



# Trans ID Alberta

The comprehensive guide to name  
& gender marker amendments in Alberta

Third Edition • Feb 2023

## **BACKGROUND & INTRODUCTION**

Skipping Stone has been an active advocate for years in support of removing the barriers to trans and gender diverse individuals accessing name and gender marker amendments on identification. We have been involved in the improvement of regulations and legislation in this area and offer regular clinics across the province to assist individuals in making these changes. This guide is a further step in providing comprehensive and low barrier access to information about the ID change process in Alberta.

In this guide, we have laid out the step by step processes, with accompanying required documentation, required to amend a name and/or gender marker on a birth certificate, permanent resident, or citizenship document. In most cases, the birth certificate is the first document that needs to be amended. As name changes can be made in the province one is a resident in, but gender marker amendments can only be made in the province which issued the certificate, and both changes depend on the age of the person applying, we have created separate sections for folks in different situations.

NOTE: While this research is comprehensive, provincial regulations determine the process for name and gender marker changes and should be considered the primary sources for any research.

NOTE: We recognize that most government issued ID references 'sex markers' and often uses the term sex and gender interchangeably. We note this is a major error in language on their part. We interpret however that the intention is that these markers relate to one's gender identity and as such we've used that language within this guide, making exception only when we provide the direct link to a specific government form titled in this way.

## **ACKNOWLEDGEMENT**

Lead Contributors: Amelia Newbert, Laura Pope, Parker Henry

Additional Contributors: Nic Van Damme, Terry Yurko, Jaclyn Finestone, Rhys Martin, Kerrin Rodrigues, Peter Shyba, Mimi Wick

Special Thanks to: Blakes, Cassels & Graydon LLP, Latitude Family Law, Pro Bono Students Canada

## TABLE OF CONTENTS

### SECTION 1 - PROCESS AND DOCUMENTATION

The process to follow as well as a list and links to the required documentation to amend your name and/or gender marker on your birth certificate or citizenship documents. This is the first step required. Once this core document is updated, it can be used to update all other ID (see Section 4).

Go to the section below that best describes yourself or the individual seeking ID changes:

- 1-A • “For individuals over 18 years old,  
who were born in Alberta, and who are a current resident of Alberta” ..... Pg 4
- 1-B • “For individuals 12-17 years old,  
who were born in Alberta and who are a current resident of Alberta” ..... Pg 5
- 1-C • “For individuals under 12 years old,  
who were born in Alberta and who are a current resident of Alberta” ..... Pg 7
- 1-D • “For individuals under 10 years old,  
looking to change first but not last name, who were born in Alberta,  
and are current residents of Alberta” ..... Pg 8
- 1-E • “For individuals over 18 years old, born in Canada, but outside Alberta,  
who are a current resident of Alberta” ..... Pg 9
- 1-F • “For individuals over 18 years old, not born in Canada who current reside in Alberta”  
..... Pg 11

### SECTION 2 - ADDITIONAL INFORMATION WORTH HIGHLIGHTING

Includes various important elements, including information on changing the gender marker on your Alberta ID Card or Driver’s License exclusively. .... Pg 13

## SECTION 3 – GENDER MARKER CHANGE PROCESS ACROSS CANADA

3-A • British Columbia .....	Pg 15
3-B • Saskatchewan .....	Pg 16
3-C • Manitoba .....	Pg 17
3-D • Ontario .....	Pg 18
3-E • Quebec .....	Pg 20
3-F • New Brunswick .....	Pg 24
3-G • Nova Scotia .....	Pg 25
3-H • Newfoundland .....	Pg 26
3-I • Prince Edward Island .....	Pg 28
3-J • Yukon .....	Pg 29
3-K • Northwest Territory .....	Pg 30
3-L • Nunavut .....	Pg 33

## SECTION 4 - NAME AND GENDER MARKER CHANGE CHECKLIST

A checklist of ID, licenses, accounts, etc. to ensure are updated once your name and gender marker amendments are processed. ....	Pg 34
--	-------

## SECTION 5 - AGENCY LOCATIONS

5-A • Fingerprinting (in Calgary) .....	Pg 38
5-B • Registries (in Calgary) .....	Pg 39

## SECTION #1 – PROCESSES & DOCUMENTATION

### **SECTION 1-A : FOR INDIVIDUALS OVER 18 YEARS OLD, WHO WERE BORN IN ALBERTA, AND ARE A CURRENT RESIDENT OF ALBERTA:**

