



Name Change Guidelines

(Updated 12/2022)



Your marriage license must be recorded before any name changes can be made!!!

Please note the following guidelines are based on information obtained from Colorado agencies.
If you live in another State please contact your local offices for the procedures they require.

- Social Security Card: Please contact the Glenwood Springs Social Security office at 1-866-220-7898 for the most current information regarding name change requirements. Information can also be found by visiting the Social Security Administration website at www.ssa.gov. (**NOTE:** Social Security office in Glenwood Springs now has modified hours & days they are open. Please call them to verify when they are open)
- Driver's License: You will need a certified copy of your marriage license to change your name on your driver's license. Call the office before you visit to confirm the information requirements and office hours. The closest locations to Aspen are Glenwood Springs (970-945-8229) and Leadville (719-486-0888).
- Motor Vehicle Registration: If you have a Colorado title to your vehicle, you will need to sign your name exactly as it appears on the title and assign the title (as if you were selling the vehicle) in your name exactly as you want the new title to read. Then take the title to the motor vehicle office in the county where you reside to process this change. There is a \$7.20 title fee. You will need a copy of your marriage license, but it does not need to be a certified copy. You will receive a new registration and title in your married name. Please remember to bring proper ID. Passport: Please visit www.travel.state.gov/passport for passport requirements, locations and fees, Or call 1-800-333-4636.
- Voter Registration: Your voter registration can be changed at your local county election office or Driver's License Office.
- For Bank Accounts and Credit Cards: Check with your bank or credit card company to find out what documents they require to change the name on your account.

Certified Copies:

Certified copies of a civil union license or a marriage license are available through this office.

• Regular copy charge is \$0.25 per copy

• Certified copy charge is \$1.25 per copy

You may order copies online at www.pitkinclerk.org – Online Services – Search Public Records – Login as Public – Search Public Records – (Search Type) Marriage License/Civil Union. You can also get copies in-person in our office.

Please do not leave your original marriage license with anyone. This office cannot replace the original document.