGMENT OF NAME and SEX CHANGE                     | (FORM 5) |
| (6) NOTICE OF GENERAL JUDGMENT OF NAME and SEX CHANGE           | (FORM 6) |
| (7) AFFIDAVIT OF POSTING NOTICE of NAME and SEX CHANGE JUDGMENT | (FORM 7) |

**FEES**

The fee for the forms packet provided by the court is \$1.25. The court fee for filing a name and sex change petition is \$111.00. The charge for one certified copy of the General Judgment of Name and Sex Change is \$5.00.

**INSTRUCTIONS**

Please read all instructions carefully. **DO NOT FILL OUT ALL THE FORMS AT ONCE. YOU WILL NEED TO COMPLETE THE FORMS AS YOU COMPLETE THE STEPS.** These are legal documents that must not contain mistakes. Do not alter the documents.

**First visit to the Courthouse:**

**STEP 1: PREPARING YOUR CASE**

- a. Fill out the PETITION FOR NAME and SEX CHANGE (FORM 1).
- b. Fill out the DECLARATION SUPPORTING PETITION TO CHANGE NAME (FORM 2).
  - i. Please type or print clearly.
  - ii. If you need additional space to complete Form 2, please add extra pages.
- c. Bring with you one form of valid photo identification. It should be current (not expired) state or federal issued photo identification. Show it to the court clerk in room 211.
- d. The clerk will swear you in and watch you sign Form 1.

**STOP: DO NOT FILL OUT ANY MORE FORMS AT THIS TIME.**

### **STEP 2: FILING YOUR CASE**

- a. Go to the cashier located in Room 210 of the Multnomah County Courthouse. Pay the \$5.00 certified copy fee and the \$111.00 court filing fee.
- b. The cashier will give you a case number and keep forms 1 and 2. The cashier will put the case number on all seven forms.

### **STEP 3: SETTING YOUR HEARING**

- a. Complete the NOTICE OF NAME and SEX CHANGE HEARING (Form 3). Leave the following spaces blank: date and time of hearing.
- b. Take Form 3 back to Room 211. Use the telephone on the table and dial 83185. Ask for a Name and Sex Change hearing date.
- c. Fill in the hearing date and time on Form 3.
- d. Post Form 3 on the IDENTITY CHANGE POSTINGS bulletin board in Room 211. This form must remain posted for at least fourteen (14) full days prior to the hearing.

**YOU MAY NOW LEAVE THE COURTHOUSE.**

**RETURN ON YOUR HEARING DATE.**

**Second Visit to Courthouse on the Hearing Date–**

**Bring your photo identification and the rest of your forms with you.**

### **STEP 4: PREPARING FOR COURT**

- a. Remove Form 3 (NOTICE OF NAME and SEX CHANGE HEARING) from the bulletin board in Room 211.

- b. Complete the AFFIDAVIT OF POSTING NOTICE OF NAME and SEX CHANGE HEARING (Form 4).
- c. Complete the GENERAL JUDGMENT OF NAME AND SEX CHANGE (FORM 5). Leave the following spaces blank: Judge's signature line and date. At the hearing the judge will decide whether there is any reason not to sign the judgment.
- d. Sign Form 4 in front of the Family Law Clerk in Room 211. The family law clerk in room 211 will direct you to the appropriate courtroom. Take forms 3, 4, and 5 to the court hearing. **(Make sure forms 3, 4 and 5 are complete before seeing the judge)**

#### **STEP 5: YOUR HEARING**

- a. You will have a brief hearing with the judge. After your court hearing, the Judge will keep forms 3, 4, and 5 and instruct you to return to room 211 to complete the process.

#### **STEP 6: AFTER YOUR HEARING**

- a. Fill out the NOTICE OF GENERAL JUDGMENT of NAME AND SEX CHANGE (Form 6).
- b. Post Form 6 on the small bulletin board in Room 211. (The board is clearly marked.)
- c. Fill out the AFFIDAVIT OF POSTING NOTICE OF GENERAL JUDGMENT (Form 7). Sign this in front of the Family Law Clerk in Room 211. The Family Law Clerk will keep Form 7 and file it with the court.

