



As of April 2013

***Your civil union or marriage license must be recorded at the Pitkin County Clerk's office  
BEFORE any names changes can be made!!!***

Please note the following guidelines are based on information obtained from local 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. The Glenwood Springs Social Security location is open Monday 9 am – 3 pm, Wednesday 9 am to 12 noon and Friday 9 am – 3 pm. Information can also be found by visiting the Social Security Administration website at [www.ssa.gov](http://www.ssa.gov). Be aware it may take 24-48 hours to process your request.
- **Driver's License:** You will need your original or certified copy of a civil union or 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 receive a new registration and title in your changed name. Please remember to bring proper ID.  
  
If your vehicle is financed, you must notify your financing institution to process this change. Sometimes a financing institution will not allow a name change until your loan is satisfied.
- **Bank Accounts:** We suggest you check with your bank to find out what they require to change the name on your account. Some banks require a certified copy of your license or they ask to see your driver's license after it has been changed to your married name. Some banks only require new signature cards.
- **Credit Cards:** We suggest you contact your credit card companies for their requirements. Credit card companies usually require a letter with your account number stating you have recently married and would like your name changed on the account and a new card issued.
- **Voter Registration:** Your voter registration can be changed at your local county election office or Driver's License Office.
- **Passport:** Please visit [www.travel.state.gov/passport](http://www.travel.state.gov/passport) for passport application requirements, corrections or changes to passport information, locations and fees or call 1-877-487-2778.

### **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 either by coming into our office or by sending a letter stating your request, accompanied by a check to cover the cost. Checks should be made payable to *Pitkin County Clerk*.

***Please do not leave your original license with anyone. This office CANNOT replace the original license!***