TRANS* RESOURCE GUIDE

Compiled by the Utah State University LGBTQQA+ Program Coordinator
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_Last Updated Fall 2018_
Utah State University Resources

LGBTQA Program Brown Bag Support/Discussion Group

Access & Diversity Center LGBTQA Programs, in conjunction with Counseling and Psychological Services, offers a weekly Brown Bag Support/Discussion group each semester.

This group is an opportunity for LGBTQA students, faculty, staff and their Allies to get together, learn from, and support each other. Each week, we will discuss pertinent issues (i.e. coming out to parents, the challenges of balancing academics and dating, relationship challenges, advocate burn out, etc). Anyone who is interested is welcome to bring their lunch and attend.

This group meets every Monday from 12:30PM – 1:30PM in TSC 310

Transgender Support/Discussion Group

Access & Diversity Center LGBTQA Programs, in conjunction with Counseling and Psychological Services, offers a bi-monthly Support/Discussion group specifically for gender identity and expression.

This group is an opportunity for Trans* students, faculty, staff and their Allies to get together, learn from, and support each other. Each meeting, we will discuss pertinent issues containing to gender identity and expression. Anyone who is interested is welcome to bring their lunch and attend.

This group meets the 1st and 3rd Wednesday of the month from 12:30PM – 1:30PM in TSC 313

Queer Student Alliance

We the members of L.I.F.E. know that a great deal of silence surrounding issues of sexual orientation, gender identity and expression, and gender roles has caused fear, ignorance, and misinformation throughout the USU campus. If this trend is not changed it can lead to a threatening place to live and learn for any person. L.I.F.E. as a student organization has five core goals: (1) Educate its members, USU students, faculty, staff and the Cache Valley community on about issues regarding sexual orientation and other lesbian, gay, bisexual, transgender, queer, ally matters (hereafter referred to as LGBTQA); (2) Work for a united community through service; (3) Advocate equal rights for ALL members of the community to the local, state, and national governments in a peaceable manner; (4) Promote equality throughout the community; and, (5) Provide a safe and equal network of social gatherings for everyone in a comfortable and supportive setting. Through these goals we hope to create a more diverse, educated, and safe campus.

Allies on Campus

The Allies on Campus program provides an avenue for individuals to show their active support of LGBTQA+ people. It is open to students, faculty, and staff. Following a training seminar, members are given the choice between an Ally sticker or button to display, signaling them as LGBTQA+ affirmative individuals and positive resources for those identify as LGBTQA+.

Other USU Affirming Resources

- Access and Diversity Center
- Counseling and Psychological Services (CAPS)
- Sexual Assault and Anti-Violence Information Office (SAAVI)
- Title IX
- Office of Student Conduct
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<td>Distance Education Building</td>
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* Campus Recreation is committed to inclusion. Please note that there is a gender-neutral single shower and bathroom in the Aggie Rec Center Room 210.

- If there is a gender-neutral bathroom not listed or one that is listed incorrectly please contact Macy.Keith@usu.edu with that information.

Utah State University Policies

303.2 POLICY (Affirmative Action/Equal Opportunity)

2.1 Equal Opportunity

Equal Opportunity in employment and education is an essential priority for Utah State University (USU) and one to which the University is deeply committed. Utah State University is dedicated to providing an equal opportunity climate and an environment free from discrimination and harassment for faculty, staff, students, applicants and participants in all programs/activities sponsored by USU. In accordance with established laws and University policies, the University prohibits discrimination and harassment based on race; color; religion; sex (including sexual harassment, pregnancy, childbirth, or pregnancy-related conditions); national origin; age; genetic information; sexual orientation or gender identity/expression; disability; status as a protected veteran; or any other status protected by University policy or local, state, or federal law.

305.1 POLICY (Discrimination Complaints)

Utah State University is committed to providing an environment free from harassment and other forms of discrimination based on race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age (40 and older), disability, or status as a protected veteran. Consistent with its prohibition against sex discrimination, Utah State University prohibits and is committed to addressing and preventing sexual violence.

Utah State University employees and students cannot, because of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, status as a protected veteran, refuse to hire; discharge; promote; demote; terminate; discriminate in compensation; or discriminate regarding terms, privileges, or conditions of employment, against any person otherwise qualified. Employees and students also cannot discriminate in the classroom, residential halls, or in on/off-campus University sponsored events and activities.

USU Campus Recreation Transgender Participation Policies

Campus Recreation provides a diverse and intentional recreational program in a safe, inclusive, and accessible environment which enhances the social, mental, and physical well-being of the entire University Community.
**Locker Rooms**

Anyone utilizing Campus Recreation facilities shall have access to the changing, shower, and toilet facilities that correspond with their gender identity.

**Intramural Programs**

All students, faculty and staff can participate in the gender-specific league that affirms each participant's personal gender identity.

The participant's gender identity will also be applied when there are gender-specific rules or player ratio requirements in coed leagues.

Any matters that may arise in regards to gender identity within intramural participation can be subject to review on a case-by-case basis by the Campus Recreation administrative staff in conjunction with Access and Diversity Center LGBTQ Services.

