

# How to Update Your Legal Name and Gender

Here is information about how to update your name and gender legally and how to have it changed in your medical records at Seattle Children's. The process applies for legally changing your name, gender or both.

## Legally

- For Washington: Visit [ingersollgendercenter.org/resources/transition-resources](http://ingersollgendercenter.org/resources/transition-resources).
- For all states: Visit [transequality.org/documents](http://transequality.org/documents) to determine which documents you need to file with your state to change your name and gender.

## At Seattle Children's

Any time you check in, you can let staff know that you would like your preferred name and pronouns updated. However, for us to change your legal name and gender in your medical record, we need the required legal papers. Here's how to do that:

1. Update your name/gender with your insurance company. It is important to update with your insurance and Seattle Children's to make sure payment for care is not delayed. (If you have Washington Apple Health, your name and gender will be updated once you have changed it with the Social Security Administration.)
2. Submit copies of legal documents to us. For either a name or gender marker change, we need a copy of a document (from the list below) with your old legal name and/or gender and one with your new legal name and/or gender. The chart shows which legal documents are accepted for each.

Legal Document	Name Change	Gender Marker Change
Court-Issued Legal Name-Change Document	X	
Adoption Decree	X	
Birth Certificate	X	X
Social Security Card	X	
Passport	X	X
Washington State Identification Card	X	X
Driver's License	X	X
Marriage License	X	X
Doctor's Letter (Attestation)		X

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### To Learn More

- Health Information Management  
206-987-2173
- Ask your social worker
- [ingersollgendercenter.org/resources/transition-resources](http://ingersollgendercenter.org/resources/transition-resources)
- [transequality.org](http://transequality.org)
- [seattlechildrens.org](http://seattlechildrens.org)

### Free Interpreter Services

- In the hospital, ask your child's nurse.
- From outside the hospital, call the toll-free Family Interpreting Line 1-866-583-1527. Tell the interpreter the name or extension you need.

3. Give the documents from step 2 to the person at registration when you check in. If you are staying in the hospital, give the documents to your unit or admissions coordinator. You also can send them to Health Information Management (HIM) by:

- Fax:  
206-987-3957  
Attention: MPI Desk
- Email:  
[HealthInformationManagement@SeattleChildrens.org](mailto:HealthInformationManagement@SeattleChildrens.org)
- Mail:  
Health Information Management, MPI Desk  
Mail Stop OC.6.820  
PO Box 5371  
Seattle, WA 98145-5005

### Questions or need help?

- For questions about updating your legal gender and name in your medical records at Seattle Children's, call HIM at 206-987-2173.
- For questions about how to change your name and gender legally, contact the social worker in your clinic. If you are staying in the hospital, ask your nurse to connect you with a social worker.

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Seattle Children's offers interpreter services for Deaf, hard of hearing or non-English speaking patients, family members and legal representatives free of charge. Seattle Children's will make this information available in alternate formats upon request. Call the Family Resource Center at 206-987-2201.

This handout has been reviewed by clinical staff at Seattle Children's. However, your child's needs are unique. Before you act or rely upon this information, please talk with your child's healthcare provider.

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