

DRIVERS LICENSE / STATE-ISSUED PHOTO ID

You can correct both your name and your gender marker on your Kansas drivers license or ID. The documents and process are the same for a drivers license or non-drivers state-issued photo ID. If you are going to change both your name and gender marker, it is easier (and cheaper) to do both at the same time. If that is not possible, though, you can do one at a time.

These instructions assume that you already have a Kansas drivers license or ID. The process will be different if:

- You have never had a drivers license or ID before

- You have a drivers license or ID from another state and you are hoping to get a Kansas drivers license or ID for the first time

- You do not have a REAL ID and do not seek one

- You used to have a Kansas drivers license or ID, or a drivers license or ID from another state, but you no longer have it because it was stolen, lost, or misplaced.

- You are 17 or younger

- You are not a U.S. Citizen

For more information on these processes, see the Frequently Asked Questions section at the end of this packet.

If you ONLY want to change your name

In order to change the name on your Kansas drivers license or ID, you will need to collect the following documents. These should be original documents, not copies or reproductions:

1.) You will need to provide proof of lawful presence. Please select **ONE** from the list below:

- State Issued Birth Certificate
- Unexpired U.S. Passport
- Unexpired Permanent Resident Card
- Unexpired Employment Authorization Card
- Naturalization Certificate
- Consular Report of Birth Abroad (FS-240)

2.) You must provide proof of your Social Security Number. Please select **ONE** document from the list below:

- Social Security Card
- Current W-2 or 1099 showing full Social Security Number
- Current pay stub showing full Social Security Number

3.) You **MUST** provide **two** proofs of current Kansas residential address. Proof must be dated within the last year. Junk mail or personal letters will not be accepted. The following are examples of documents that can be used to prove Kansas residency:

- Rent or Lease Agreement
- Renewal Postcard
- Vehicle Registration
- Utility Bill
- Financial Institution Documents (Bank Statement, Deed, or Mortgage)

4.) Your most recent Kansas drivers license or ID.

5.) Stamped copy of name change court order from any state.

6.) A checkbook, card or money order to pay for the new ID fee.

If you ONLY want to change your gender marker

In order to change the name on your Kansas drivers license or ID, you will need to collect the following documents. These should be original documents, not copies or reproductions:

1.) You will need to provide proof of lawful presence. Please select **ONE** from the list below:

- State Issued Birth Certificate
- Unexpired U.S. Passport
- Unexpired Permanent Resident Card
- Unexpired Employment Authorization Card
- Naturalization Certificate
- Consular Report of Birth Abroad (FS-240)

2.) You must provide proof of your Social Security Number. Please select **ONE** document from the list below:

- Social Security Card
- Current W-2 or 1099 showing full Social Security Number
- Current pay stub showing full Social Security Number

3.) You **MUST** provide **two** proofs of current Kansas residential address. Proof must be dated within the last year. Junk mail or personal letters will not be accepted. The following are examples of documents that can be used to prove Kansas residency:

- Rent or Lease Agreement
- Renewal Postcard
- Vehicle Registration
- Utility Bill
- Financial Institution Documents (Bank Statement, Deed, or Mortgage)

4.) Your most recent Kansas drivers license or ID.

5.) A checkbook, card or money order to pay for the new ID fee.

6.) A document in support of your gender marker change. There are three two paths you can take:

- If you have **changed the gender marker on your birth certificate** or **have a court order reflecting a gender marker change**, follow these instructions:
 - Collect the following documents:
 - Your corrected birth certificate **or** court order reflecting gender marker change
 - Your old drivers license
 - Your credit or debit card, checkbook, or cash to pay for the new drivers license fee (around \$45)

- o Take these items to your local DMV and tell them you are requesting a new driver's license with an updated gender marker. They should provide you with a new copy. You may have to schedule an appointment ahead of your visit.

If you **HAVE NOT or CANNOT** change the gender marker on your birth certificate or get a court order gender marker change, follow these instructions:

First, gather the following information:

A photo copy of your current Kansas credential.

A letter requesting the change in gender. (The Kansas Legal Services website has a template you can use.) The letter requesting the change in gender must include:

1. Full legal name
2. Kansas residential address
3. Gender classification currently on Kansas credential
4. Requested new name (If applicable)
5. New address (If applicable)
6. Requested gender to be added on Kansas credential
7. Phone number and email address

A letter from your licensed medical or osteopathic physician stating the you have undergone the appropriate clinical treatment for change of gender.

Once you have gathered these materials, send them by mail to:

Driver Services
PO BOX 2188
TOPEKA, KS 66601

In return, the Kansas Drivers' Licensing Management Office should send you a letter granting you a gender marker change on your Kansas license. You should take the letter from the Licensing Management Office, your old drivers' license (if you have one) and your \$45 new license fee to your local DMV office and tell them you are requesting a new drivers license with a corrected gender marker. The DMV should provide you with a corrected drivers license.

