

LAZAR & SCHWARTZ

HOW TO CHANGE/RETURN TO THE USE OF YOUR MAIDEN NAME

You do not need to show signed divorce papers to have the “right” to return to the use of a maiden name. Always take the time to call the institution you will be requesting the change of name from. You will save time and aggravation if you are prepared.

Social Security Card:

Call 800-772-1213 and ask for the form to change your name, or visit <http://www.socialsecurity.gov/online/ss-5.pdf> to access the form online with instructions. By showing two satisfactory (original) proofs of identity, the SSA will change your name on your card and mail you a new one. There is a list of acceptable proof that will accompany the form. They will return the articles of proof/I.D. to you.

Checking/Savings/IRAs and other bank accounts:

Check with your financial institution. They may require several forms of proof, one being a current drivers license or major credit cards with the new name on them. Some banks have tougher rules than others. Don't forget about your CDs and safe deposit boxes.

Major store/credit cards:

Some companies will accept a request by phone, others will send you a written request form. Credit cards and store cards/supermarket cards are a good place to start because they are the easiest to do and can be shown to the other places for proof later on.

Driver's License:

It would seem likely to start here, but it's not. It is easier to get some of the other changes made to prove to the DMV that you are who you say you are. The DMV is very particular and specific about what they will accept as proof and what certain forms of proof are “worth.” They have a point system that allows so many points for each article of proof you present. Guidelines are listed at <http://www.nydmv.state.ny.us/addr-name.htm#name> on the DMV website. Currently they require a total of 6 points to change a license. A certified birth certificate/proof of date of birth is required as well.

Passport:

Guidelines and forms are listed on the U.S. Department of State website: http://travel.state.gov/passport/correcting/ChangeName/ChangeName_851.html

Pension/QDRO:

You must notify the company in writing of any changes of name or address in all circumstances.

Child Support Collection Unit:

Call your case worker at 486-3100. Have your case # ready.

Don't forget about life, medical/dental, car, and home insurance policies if you have them.