

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.
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Who is eligible?

- The applicant must have been born in Newfoundland and Labrador or resident for 3 months.
- 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)
- A certified copy of Immigration and Citizenship documents if born outside of Canada.

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 and approval of the application by the Registrar, applicants may order a new birth certificate by completing the attached Birth Certificate Application.
 - 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.
 - A commemorative Certificate of Change is available upon request for a fee of \$25.00.

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 checked="" type="checkbox"/>
Date of Birth (YYYY-MM-DD)	Place of Birth (City/Town/Community)	Province

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 my sex designation.

Please select:

Male to Female

or

Female to Male

Male to X

or

X to Male

or

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 canceled if born in Newfoundland and Labrador.

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 , 20

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

Signature of Applicant

Application for Birth Certificate

Vital Statistics Division

Government Modernization and Service Delivery
P. O. Box 8700
St. John's, NL A1B 4J6
Telephone: (709) 729-3308
Website: <http://www.gov.nl.ca/dgsnl/>
e-mail: vstats@gov.nl.ca

Please read important instructions before completing this application

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.

Please note: A fee of \$35.00 must be submitted with this application.

This can be paid by cheque, made payable to the Newfoundland Exchequer, or by completing our Pre-Authorized Credit Card Form.

Each section must be FULLY completed

1

APPLICANT INFORMATION	Name _____		
	Mailing Address _____		
	Address (con't) _____		City & Province _____
	Home Telephone _____	Bus. Telephone _____	Email _____
	State your relationship to the subject named on the birth certificate you are requesting		
	<input type="checkbox"/> Self (you must be at least 16 years of age) <input type="checkbox"/> Mother (if child is under 19 years of age) <input type="checkbox"/> Other (please specify) _____		<input type="checkbox"/> Father or Other Parent (if child is under 19 years of age)
FOR OFFICE USE ONLY			
Signature of Applicant _____ Reason certificate is required _____			
Please check only one of the following I will pick up the certificate, <input type="checkbox"/> or Send certificate by mail <input type="checkbox"/>			

2

If you are not the subject named on the birth certificate requested (or if you are a parent applying for your adult child's birth certificate - child 19 years of age or over), written consent is required. Please ensure that this section is signed by the subject named on the birth certificate or that a signed and dated letter of consent is provided with your application.

I, _____, authorize that my birth certificate be issued to the applicant stated above.
 Subject named on birth certificate _____

and I affirm I have known the person who is acting on my behalf for at least one (1) year. I understand the third party will only use this information for the purposes of this application and the information will not be kept without my direct consent.

Signature of subject of birth certificate _____

Date _____

3

BIRTH INFORMATION	Is this person deceased? <input type="checkbox"/> Yes (proof of death must be attached) <input type="checkbox"/> No		
	Surname at birth _____		All given names _____
	<input type="checkbox"/> Female <input type="checkbox"/> Male <input checked="" type="checkbox"/> X	If "X" is selected please complete this section	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.
	Date of birth Month _____ Day _____ Year _____		Place of Birth (city or town) _____
	Signature _____ NL		
	Surname of father/other parent (Given names) _____		
Birth surname of mother/other parent (Given names) _____			
Certificate required: Long form <input type="checkbox"/> Short form <input type="checkbox"/>		Certified photocopy of Birth Registration <input type="checkbox"/> Certified copy of Legal Change of Name <input type="checkbox"/>	
*Note: short form will be issued if neither is specified. Short form does not contain parent's names			

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FOR OFFICE USE ONLY	Initials _____		Date _____	Record no. _____
	Search _____		Date of registration _____	
	Second Search _____		Certificate no. _____	
	Issued _____		File no. _____	
	Acceptable ID presented? Yes <input type="checkbox"/> No <input type="checkbox"/>		Entitled? Yes <input type="checkbox"/> No <input type="checkbox"/>	

PRIVACY NOTICE

Personal information contained on this form is collected under the authority of the *Vital Statistics Act, 2009*. The information provided will be used to fulfill the requirements of the *Vital Statistics Act, 2009* for the release of birth information. If you have any questions about the collection or use of this information, please contact a Vital Statistics representative at (709) 729-3308.

Who is entitled to apply for a Birth Certificate?

- the person is a natural person;
- the person is at least 19 years of age;
- the person
 - has known the person making the designation for at least one year and has signed a statement to that effect in the form set by the minister,
 - is a lawyer acting on behalf of the person making the designation, or
 - satisfies the registrar general that they are acting on behalf of or employed by a government, charitable or non-profit organization providing social support or social services to the person making the designation and has signed a statement to that effect in the form set by the minister.

Short form birth certificates include the following information:

FULL NAME of the INDIVIDUAL, DATE OF BIRTH, PLACE OF BIRTH, SEX, REGISTRATION NUMBER, REGISTRATION DATE, and DATE ISSUED.

A long form birth certificate contains all information on the short form certificate and also contains the parents' names.

Certificates contain information extracted from the original registration filed in our office.

Identification

Any person applying for a certificate is required to present acceptable identification - one piece of photo ID or two pieces of other ID, at least one of which contains their signature or address. A person who has written authorization to apply for or pick up someone else's certificate is required to present their own ID. Persons applying by mail are required to submit photocopies of their ID documents.

To avoid delay

Complete the appropriate sections in full. (**All requests with incomplete information must be accompanied by a written explanation for the omission.**)

Payment must be enclosed with the application and can be either by cheque or money order (Canadian Funds) payable to the Newfoundland Exchequer Account.

Be sure your address and telephone number are correct and are clearly printed.

Please indicate whether you wish to receive your certificate by mail or will pick it up.

NOTE: All mailed in requests should be sent to Mount Pearl office for processing.

Service is available at:

Vital Statistics Division
Motor Registration Building
149 Smallwood Drive
Mount Pearl, NL A1B 4J6
Telephone: (709) 729-3308

or visit our website: <http://www.gov.nl.ca/dgsnl/department/bmd-contact/>