If you want to change your name AND your gender marker

In order to change the gender marker and name on your Kansas drivers license or ID at the same time, you will need to collect the following documents. These should be original documents, not copies or reproductions:

1.) You will need to provide proof of lawful presence. Please select **ONE** from the list below:

- State Issued Birth Certificate
- Unexpired U.S. Passport
- Unexpired Permanent Resident Card
- Unexpired Employment Authorization Card
- Naturalization Certificate
- Consular Report of Birth Abroad (FS-240)

2.) You must provide proof of your Social Security Number. Please select **ONE** document from the list below:

- Social Security Card
- Current W-2 or 1099 showing full Social Security Number
- Current pay stub showing full Social Security Number

3.) You **MUST** provide **two** proofs of current Kansas residential address. Proof must be dated within the last year. Junk mail or personal letters will not be accepted. The following are examples of documents that can be used to prove Kansas residency:

- Rent or Lease Agreement
- Renewal Postcard
- Vehicle Registration
- Utility Bill
- Financial Institution Documents (Bank Statement, Deed, or Mortgage)

4.) Your most recent Kansas drivers license or ID.

5.) Stamped copy of name change court order from any state.

6.) A checkbook, card or money order to pay for the new ID fee.

7.) A document in support of your gender marker change. There are two paths you can take:

- If you have **changed the gender marker on your birth certificate** or **have a court order reflecting a gender marker change**, follow these instructions:
 - Collect the following documents:
 - Your corrected birth certificate **or** court order reflecting gender marker change
 - Your old drivers license

- Your credit or debit card, checkbook, or cash to pay for the new drivers license fee (around \$45)
- o Take these items to your local DMV and tell them you are requesting a new driver's license with an updated gender marker. They should provide you with a new copy. You may have to schedule an appointment ahead of your visit.

If you **HAVE NOT or CANNOT** change the gender marker on your birth certificate or get a court order gender marker change, follow these instructions:

First, gather the following information:

A photo copy of your current Kansas credential.

A letter requesting the change in gender. (The Kansas Legal Services website has a template you can use.) The letter requesting the change in gender must include:

1. Full legal name
2. Kansas residential address
3. Gender classification currently on Kansas credential
4. Requested new name (If applicable)
5. New address (If applicable)
6. Requested gender to be added on Kansas credential
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KANSAS DRIVERS LICENSE / ID FAQ

Here is more information about changing the name and gender marker on a Kansas drivers license or ID if:

- You have never had a drivers license or ID before
 - If you have never had a drivers license or ID before, you will need to pass a driving test, vision test, and written test before you can obtain a drivers license. For more information review this page: <https://www.ksrevenue.gov/dovobtainingdl.html>.
- You have a drivers license or ID from another state and you are hoping to get a Kansas drivers license or ID for the first time
 - You will need to provide evidence of your former drivers license or ID. You should review List G, Out of State Credential, to see what documents you can bring: <https://www.ksrevenue.gov/dovproof.html>. You can also review this site for more information: <https://www.ksrevenue.gov/dovobtainingdl.html>.
- You do not have a REAL ID and do not seek one
 - For more information and a document checklist for obtaining a REAL ID, please visit this website: <https://www.ksrevenue.gov/dovrealid.html>.
- You used to have a Kansas drivers license or ID, or a drivers license or ID from another state, but you no longer have it because it was stolen, lost, or misplaced.
 - You will need to provide additional documentation to replace your drivers license or ID in Kansas. Review List E for other identification documents you may use: <https://www.ksrevenue.gov/dovproof.html>.
- You are 16 or younger
 - If you are 16 or younger, you need to have a parent or guardian come to the DMV and present legal ID in order to get your own drivers license or ID. See: <https://www.ksrevenue.gov/dovproof.html>.
- You are not a U.S. Citizen
 - You will need to provide evidence of lawful presence and status, rather than citizenship. Review List B on this site for more information: <https://www.ksrevenue.gov/dovproof.html>.

Drivers Services
PO Box 2188
Topeka, KS 66601

Date:

To Whom it May Concern:

My name is _____. I write to you because I am seeking a letter from the Kansas Drivers' Management Office granting a gender marker change on my Kansas Drivers License / ID.

My full legal name is _____. Previously, my full legal name was _____. I have attached a copy of my name change order to this letter as proof of that legal name change. I reside at _____, Kansas for _____ years. My phone number is _____ and my email address is _____. I have also attached a copy of my most recent Drivers License / ID, which was issued in _____.

The current gender marker on my Drivers License / ID is _____ or the letter _____. I seek a _____ gender marker. I have attached a letter from my healthcare provider attesting to the fact that this gender marker change is appropriate under Kansas law.

I ask for the Kansas Drivers' Licensing Management Office to provide a letter stating that it would be appropriate for my Drivers License / ID to be issued with a _____ gender marker, as this is the only marker that accurately reflects my identity. If you have questions or concerns, please contact me by phone at _____ or _____.

Sincerely,

Name:

Address: