



Change of Sex Designation - Under 16 Years of Age

Instructions to complete application to Vital Statistics,
Digital Government and Service NL

There is no fee required to apply for Change of Sex Designation. A commemorative Certificate of Change is available upon request for a fee of \$25.00. All applicants must complete Sections 1 through 4. Applicants applying for a Birth Certificate with updated birth information must also complete the attached Application for Birth Certificate. Fees for revised Birth Certificate are \$35; \$30 online.

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: For the purposes of this form, the applicant must be either the parent or legal guardian submitting application on behalf of a person under 16 years of age.

How to apply

- In person at Vital Statistics Division, 149 Smallwood Drive, Mount Pearl, NL.
- By mail to "Confidential Services", Vital Statistics Division, Digital Government and Service NL, P. O. Box 8700, St. John's, NL A1B 4J6

Who is eligible?

- The child must have been born in Newfoundland and Labrador or resident for 3 months.
- The parent or legal guardian must make an application on behalf of a child under 16 years of age.

Required documents

- An application for a change of sex designation completed by the parent or legal guardian on behalf of the child requesting the change (Section 1)
- Signed consent from the other parent or legal guardian or a signed Request for Waiver of Consent/Statutory Declaration (Section 2 / 2.1)
- Consent is also required from individuals age 12 to 15 years (Section 2).
- A written statement from the child's parent or legal guardian confirming the child has assumed, identifies with and intends to maintain the gender identity that corresponds with the change requested (Section 3)
- A letter of support from a health professional deemed acceptable by the Registrar of Vital Statistics (i.e. Physician, Psychologist, Nurse Practitioner, Registered Nurse, or Social Worker) (Section 4a). Please note that if applicant is under the age of 12, a Statement from one additional health professional is required (Section 4b).
- A certified copy of Immigration and Citizenship documents (if born outside Canada).
- Parents must provide one piece of valid government issued photo ID (e.g. driver's licence).

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 Certificate of Change will be provided to persons born outside of Newfoundland and Labrador upon request for a fee.

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 - Under 16 Years of Age

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
NEWFOUNDLAND & LABRADOR		

Section 1:1 - Parent 1 - Maiden surname (as stated on official birth registration) if applicable

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

Section 1:2 - Parent 2 - Maiden surname (as stated on official birth registration) if applicable

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

Section 2 - Consent of Other Parent/Guardian and Child 12 or Older for Change of Sex Designation on Birth Registration

I _____
Surname _____ First Name _____ Second and Other Given Names _____

the parent or legal guardian of: _____
Surname _____ First Name _____ Second and Other Given Names _____

hereby give consent to the proposed change of sex designation for my child's birth registration from:

Please select: Male to Female Male to X X to Male
or Female to Male Female to X X to Female

Signature of Parent or Legal Guardian _____ Witness Signature _____ Date _____

Signature of child, if 12 years of age or over _____ Witness Signature _____ Date _____

Section 2.1 - Request for Waiver / Statutory Declaration

This Request for Waiver / Statutory Declaration MUST be completed if the Applicant is asking that consent of the Other Parent be waived.

I, _____ of _____

in the Province of _____

do solemnly declare that the consent of the other parent of my child be waived for the following reason:

- There is no other parent registered on the child's birth registration and there are no legal proceedings ongoing in relation to parentage or custody of the child.
- I notified the other parent of the child's proposed change of sex designation and the right to object and 30 days have elapsed since the other parent was personally served with the notice and he / she has not objected to the proposed change of sex designation. A copy of the Notice and an Affidavit of Service (or confirmation of receipt of registered mail) is attached.
- I have attached a court order directing the change of the sex designation of the child.
- The other parent is deceased and supporting documentation in relation to the other parent's death is attached.

I verify that all supporting documents represent current circumstances and orders in effect as of this date, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if I made oath and by virtue of the Newfoundland and Labrador Evidence Act.

Sworn to (or affirmed) at

_____, in the

Province of _____,

this _____ day of _____, 2 _____.

Signature of Applicant

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

Section 3 - Written Statement by Parent or Legal Guardian of Child

I, _____, as parent legal guardian
Please Print Full Name

solemnly declare that:

1. I make this application on behalf of _____ to change the sex designation
Please Print Full Name of Child
on his/her Newfoundland and Labrador birth registration from:

Please select:

Male to Female Male to X X to Male
or Female to Male Female to X X to Female

2. The child has assumed, identifies with and intends 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 sex designation change and that they will be cancelled.

Please select:

All previously issued Newfoundland and Labrador birth certificates are enclosed
or
 Currently does not have a Newfoundland and Labrador birth certificate.

4. I understand that it is an offense 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 4a - Statement from Health Professional(s) for Applicants Under 16 Years of Age

The health professional's statement confirms that they have treated, evaluated or consulted with the child and the child's sex designation request is consistent with the sex designation with which the child identifies.

PLEASE NOTE: If applicant is under the age of 12, Statements from two separate Health Professionals are required.

Section 4a.1 - Health Professional's Practice Information

Surname		
First Name	Second Name	
Mailing Address (Civic # or P.O. Box)	Street Name	City/Town
Province	Postal Code	Contact #

I hereby certify that: I am a

- Physician
- Psychologist
- Nurse Practitioner
- Registered Nurse
- Social Worker

I am registered and practicing in Newfoundland and Labrador outside Newfoundland and Labrador

Section 4a.2 - Health Professional Regulatory Authority

Name of Registering Body	
Civic Address	
Certificate/Licence/Registration Number	Contact #

Section 4a.3 - Child's Birth Information

Child's current full legal name (please print)	Surname	First and All Given Names
Child's Date of Birth (YYYY-MM-DD)		

I confirm that I have treated, evaluated or consulted with the child and the sex designation being applied for is consistent with the child's presenting gender identity. The applicant is requesting to change the sex designation on the child's birth registration from:

(Please check box)

<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

Signature of Health Professional

Date

Section 4b - Statement from Health Professional(s) for Applicants Under 16 Years of Age (continued)

If applicant is under the age of 12, a Statement from a second Health Professional is required.

Section 4b.1 - Health Professional's Practice Information

Surname		
First Name	Second Name	
Mailing Address (Civic # or P.O. Box)	Street Name	City/Town
Province	Postal Code	Contact #

I hereby certify that: I am a

- Physician
- Psychologist
- Nurse Practitioner
- Registered Nurse
- Social Worker

I am registered and practicing

in Newfoundland and Labrador

outside Newfoundland and Labrador

Section 4b.2 - Health Professional Regulatory Authority

Name of Registering Body	
Civic Address	
Certificate/Licence/Registration Number	Contact #

Section 4b.3 - Child's Birth Information

Child's current full legal name (please print)	Surname	First and All Given Names
Child's Date of Birth (YYYY-MM-DD)		

I confirm that I have treated, evaluated or consulted with the child and the sex designation being applied for is consistent with the child's presenting gender identity. The applicant is requesting to change the sex designation on the child's birth registration from:

(Please check box)

<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

Signature of Health Professional

Date

Application for Birth Certificate

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

Vital Statistics Division

Digital Government and Service NL
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

**ID REQUIRED TO OBTAIN
BIRTH CERTIFICATE**

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 <small>(if child is under 19 years of age)</small>
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			

4

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/>