Participation in competitive extramural activities will be reviewed on a case-by-case basis as well, based on the applicable policies and procedures of the host institution or governing body.

**Club Sports**

All students can participate in the gender-specific club sport that affirms each participant's personal gender identity.

The participant's gender identity will also be applied when there are gender-specific rules or player ratio requirements in coed sports clubs.

Any matters that may arise in regards to gender identity within participation can be subject to review on a case-by-case basis by the Campus Recreation administrative staff in conjunction with Access and Diversity Center LGBTQ Services.

Participation in competitive sports club activities outside of USU Campus Recreation's purview will be reviewed on a case-by-case basis as well, based on the applicable policies and procedures of the host institution or governing body.

In addition to these various resources and initiatives, our staff is also dedicated to ongoing training to ensure we are equipped to provide safe and accessible spaces on campus. The majority of our professional staff has taken part in Allies training, while many have also participated in Interfaith Initiative, LIFE, and Veteran Student Resource training.
How to Change Preferred First Name and Professor Information

How To Change Preferred First Name, Personal Pronouns, and Gender Identification in Banner

1. Log in to MyUSU
2. Click on Banner
3. View/Edit Personal Information
4. You can now add preferred first name and select your pronouns and gender identification.

Note that this will not change the name appearing on class rosters or your student ID card.
Inform Your Professors of Your Name and Pronouns

If you would like to inform your professors of your preferred name and gender pronouns, below is a sample letter that can be used:

Dear [insert appropriate title and professor's name],

I am a student in your [insert class name and time]. The purpose of this email is to inform you of something I would like you to know about me before the semester begins. I am getting in contact with you to let you know that I identify as transgender. What that means to me is....

My name will probably show up on your roster as [birth name], but I would prefer to go by [preferred name here] and to be referred to with [preferred] pronouns. I would appreciate it if you called me [preferred name] in class. If you have any questions for me regarding this, please don't hesitate to contact me. Also, if you have any further questions feel free to contact Macy Keith, the LGBTQ+ Program Coordinator macy.Keith@usu.edu. Thank you for your understanding.

[Signature and A#]

If you would like further assistance in contacting your professors or have questions please contact Macy Keith at macy.Keith@usu.edu, 435-797-1164
RESOURCE LINKS

National Online Resources:

- The Accord Alliance
- The Brown Boi Project
- Center for Gender Sanity
- Engendered Species
- FTM International
- Hormone Therapy FAQ - Information Resource
- Intersex Society of North America
- National Center for Transgender Equality
- Survivor Project
- TransGenderCare
- Transgender Education Advocates of Utah
- Trans-Health
- Trans People of Color Coalition
- Transgender Law and Policy Institute
- TransYouth Family Allies

Local Resources:

- USU Access and Diversity Center
- Cache Pride Center
- Equality Utah
- Logan Pride
- LGBT & Allies Lawyers of Utah
- Parents, Families, and Friends of Lesbians and Gays (PFLAG)
- Rebirth OB/GYN Clinic + Gender Center
- Rainbow Law Clinic
- Utah Pride Center
- Utah Pride Festival
- Utah Stonewall Democrats
- U of U Transgender Health Program
- Queer Coffee – Cache Valley
Utah Legal Gender and Name Change Instructions

Utah Legal Gender and/or Name Change

Instructions and forms can be obtained on-line or at any county courthouse. Legal help is available at USU for free or through the Rainbow Law Clinic in Salt Lake City.

Resources needed:

- Forms from website above
- Recommended to submit doctors and mental health professionals letters to judge.

Cost: $360 but there is a fee waiver form if needed and eligible

Note: There are currently NO forms or process to legally change one’s gender but there is also NO legislation to prevent it. The cost is $360 for each change so if a name change is completed and then a gender change afterwards, it will cost $360 each time so it is certainly more advantageous to do them together. All of the forms for the legal name change will need to be modified to include gender.

Utah Birth Certificate

Utah Office of Vital Records will issue an amended birth certificate upon receipt of a court order. “The amendment shall be registered with and become a part of the original certificate and a certified copy shall be issued to the applicant without additional cost.” UT Code Ann. § 26-2-11.

To apply for an updated birth certificate, applicant should submit:

1. a completed birth certificate request form
2. a certified copy of the court ordered name change to update the name and/or the court ordered gender change to update the gender marker
3. payment of the applicable fees

To obtain a court order for gender change to update your Utah birth certificate, you must petition the court for a court order. There is no formalized court process, but advocates have created these sample name and gender change forms based on the name change forms. The petition must be accompanied by a Certification Regarding Sex Offender Registry. Along with the petition you should submit as evidence of your gender transition a statement or statements from medical and/or mental health providers. The standard for what is required depends on the judge and varies by county.

