



NORTHERN ILLINOIS UNIVERSITY

Gender & Sexuality Resource Center

Division of Student Affairs & Enrollment Management

Trans @ NIU Resource Guide

- Gender Marker Change: Social Security Card -

The process for changing your gender marker on your Social Security card is considerably less difficult if the process is known. It is required to bring in multiple original documents but once the documents are obtained it is a short wait in the office. A safe passage letter is often the easiest item to obtain for this process.*

The Social Security website states the following:

“To change your gender on Social Security's records:

Step 1: Gather documents proving your:

Gender: You need one of the following documents;

- a full-validity, 10-year U.S. passport showing the new sex;
- a state-issued amended birth certificate showing the new sex;
- a court order directing legal recognition of change of sex;
- a medical certification of appropriate clinical treatment for gender transition in the form of an original letter from a licensed physician). The document must have enough biographical data (e.g., name and date of birth) to clearly identify you

Identity: possibly required – bring your old social security card if possible-

- U.S. citizenship (if you have not established your citizenship with us); and
- Immigration status (if you are not a U.S. citizen).

Step 2: Complete an Application for a Social Security Card.

(Can be found and printed here <http://www.ssa.gov/online/ss-5.pdf>)

Step 3: Take or mail your completed application and documents to your local Social Security office or your local Social Security Card Center.

(Closest location to NIU is at 230 West Lake Street, Bloomingdale, IL 60108. **Be aware** of their short hours: Monday-Friday 9 am to 3 pm)

All documents must be either originals or copies certified by the issuing agency. We cannot accept photocopies or notarized copies of documents. We will return any documents you mail to us, along with a receipt.”

Source - http://ssa-custhelp.ssa.gov/app/answers/detail/a_id/1667/~/changing-gender-on-social-security's-records

* A **safe passage letter** is “a medical certification of appropriate clinical treatment for gender transition in the form of an original letter from a licensed physician. The document must have enough biographical data (e.g., name and date of birth) to clearly identify you” (Source- Social Security Administration.) This document is generally obtained from a licensed physician as proof you are undergoing medical transition procedures.
