



## Change of Sex Designation - 16 Years of Age or Older

Instructions to complete application to Vital Statistics

**Disclaimer: The Government of Newfoundland and Labrador cannot guarantee that a birth certificate with a gender marker “x” will be accepted by authorities in other organizations.**

### How to apply

Due to the public health emergency guidelines, counter service is available by appointment only by calling 1-709-729-3308.

- In person at Vital Statistics Division, 149 Smallwood Drive, Mount Pearl, NL.
- 6ma Uj`hc Î7cbZXYbhU`GYfj JWgi ŽJ JHU`GHghWg8]] g]cbž8]] JHU` ; cj Yfba YbhUbX`GYfj JW`B@ZD`C`"6cl` , +\$\$ZGh`>c\bfjzB@5%6`(>\*

### Who is eligible?

- The applicant must have been born in Newfoundland and Labrador.
- The applicant must be 16 years of age or older. (If under 16 years of age, please complete the form for *Change of Sex Designation - Under 16 Years of Age.*)

### Required documents

- An application for a change of sex designation completed by the individual requesting the change. (Section 1)
- A written statement from the applicant confirming the applicant has assumed, identifies with and intends to maintain the gender identity that corresponds with the change requested (Section 2)

### Important Information

- Please complete the entire application to avoid delays with processing.
- If documents submitted with the application are in a language other than English or French, the applicant must submit an official translation from a certified translator.
- The following certificates include sex designation: short and long form birth certificates.
- All short and long form birth certificates in the applicant's possession issued prior to the change of sex designation must be returned to Vital Statistics Division, as they will no longer be valid.
- Following completion of the above steps, applicants may order a new birth certificate by completing Section 3.
  - Short Form Birth Certificate: Individual information only – includes name, sex, place and date of birth.
  - Long Form Birth Certificate: Parental information included – includes the short form certificate information, plus names of parent(s) listed on the birth registration.
  - There is a fee of \$35 for a new Birth Certificate, or \$30 online.

### Privacy Notice

The Vital Statistics Division collects personal information relating to births, deaths, marriages, adoptions and legal name changes, under the authority of the following legislation: *Vital Statistics Act, 2009; Marriage Act; Change of Name Act, 2009; Adoption Act, 2013; Children's Law Act*. Personal information collected by the Government of Newfoundland and Labrador is protected under the *Access to Information and Protection of Privacy Act, 2015*. For more information please call (709) 729-3313.



## Change of Sex Designation - 16 Years of Age or Older

### Section 1 - Details of Birth as Currently Registered - please print

|                            |                                      |  |
|----------------------------|--------------------------------------|--|
| Surname                    |                                      |  |
| First Name                 | Second Name                          | Other Given Names  |
|                            |                                      | Male <input type="checkbox"/> Female <input type="checkbox"/> X <input type="checkbox"/> |
| Date of Birth (YYYY-MM-DD) | Place of Birth (City/Town/Community) | Province<br><b>NEWFOUNDLAND &amp; LABRADOR</b>   |

### Section 1:1 - Mother's Details - Mother's maiden surname (as stated on official birth registration)

|                                      |                |                   |
|--------------------------------------|----------------|-------------------|
| Surname                              |                |                   |
| First Name                           | Second Name    | Other Given Names |
| Place of Birth (City/Town/Community) | Province/State | Country           |

### Section 1:2 - Father's / Other Parent's Details - if stated on birth record

|                                      |                |                   |
|--------------------------------------|----------------|-------------------|
| Surname                              |                |                   |
| First Name                           | Second Name    | Other Given Names |
| Place of Birth (City/Town/Community) | Province/State | Country           |

## Section 2 - Written Statement by Applicant

I, \_\_\_\_\_ solemnly declare that:  
Please Print Full Name

1. I make this application to change the sex designation on my Newfoundland and Labrador birth from:

Please select:

- |   |                                      |                                      |
|---|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Male to Female | <input type="checkbox"/> Male to X   | <input type="checkbox"/> X to Male   |
| or                                      | or                                   | or                                   |
| <input type="checkbox"/> Female to Male | <input type="checkbox"/> Female to X | <input type="checkbox"/> X to Female |

2. I have assumed, identify with and intend to maintain the gender identity that corresponds with the requested change in sex designation.

3. I understand that all previously issued birth certificates will no longer be valid upon completion of my sex designation and that they will be cancelled.