US Passport

If you are applying to change your gender marker, submitting a passport application for the first time, or applying for a passport when your old passport has expired, you must apply in person.
You will need to complete and submit:

1. Application for U.S. Passport ([Form DS-11](#));

2. Proof of U.S. Citizenship (such as a previous U.S. Passport, certified Birth Certificate, Certificate of Naturalization, or Report of Birth Abroad);

3. Proof of Identity that contains your signature and photograph that is “a good likeness to you” (such as a previous U.S. Passport, a Driver’s License, a Certificate of Naturalization, Military Identification, or a Government Employee Identification Card). You must present the original AND provide a photocopy of the front and back side with your application;

4. A recent color photograph 2x2 inches in size;

5. If you are changing your name on your passport, an Order for Name Change (certified copy showing a seal and officiate/judge signature);

6. A letter from your Physician confirming your gender transition (the requirements for this letter are listed below); and

7. Fee (See [Department of State Passport Fees](#) for cost).

Take these documents and fees in person to any Passport Acceptance Facility. To find the acceptance facility closest to you, visit the State Department’s website, Passport Acceptance Facility Search Page, at [http://iafdb.travel.state.gov](http://iafdb.travel.state.gov) or call the National Passport Information Center at 1-877-487-2778.

**Updating Your Legal Name Only (no gender marker update) on an Existing Valid Passport**

When you already have a valid Passport, you may submit a Passport Renewal Application to change your legal name on the passport by mail. You will need to complete and submit:

1. A Passport Renewal Application ([Form DS-82](#));

2. Your most recent Passport (book or card);

3. A recent color photograph 2x2 inches in size;

4. Order for Name Change (certified copy showing a seal and officiate/judge signature);

5. Fee (See [Department of State Passport Fees](#) for cost).

**Utah Driver’s License:**

In order to update the name and/or gender on a Utah ID, the applicant must submit (1) a court order certifying the name change (if applicable) and/or (2) a passport or birth certificate bearing the new gender. The Utah Department of Public Safety addresses name changes [here](#).
Social Security Administration

Changing your name:

If you legally change your name because of marriage, divorce, court order or any other reason, you must tell Social Security so you can get a corrected card. You cannot apply for a card online. There is no charge for a Social Security card. This service is free. The same applies once you receive the I-766 card, Employment Authorization Document (EAD), from the U.S. Citizenship and Immigration Services (USCIS) and bring required evidence. See Defining the legal Name for an SSN.

To get a corrected Social Security card, you will need to:

- Show the required documents. You will need proof of your identity. Sometimes you also may need to prove your current U.S. citizenship or lawful noncitizen status. See Learn What Documents You Need for more information. Under the heading, “Type of Card,” select “Corrected” for a list of the documents you need;
- Fill out and print an Application for a Social Security Card; and
- Take or mail your application and documents to your local Social Security office.

For complete instructions, please go to Social Security Number and Card.

For more information, read our pamphlet, Your Social Security Number and Card.

Changing your gender:

**Step 1**: Gather documents proving your:

**Identity**

We can accept only certain documents as proof of identity. An acceptable document must be current (not expired) and show your name, identifying information (date of birth or age) and, preferably, a recent photograph. For example, as proof of identity Social Security must see your

- U.S. driver’s license;
- State-issued non-driver identification card; or
- U.S. passport.

If you don’t have one of these specific documents, or you can’t get a replacement for one of them within 10 days, we’ll ask to see other documents, including

- Employee identification card;
- School identification card;
- Health insurance card (not a Medicare card); or
- U.S. military identification card.

**Gender**

We’ll need to see a
• Full-validity, 10-year U.S. passport showing the new gender;
• State-issued amended birth certificate showing the new gender;
• Court order directing legal recognition of change of gender; or
• Medical certification of appropriate clinical treatment for gender transition in the form of an original letter from a licensed physician.

The document must have enough biographical data (e.g., name and date of birth) to clearly identify you.

**U.S. citizenship**

If you haven’t established your citizenship with us, and you were born in the US, we need to see proof of U.S citizenship. We can only accept certain documents as proof of U.S. citizenship. These documents include

• U.S. birth certificate; or
• U.S. passport.

If you haven’t established your citizenship with us, and you are foreign-born, we need to see proof of U.S. citizenship. We can only accept certain documents as proof of U.S. citizenship. These documents include:

• U.S. passport
• Certificate of Naturalization (N-550/N-570)
• Certificate of Citizenship (N-560/N-561)
• Certification of Report of Birth (DS-1350)
• Consular Report of Birth Abroad (FS-240), CRBA

**Immigration status** (if you aren’t a U.S. citizen).

To prove your U.S. immigration status, you must show us your

• Current U.S. immigration document, such as Form I-551 (Lawful Permanent Resident Card, Machine Readable Immigrant Visa) with your unexpired foreign passport;
• I-766 (Employment Authorization Document, EAD, work permit); or
• I-94 (Arrival/Departure Record) or admission stamp in the unexpired foreign passport.

If you’re an F-1 or M-1 student, you also must show us your I-20 (Certificate of Eligibility for Nonimmigrant Student Status).

If you’re a J-1 or J-2 exchange visitor, you must show us your DS-2019 (Certificate of Eligibility for Exchange Visitor Status).

**Step 2:** Complete an [Application for a Social Security Card](#).

**Step 3:** Take or mail your completed application and documents to your [local Social Security office or your local Social Security Card Center](#).

All documents must be either originals or copies certified by the issuing agency. We can’t accept photocopies or notarized copies of documents. We’ll return any documents you mail to us, along with a receipt.