



Confirm Your Legal Name on File is Accurate

If you're a Veteran or family member who receives health care or direct benefit payments from VA and have changed your legal name, you must update your new name with the Department of Defense (DOD) and with VA before the transition to the new federal electronic health record (EHR) system.

Updating Your Legal Name with DOD

To update your legal name in DOD's Defense Enrollment Eligibility Reporting System (DEERS), you need to send a written request to the Defense Manpower Data Center (DMDC) and include the following information:

1. Cover sheet/letter that includes:

- a. Your full Social Security number or VA ID Card number (a 10-digit number that begins with a 1)
- b. Brief statement of the name change and why the change is needed
- c. Signature and return phone number

2. Copies of two of the following identity documents:

- a. Social Security card
- b. Unexpired passport
- c. Marriage certificate
- d. Certificate of divorce

Ways to Submit

Mail: Defense Manpower Data Center Support Office
400 Gigling Road
Seaside, CA 93955-6771

Fax: 800-336-4416

Password-protected email: dodhra.dmdc.benesupport@mail.mil. You will need to send two emails:

1. First email (password protected):

- Include in the Subject line:
 - a. Last name
 - b. Date
 - c. Legal name change request
- Attach the **cover letter** and **identity documents** requested above as Microsoft



- Word or Adobe Acrobat files
- Password protect the email and send

2. Second email (password):

- Include in the Subject line:
 - a. Last name
 - b. Date
 - c. Legal name change request
- Include the password for the protected file and send

If you have questions, you can also call the DMDC at **800-538-9552** (TTY: 866-363-2883), Monday through Friday, 8 a.m. to 8 p.m. ET (closed on federal holidays). Additional information can be found here: <https://www.va.gov/resources/how-do-i-change-my-name-in-my-deers-record>.

Updating Your Legal Name with VA

To update your legal name with VA for health care, you will need to mail or deliver documents to the Eligibility Office at your local VA medical center. Please note you will also need to provide confirmation on any name changes **with each** VA program office from which you receive direct benefit payments, including disability, education and training, home loans or housing assistance, life insurance, and pension.

You can find detailed information on changing your name here: <https://www.va.gov/resources/how-to-change-your-legal-name-on-file-with-va>.