



OFFICE OF THE CLERK AND RECORDER | THE CITY AND COUNTY OF DENVER

CITY CLERK | ELECTIONS | PUBLIC TRUSTEE | RECORDING & MARRIAGES

CHANGING YOUR NAME

If you take your spouse's surname after marriage, you'll need to notify various government agencies, financial institutions and insurance companies of your name change. Certified copies of your marriage license make the process easier.

1. Get certified copies of your marriage/civil union license from us.

Certified copies cost \$1.25 each. We recommend at least four certified copies.

2. Social Security Administration

This should be the first place you change your name. A mismatch between your name and Social Security number could cause a rejection of your tax return. Your name and ID number for payroll tax withholdings and retirement benefits must match.

Having your new Social Security card will also help you change your name with financial institutions and other organizations. You'll need to file Form SS-5 with your local Social Security office to obtain a new Social Security card. The Social Security Administration will update the Internal Revenue Service of your new name.

3. Driver's License

An updated license or identification card should make changing your name with financial institutions easier. You may be able to update voter registration, vehicle registration and title at the DMV.

4. Work Records and Benefits

Inform your employer so that paychecks and benefits reflect the new name. Review your tax withholdings, insurance and beneficiaries to make any necessary changes.

5. Banks, Credit Cards & Creditors

Your bank or credit union may require you to come into a branch. For a name change on your account, the bank will want to see your updated driver's license. Lenders will need your new name so that you have a credit history under your married name. Creditors will report the new information to the credit reporting agencies.

6. Others

- Other insurance accounts (auto, life, home, etc.).
- Physicians' offices.
- Professional licensing boards.
- Investment accounts.
- Your attorney (to update legal documents).
- Utilities.
- Passport office.
- Post office.
- Voter registration board.
- Alumni association.

HONORABLE PAUL D. LÓPEZ, CLERK AND RECORDER

201 W. COLFAX AVENUE | DENVER, CO 80202 | [HTTP://WWW.DENVERCLERKANDRECORDER.ORG](http://www.denverclerkandrecorder.org) | 720-865-8400

CLERKANDRECORDER@DENVERGOV.ORG

Revised March 8, 2021