

Village of Canisteo

Preferred Name and Pronoun Policy

Purpose

Village of Canisteo respects the dignity of every individual and therefore establishes this policy to acknowledge and enable the use of a preferred names and pronouns for water/sewer customers who have not legally changed their names. This policy outlines where a preferred name and/or pronoun can be used and also outlines the limitations of where the legal name must appear.

There are many reasons why someone would use a preferred name. A preferred name can be used to express a more accurate gender identity. Some use a preferred name to westernize or Americanize their name or because they prefer a nickname. This policy helps supports all of the users of the municipal utility to ensure use of their preferred name or pronoun where possible.

Definitions

Legal Name: means the first, middle, and last name of an individual that is recorded on the individual's birth certificate, social security card, driver's license, passport, or other legal documents.

Preferred Name: also referred to as a chosen name or name in use, means a first name, other than the legal first name, by which the user chooses to be identified, which has been supplied on the *Preferred Name/Pronoun Change Request Form (Exhibit A)*.

Pronoun: means an individual's personal pronouns (for example, he/him/his, she/her/hers, and they/them/theirs are all pronouns that an individual may use).

Policy Statement

An individual's name is an important aspect of their identity. Village Water/Sewer Customers (hereinafter "Utility Users") are encouraged to elect a Preferred Name, and to choose their personal pronouns if needed. It is the policy the Village of Canisteo that all Village employees respect Utility Users preferred name and pronouns.

I. Electing a Preferred Name & Pronouns

Utility Users who wish to elect a Preferred Name can make the change by submitting the *Preferred Name/Pronoun Change Request Form (Exhibit A)* via mail to, Village of Canisteo 8 Green St. Canisteo, NY 14823 or by email clerk@villageofcanisteo.com.

- Utility Users may provide an alternative name for service accounts. This will become the default name used for all utility correspondence. Refer to "Limitations of Using a Preferred Name" section for instances where a legal name must still be used.

II. Limitations of Electing a Preferred Name

The Village of Canisteo has developed this policy to reflect best practice recommendations for the use of a preferred name. However, this policy will not be interpreted inconsistently with federal, state, and local requirements governing records. Accordingly, while the Village of Canisteo will ensure its due diligence to honor the use of a preferred name, a preferred name cannot be honored beyond the following parameters:

- A. **Legal Identity.** Certain Municipal records and systems require a legal name. A Utility User's legal name must match that shown on the social security card or other documents establishing the residents' legal name, such as a birth certificate, marriage certificate, or court order effecting a change of name. The Village of Canisteo cannot change a user's legal name.
- B. **Official Property Records.** Residents' legal name will remain on all official property records. In general, legal names of the property owner are used for property tax and ownership references. All ownership documents are filed with Steuben County Real Property. Any requests for changes to property records must be directed to Steuben County Real Property Office, 3 E Pulteney Square, Bath, NY 14810.

Property Owner's legal name will appear in the following locations:

- Official Property Records (Ie: Deed Transfers, Building Permits)
- Village Tax Bills

III. Legal Name Change Procedure

Property owners must file appropriate legal name change documents with Steuben County Real Property Office, 3 E Pulteney Square, Bath, NY 14810. Property Owners who wish to update their legal name for **Tax Bills and Property Records** must submit all corresponding documents with Steuben County Real Property Office. . The Village of Canisteo does not have the ability to process/update property tax records. For process details please contact Steuben County at 607-664-2373.

(Exhibit A)

Village of Canisteo
Preferred Name / Pronoun Change Request Form

Current User Name: _____

Water/Sewer Service Address: _____

Water/Sewer Account #: _____

Change the Following Account Record

Preferred Name: _____
First **Middle**

Pronoun (if applicable): _____

- By submitting this form, I am requesting the Village of Canisteo to change the name and/or pronoun of the service account listed above.
- These change(s) are being requested because the User consistently identifies as the name/pronoun requested above. I understand that this form does not constitute a legal name and/or pronoun change; rather it only changes the name and/or pronoun of the Village of Canisteo's Water/Sewer utility system.
- I understand that the user's original name/pronoun will be retained in archived files/payments.

Print Name

Signature

Date

Submit this form to the Village Clerk's Office, 8 Green Street Canisteo, NY 14823

If you have questions, please contact Clerk-Treasurer at 607-698-4553 or via email clerk@villageofcanisteo.com