

Change of Sex Designation - 16 Years of Age or Older

Instructions to complete application to Vital Statistics, Service NL

There is no fee required to apply for Change of Sex Designation. All applicants must complete Sections 1 and 2. Applicants applying for a Birth Certificate with updated birth information must also complete Section 3. 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.

How to apply

- In person at Vital Statistics Division, 149 Smallwood Drive, Mount Pearl, NL.
- By mail to “Confidential Services”, Vital Statistics Division, Service NL, P. O. Box 8700, St. John's, NL A1B 4J6
- Applications may also be dropped off at Government Service Centre office locations listed in Section 3.5 of this application. (**Note: Please enclose in envelope addressed to Confidential Services, Vital Statistics.**)

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 3.1.
 - 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 NEWFOUNDLAND & LABRADOR

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)			
City	Province/State	Country	Postal Code
Civic Address (if different from above)			
City	Province/State	Country	Postal Code
Home Number	Daytime Contact Number	Mobile Number	Email Address

Section 3.1 - Type of Birth Certificate

Indicate Type of certificate required: Long form Short form ***Note: short form will be issued if neither is specified. Short form does not contain parent's names**

Please check only one of the following: I will pick up the certificate or Send certificate by mail

Section 3.2 - Acknowledgement

I acknowledge that 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.

SIGNATURE _____ DATE _____

Section 3.3 - Method of Payment

Note: There is a fee of \$35 (\$30 online) to obtain a Birth Certificate.

CASH CHEQUE MONEY ORDER VISA MASTERCARD EXPIRY DATE: _____

CREDIT CARD NUMBER _____ SIGNATURE _____

Section 3.4 - For Office Use Only

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

Section 3.5 - Contact Information

All mailed in requests should be addressed to:
"Confidential Services"
Vital Statistics Division
 Service NL
 P. O. Box 8700, St. John's NL A1B 4J6 Canada

For inquiries please call (709) 729-3313

Government Service Centre Office Locations

MOUNT PEARL OFFICE Motor Registration Building 149 Smallwood Drive Mount Pearl, NL	HARBOUR GRACE OFFICE 7-9 Roddick Crescent Harbour Grace, NL	CLARENVILLE OFFICE 8A Myer's Avenue, Suite 201 Clarenville, NL	GANDER OFFICE Fraser Mall, 230 Airport Blvd. Gander, NL A1V 2N9
GRAND FALLS-WINDSOR OFFICE 3 Cromer Avenue Grand Falls-Windsor, NL	CORNER BROOK OFFICE Sir Richard Squires Bldg. Corner Brook, NL	HAPPY VALLEY-GOOSE BAY OFFICE 2 Tenth Street Happy Valley-Goose Bay, NL	
MARYSTOWN OFFICE 1 Harris Drive Marystown, NL	STEPHENVILLE OFFICE 35 Alabama Drive Stephenville, NL	ST. ANTHONY OFFICE 6 - 8 North Street St. Anthony, NL	LABRADOR CITY OFFICE 118 Humphrey Road Labrador City, NL

website: http://www.servicenl.gov.nl.ca/departement/bmd_contact.html
e-mail: vsstats@gov.nl.ca