

Gender Identity – Preferred Name Add

Implementation of the Gender Identity –Preferred Name modules in Employee Self Service gives employees the opportunity to add a preferred name.

Presently, the only way you can make modifications to your name is through a legal name change. However, the launch of the Gender Identity- Preferred Name module gives employees the choice to add a preferred first name to their HR/CMS profile. This new option does not supplant the current procedures for changing your name legally, as those processes will remain as they are today.

Below we outline two unique workflow streams. One workflow stream is the current process of legally changing your name. The second workflow stream is to add a preferred name as an identifier in addition to your legal name. See workstreams below and steps are involved in each process:

Legal Name Change

Requirements:

Step One: Access the Change Name form for filing with the family probate court.

<https://www.mass.gov/lists/probate-and-family-court-forms-for-adoption-and-name-change>

If you are over 18 years old, you must file a case to change your name in the [Probate and Family Court](#) in the county where you live.

You must file the following:

- [Petition to Change Name of Adult \(CJP 27\)](#)



Petition to Change
Name of Adult (CJP 27)

- A certified copy of your birth certificate (long-form). This is available from the [Registry of Vital Records](#) or from the city or town where you were born. Birth certificates that are not written in English must include a written translation signed by the person translating the birth certificate with a statement that they are fluent in the foreign language and English and that the translation is a true and accurate translation. The translator's signature must be notarized.
- If you have changed your name in the past, you must file the certified document showing that name change for each time your name changed. Examples of this are a marriage certificate, Judgment of Divorce, or other court decree of name change.
- A [Court Activity Record Information \(CARI\) and Warrant Management System Release Request Form \(CJP 34\)](#).

Step Two: Submit the probate court name change form to the ESC for processing.

<https://www.mass.gov/service-details/employee-self-service-e-forms>

The employee must submit one of these additional forms in order for the ESC to register the name change:

1. **SSN** Card with new name change **(Required)**
2. One other form of Identification:
 - a. Passport with new name change
 - b. Driver's License with new name change

Step Three: Contact your HR team or Information Technology Liaison (ITL) to update your name in the Global Address Book (GAL)

Step Four: Contact your HR team to have a new Security Id Badge updated with your new name.

Step Five: Conversation with immediate Supervisor and/or HR to discuss sharing new identity with co-workers.

Step Six: Update all personnel files to reflect name change and identity change.

If you would also like to amend the sex on your Massachusetts birth certificate, please see [Amend a birth certificate following medical intervention for the purpose of sex reassignment](#)

Preferred Name add to HR/CMS profile

Requirements:

Step One: Login to Employee Self-Service

Step Two: Select the **Personal Details** tile

Step Three: Select the **“Name”** tile

Step Four: Enter relevant data in fields



The screenshot shows a form for updating a name profile. The fields and their values are as follows:

Change As Of	04/24/2023
Name Format	English
Name Prefix	
First Name	Debora
Middle Name	M
Last Name	Giacchino
Name Suffix	
Preferred First Name	<input type="text" value="Deb"/>
Display Name	Debora Giacchino (Deb)
Formal Name	Debora Giacchino
Name	Giacchino, Debora M

Note: Your name will be reflected with your full legal name and your preferred name in (parenthesis).

Entering a preferred name does not change your name on your Payroll Check, Tax Form nor your W2.

Step Five: Contact your HR team or Information Technology Liaison (ITL) to update your name in the Global Address Book (GAL)

Link to ITL Information on mass.gov: [https://www.mass.gov/info-details/it-liaisons-itls#it-liaison-\(itl\)-responsibilities](https://www.mass.gov/info-details/it-liaisons-itls#it-liaison-(itl)-responsibilities)

The ITLs have access to submit the [“name change”](#) via ServiceNow.

Step Six: Speak with immediate Supervisor to share your preferred name update.