

Name Change After Marriage — Action Tracker

MarriageLicenseLocal.com | marriagelicenselocal.com/articles/name-change.html

Name Change After Marriage — Complete Action Tracker

Complete in this exact order. Each step unlocks the next.

STEP 1	STEP 2	STEP 3	STEP 4+
Social Security Administration	State Driver's License / ID	U.S. Passport	Banks, Employer, Insurance & More

STEP 1 — Social Security Administration (Always First)

Complete Form SS-5 (free download at ssa.gov/forms/ss-5.pdf)

■ **Completed Form SS-5 — Application for a Social Security Card**

Downloaded and printed: _____

■ **Certified copy of marriage certificate (original or certified — no photocopies)**

Copy obtained: _____

■ **Current photo ID in old name**

Date completed: _____

■ **Submitted to SSA (in person or by mail)**

Submitted on: _____

■ **New Social Security card received**

Received on: _____

■ *Processing: 2–4 weeks for physical card. SSA updates records electronically within 24–72 hrs — you can go to DMV once SSA records update, before the card arrives.*

Cost: FREE

STEP 2 — State Driver's License / State ID

■ **SSA records confirmed updated (wait 24–72 hrs after SSA submission)**

SSA updated on: _____

■ **Certified copy of marriage certificate**

Date completed: _____

■ **Current driver's license / state ID (in old name)**

Date completed: _____

■ **Proof of state residency (utility bill, lease, or bank statement)**

Date completed: _____

■ **REAL ID documents if upgrading (birth certificate + SSN card + 2 proofs of address)**

Date completed: _____

■ **DMV visit completed — new license issued**

Visited on: _____

■ **New license received**

Received on: _____

Cost: \$10–\$30 depending on state. Temporary paper license issued immediately; plastic card arrives by mail.

STEP 3 — U.S. Passport

Which form applies to you?

Issued < 1 year ago	Form DS-5504	Free — mail only
Issued 1–15 years ago	Form DS-82	Renewal fee — mail or in person

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Issued 15+ years ago OR issued under age 16

Form DS-11

Must apply in person

■ Completed passport form (DS-5504, DS-82, or DS-11)

Form completed: _____

■ Certified copy of marriage certificate

Date completed: _____

■ Current passport (in old name)

Date completed: _____

■ New passport photo (2" x 2", taken within 6 months)

Photo taken: _____

■ Payment — standard or expedited fee

Date completed: _____

■ Application submitted

Submitted on: _____

■ New passport received

Received on: _____

Processing: Standard 6–8 weeks | Expedited 2–3 weeks. Check travel.state.gov for current wait times.

STEP 4 — Everything Else (After SSA, DMV, Passport are Done)

- Employer / HR department — payroll W-2 must match SSA name
- Health insurance (employer plan + any individual plans)
- Bank accounts and investment accounts — bring new ID + marriage certificate
- Credit cards — call each issuer or update online
- Voter registration — update at your state's voter portal
- Professional licenses — contact each licensing board
- Insurance policies (life, auto, home/renter)
- Utilities and subscriptions — most accept online update, no docs needed
- USPS mail forwarding — optional if sending mail to new name at same address
- Email address / social profiles — personal preference, no legal requirement

Number of certified marriage certificate copies needed: You'll need at least 4–6. Order from your county clerk (or Register of Deeds) at \$10–\$21 each. Order multiple at once — reordering later costs the same per copy but wastes time.