

Santa Clara University Staff/Faculty Name & Gender Change Checklist

Gender Marker Change

- ❑ **1. You are a staff/faculty member who has already gone through the legal gender marker change process.**

→ If you have not legally changed your gender marker and would like to do so, visit

<http://transgenderlawcenter.org/issues/id>
<http://www.lambdalegal.org/publications/trans-toolkit>
<http://www.courts.ca.gov/selfhelp-namechange.htm>
<http://www.courts.ca.gov/genderchange.htm> or your resident
state's court website for more information.

Note: California courts have a process to legally change both your name and gender marker at once.

- ❑ **2. You will need to fill out an Employee Biographical Information form found at here:**

→ <https://scu.edu/media/offices/human-resources/documents/employee-biographical.pdf>

Once completed, contact Cheryl Johnson in Human Resources at cjohnson@scu.edu or x6990 for more information.

Name Change on Records

- ❑ **1. You are a staff/faculty member who has already gone through the legal name change process.**

→ If you have not legally changed your name and would like to do so, visit

<http://transgenderlawcenter.org/issues/id>
<http://www.lambdalegal.org/publications/trans-toolkit>
<http://www.courts.ca.gov/selfhelp-namechange.htm>
<http://www.courts.ca.gov/genderchange.htm> or your resident
state's court website for more information.

Note: California courts have a process to legally change both your name and gender marker at once.

- ❑ **2. You will need to fill out an Employee Biographical Information form found at here:**

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Once completed, contact Cheryl Johnson in Human Resources at cjohnson@scu.edu or x6990 for more information.

- ❑ **3. To change your name (and possibly photo) on the Staff Directory contact the person in your department who regularly manages and updates that information.**

- ❑ **4. Changing extension name on your office phone: Call the IT Help Desk at x5700 who can contact the Telecommunications department to have it changed.**