**IF YOU WANT MORE THAN ONE COPY OF YOUR NAME and SEX CHANGE JUDGMENT, PAY THE COURT CASHIER FOR THEM. EACH CERTIFIED COPY IS \$5.00.**

<b>(After Leaving the Courthouse)</b>
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A certified copy of your General Judgment of Name and Sex Change will be mailed to you within one week of your hearing. You can use a certified copy of your General Judgment of Name and Sex Change as official proof of the changes for public agencies or as you might otherwise need.

Providing a copy to The Center for Health Statistics, P.O. Box 14050, Portland, OR 97239-0050, to change your birth certificate will be useful only if you were born in Oregon. If you were born in another state, you will need to contact that state to find out that state's requirements. Oregon Vital Statistics website info is available at:

<http://public.health.oregon.gov/BirthDeathCertificates/ChangeVitalRecords/Pages/CourtOrderNameChange.aspx>

# FORM 1

## IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR THE COUNTY OF MULTNOMAH

In the Matter of the Change of Name and Sex of:

\_\_\_\_\_  
*Your Present Name – Last, First, Middle*      Petitioner  
to

\_\_\_\_\_  
*Your New Name – Last, First, Middle*

Case No. \_\_\_\_\_

### PETITION FOR NAME and SEX CHANGE

I request a General Judgment changing my name from: \_\_\_\_\_  
*Your present name - Last, First, Middle*  
to: \_\_\_\_\_  
*Your new name - Last, First, Middle*

I also request a General Judgment changing my sex from  male to female  female to male.

I have undergone surgical, hormonal, or other treatment appropriate for me for the purpose of gender transition.  Sexual reassignment has been completed.

I  was  was not born in Oregon.

I request that a hearing be scheduled with the court concerning my Petition. I am age 18 or older and reside in Multnomah County.

\_\_\_\_\_  
Petitioner's Signature (Present Name)

\_\_\_\_\_  
Address (or contact address)

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone Number

State of Oregon            )  
County of Multnomah    ) ss.

I, \_\_\_\_\_, being first sworn on oath, do hereby declare that I am the Petitioner in this case. I have read this Petition. The statements in the Petition are true.

\_\_\_\_\_  
*Petitioner's Signature (present name)*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Court Clerk/Notary Public for Oregon  
My commission expires: \_\_\_\_\_

# FORM 2

IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR THE COUNTY OF MULTNOMAH

In the Matter of the Change of Name and Sex of:

\_\_\_\_\_  
*Your Present Name – Last, First, Middle*      Petitioner  
to

\_\_\_\_\_  
*Your New Name – Last, First, Middle*

Case No. \_\_\_\_\_

**DECLARATION SUPPORTING PETITION  
TO CHANGE NAME**

I am the Petitioner (applicant) in this case. All of the following statements are true:

1. I  have  have not been convicted of a crime. I have been convicted of:  
Name of County                      State                      Year Convicted                      Convicted of:

2. I  am  am not required to register as a sex offender.

3. I do not have a domestic violence, restraining order, stalking order, or no-contact order in effect against me in Oregon or in any other state or tribe  except for:  
Name of County                      State                      Date Issued                      Type of Case:

4. I  do  do not have a obligation to pay child support or to pay off child support arrearages.

5. I  have  have not used other names. My former or other names are: \_\_\_\_\_

Certificate of Document Preparation. Check all that apply:

- I chose this form for myself and completed it without paid help.  
 A legal help organization helped me choose or complete this form, but I did not pay money to anyone.  
 I paid (or will pay) \_\_\_\_\_ for help choosing, completing, or reviewing this form.

**I further declare that all the above statements are true to the best of my knowledge and belief. I understand they are made for use as evidence in court and I am subject to penalty for perjury**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Contact Address

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Contact Phone

# FORM 3

## IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR THE COUNTY OF MULTNOMAH

In the Matter of the Change of Name and Sex of:

\_\_\_\_\_  
*Your Present Name – Last, First, Middle*      Petitioner  
to

\_\_\_\_\_  
*Your New Name – Last, First, Middle*

Case No. \_\_\_\_\_

### NOTICE OF NAME AND SEX CHANGE HEARING

Based upon the Petition filed in this case, the Court will consider the name and sex change request of the Petitioner on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, at \_\_\_\_\_ a.m. in Room 211 of the of the Multnomah County Courthouse, located at 1021 SW 4<sup>th</sup> Ave., Portland, Oregon.

This written notice of the time, place, and purpose of this hearing is being posted in a public place located in Multnomah County, Oregon, for at least fourteen (14) days prior to the hearing, beginning on \_\_\_\_\_ (*today's date*), and ending on \_\_\_\_\_ (*date of hearing*).

This posting shall be filed as proof of public notice before the hearing.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature of Petitioner (Present Name)



# FORM 5

## IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR THE COUNTY OF MULTNOMAH

In the Matter of the Change of Name and Sex of:

\_\_\_\_\_  
*Your Present Name – Last, First, Middle*      Petitioner  
to

\_\_\_\_\_  
*Your New Name – Last, First, Middle*

Case No. \_\_\_\_\_

### GENERAL JUDGMENT OF NAME and SEX CHANGE

Based on the Petition, and the court finding that proper notice to interested parties has been given; that the above-named person has undergone surgical, hormonal, or other treatment appropriate for this person for the purpose of gender transition; that sexual reassignment has been completed; and that no person has shown cause why the requested General Judgment should not be granted,

IT IS HEREBY ORDERED AND ADJUDGED:

The name of \_\_\_\_\_ is hereby changed to  
*Your Present Name - Last, First Middle*

\_\_\_\_\_. It is also ordered that the sex of this person  
*Your New Name - Last, First Middle*

is changed from [ ] male to female [ ] female to male. Notice of these legal changes shall be posted in a public place in Multnomah County as required by law.

[ ] This person was born in Oregon. The sex on the record of live birth maintained by the State Registrar for the Center for Health Statistics must be changed.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Circuit Court Judge

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address (or contact address)

\_\_\_\_\_  
City, State, Zip                      Telephone

Number of Certified Copies of the Name Change Judgment requested: \_\_\_\_\_



# FORM 6

## IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR THE COUNTY OF MULTNOMAH

In the Matter of the Change of Name and Sex of:

\_\_\_\_\_  
*Your Present Name – Last, First, Middle*      Petitioner  
to

\_\_\_\_\_  
*Your New Name – Last, First, Middle*

Case No. \_\_\_\_\_

### **NOTICE OF GENERAL JUDGMENT OF NAME and SEX CHANGE**

TO ALL INTERESTED PERSONS:

This notice is posted to advise all persons that a General Judgment of Name and Sex Change was signed in this case on the date below. This Judgment changed the Petitioner's name and sex.

Date of posting: \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature of Petitioner (Former Name)

\_\_\_\_\_  
Type or print your former name

# FORM 7

IN THE CIRCUIT COURT OF THE STATE OF OREGON  
For Multnomah County

In the Matter of the Change of Name and Sex of:

\_\_\_\_\_  
*Your Present Name – Last, First, Middle*      Petitioner  
to

\_\_\_\_\_  
*Your New Name – Last, First, Middle*

Case No. \_\_\_\_\_

**AFFIDAVIT OF POSTING NOTICE OF NAME AND  
SEX CHANGE JUDGMENT**

STATE OF OREGON            )  
County of Multnomah       ) ss.

I, \_\_\_\_\_ being first duly sworn, do hereby declare:  
*Your New Name*

On \_\_\_\_\_ (*date*), I posted written notice of the signing of the General Judgment of Name and Sex Change in this case. I posted this notice on the Multnomah County Courthouse Bulletin Board, located in Room 211 on the second floor of the courthouse, at the following address: 1021 SW 4<sup>th</sup> Avenue, Portland, Oregon.

\_\_\_\_\_  
Signature of Petitioner (New Name)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Court Clerk/Notary Public for Oregon  
My commission expires: \_\_\_\_\_