Please select:

- ☐ I am enclosing all previously issued Newfoundland and Labrador birth certificates.
- or
- ☐ I currently do not have a Newfoundland and Labrador birth certificate in my possession.

4. I understand that it is an offense for me or anyone else to use a birth certificate that has been cancelled.

Sworn to (or affirmed) at

\_\_\_\_\_, in the

Province of \_\_\_\_\_,

this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Commissioner of Oaths / Justice of the Peace /  
**Notary Public - with raised seal**  
**(if completed outside Newfoundland and Labrador)**

Signature of Applicant

**Section 3 - Application for Birth Certificate (Please print)****Contact Information**

|  |   |                               |                     |
|--|---|-------------------------------|---------------------|
| Surname  |   |                               |                     |
| First Name   | Second Name   | Other Given Names             |                     |
| Mailing Address (Civic # or P.O. Box)<br>City  |   | Province/State                | Country Postal Code |
| Civic Address (if different from above)<br>Street Name and Number City   |   | Province/State                | Country Postal Code |
| Home Number  | Daytime Contact Number  | Mobile Number                 | Email Address       |
| Is this person deceased?<br>Yes <input type="checkbox"/> (proof of death must be attached) No <input type="checkbox"/>   |   |                               |                     |
| Surname at birth   |   | All given names               |                     |
| Female <input type="checkbox"/><br>Male <input type="checkbox"/><br>X <input type="checkbox"/>   | <b>If "X" is selected please complete this section</b><br><br><b>I, _____ understand the Government of Newfoundland and Labrador cannot guarantee that a birth certificate with a gender marker "x" will be accepted by authorities in other organizations.</b> |                               |                     |
| Date of birth<br>Month Day Year  |   | Place of Birth (city or town) | <b>NL</b>           |
| Surname of father/other parent   |   | (Given names)                 |                     |
| Birth surname of mother/other parent   |   | (Given names)                 |                     |
| Certificate required:<br>Long form <input type="checkbox"/> Short form <input type="checkbox"/> Certified copy of Birth Registration <input type="checkbox"/> Certified copy of Legal Change of Name <input type="checkbox"/><br><b>*Note: short form will be issued if neither is specified. Short form does not contain parent's names</b> |   |                               |                     |

**Section 3.1 - Method of Payment****Note: There is a fee of \$35 (\$30 online) to obtain a Birth Certificate.**

|                               |                                 |                                      |                               |                                     |                    |
|-------------------------------|---------------------------------|--------------------------------------|-------------------------------|-------------------------------------|--------------------|
| CASH <input type="checkbox"/> | CHEQUE <input type="checkbox"/> | MONEY ORDER <input type="checkbox"/> | VISA <input type="checkbox"/> | MASTERCARD <input type="checkbox"/> | EXPIRY DATE: _____ |
| CREDIT CARD NUMBER _____      |                                 |                                      | SIGNATURE _____               |                                     |                    |

**Section 3.2 - For Office Use Only**

|  |   |             |                      |
|--|---|-------------|----------------------|
|  | <b>Initials</b>   | <b>Date</b> | Record no.           |
| Search   |   |             | Date of registration |
| Second Search  |   |             | Certificate no.      |
| Issued   |   |             | File no.             |
| Acceptable ID presented?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> | Entitled?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |             | Receipt no.          |
|  |   |             | Amount received      |
|  |   |             | Refund               |

**Section 3.3 - Contact Information**

|   |
|---|
| <p align="center"><b>All mailed in requests should be addressed to:</b></p> <p align="center">"Confidential Services", Vital Statistics Division, Digital Government and Service NL,<br/>P. O. Box 8700, St. John's NL A1B 4J6 Canada</p> <p align="center"><b>Due to the public health emergency guidelines,<br/>in-person service is available by appointment only by calling 1-709-729-3308.</b></p> <p align="center"><b>Office Location:</b> Motor Registration Building, 149 Smallwood Drive, Mount Pearl, NL</p> <p align="center">For inquiries please call (709) 729-3313</p> <p align="center"><b>website: <a href="http://www.gov.nl.ca/dgsnl">http://www.gov.nl.ca/dgsnl</a> e-mail: <a href="mailto:vstats@gov.nl.ca">vstats@gov.nl.ca</a></b></p> |
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