- A [Request to Amend an Event Record](#) must first be completed in order to change the gender marker on a birth certificate. In the section titled “Provide complete details of what is to be amended”, you will write “Gender/sex marker change from \_\_\_ to \_\_\_” with the options being F, M or X for each blank. This form must be signed by the individual requesting the change. In Alberta, a name change and a gender marker change can be done at the same time as long as the Request to Amend document has been submitted first. Once completed, the form needs to be emailed to [vsregistries@gov.ab.ca](mailto:vsregistries@gov.ab.ca) or mailed to vital statistics. They will in turn send a response, which comes much quicker if you select to hear back by email. If you do not hear back from vital statistics, you can still proceed with the next steps. In this case, we recommend submitting this form along with your other paperwork at the registry when you get to that step.
- Next, complete the [Affidavit: Sex Indicator Amendment for an Adult](#) (gender marker). Please print your current legal name on these forms. This form is required to be signed in front of a Commissioner of Oaths or Notary Public, who will also sign it. Most registries have someone that can do this, although it costs an additional fee.
- Complete digital fingerprinting and wait for a confirmation letter from the RCMP in the mail. Digital fingerprinting can be done at RCMP stations in rural areas, or at private locations in cities. There is usually a cost associated with this service and in Calgary it is \$70-\$90. For a list of private locations in Calgary, see section 5-A below. To find an RCMP station close to you, click [here](#).
- Complete [Application for Change of Name](#) form. The [Change of Name Information Guide](#) provides further details on how to do this. The affidavit is required to be signed in front of a Commissioner of Oaths or Notary Public, who will also sign it. Most registries have someone that can do this, although it costs an additional fee.
- Complete an application for a Criminal Record or Police Information Check in your city or community and wait for the check to be completed. There is a cost associated with this service and in Calgary it is \$55. Vital statistics only considers criminal record and police information checks as valid for 30 days after being issued, so we recommend doing this step last and going to the registry as soon as possible after receiving it in the mail.
- Submit confirmation of digital fingerprinting, criminal record or police information check and completed forms (application for change of name form and Affidavit Sex Indicator/gender

marker) at a registry. The name change costs \$120 plus the registry fee. The gender marker change costs \$20. As registries are private, the total cost varies. In Calgary, registries charge between \$180-\$240 to submit these documents.

Please note that the registry will ask you to surrender any original birth certificate you have. If you are able to surrender a birth certificate, you will get a new one issued and mailed to you, along with your Name Change Certificate. If you do not have a birth certificate to surrender, vital statistics makes the change and mails you a Name Change Certificate. If you would like a new birth certificate, you must complete an [Application for Birth Documents](#) and pay a \$20 fee to get a new one issued to you.

## **SECTION 1-B: FOR INDIVIDUALS 12-17 YEARS OLD, WHO WERE BORN IN ALBERTA AND ARE A CURRENT RESIDENT OF ALBERTA**

Note: Guardian consent is required, and the paperwork must be completed by a legal guardian.

- A [Request to Amend an Event Record](#) must first be completed in order to change the gender marker on a birth certificate. The applicant on this form is the legal guardian. In the section titled “Provide complete details of what is to be amended”, you will write “Gender/sex marker change from \_\_\_ to \_\_\_” with the options being F, M or X for each blank. This form must be signed by the individual requesting the change. In Alberta, a name change and a gender marker change can be done at the same time as long as the Request to Amend document has been submitted first. Once completed, the form needs to be emailed (to vsregistries@gov.ab.ca) or mailed to vital statistics. They will in turn send a response, which comes much quicker if you select to hear back by email. If you do not hear back from vital statistics, you can still proceed with the next steps. In this case, we recommend submitting this form along with your other paperwork at the registry when you get to that step.
- Next, complete the [Affidavit: Sex Indicator Amendment for a Child](#) (gender marker). The guardian is the applicant and the one who needs to complete this form. The youth’s current legal name needs to go on the section that states “print full name of minor”. Once completed, the guardian must sign the affidavit in front of a Commissioner of Oaths or Notary Public, who will also sign it. Most registries have someone that can do this, although it costs an additional fee.
- Along with the Affidavit, the youth must sign (and have someone over the age of 18 witness, although this does not have to be a Commissioner of Oaths or a Notary Public) a [Consent to Amend](#) form. The youth writes their current legal name on the first line and the guardian who completed the affidavit’s name on the line for name of applicant. The youth writes “sex indicator” on the “Type of Amendment” line, “birth” on the “Type of Record” line and their current legal name on the line for “Name of Person whose Record is to be Amended”. The youth writes the current gender marker that is on their birth certificate (F, M or X) on the line after “From” and the gender marker that they are changing it to (F, M or X) on the line after “To”.
- If the guardian who completed the affidavit has sole custody of the youth, the guardianship order must be brought to the registry when submitting the documents. If there is more than one legal

guardian (such as is the case for parents with joint custody), the guardian who did not complete the affidavit must complete a [Consent to Amend](#) form. The person filling out the consent to amend form will write their name on the first line and the guardian who completed the affidavit's name on the line for name of applicant. The person writes "sex indicator" on the "Type of Amendment" line, "birth" on the "Type of Record" line and the youth's current legal name on the line for "Name of Person whose Record is to be Amended". The person writes the current gender marker that is on the youth's birth certificate (F, M or X) on the line after "From" and the gender marker that it is being changed to (F, M or X) on the line after "To".

- Complete digital fingerprinting and wait for a confirmation letter from the RCMP in the mail. Digital fingerprinting can be done at RCMP stations in rural areas, or at private locations in cities. There is usually a cost associated with this service and in Calgary it is \$70-\$90. For a list of private locations in Calgary, see section 5-A below. To find an RCMP station close to you, click [here](#).
- Complete [Application for Change of Name](#) form. The [Change of Name Information Guide](#) provides further details on how to do this. Once again, the guardian is the applicant for this paperwork and it is their details that go in the first section. The affidavit is required to be signed by the parent or guardian in front of a Commissioner of Oaths or Notary Public, who will also sign it. Most registries have someone that can do this, although it costs an additional fee. The child and any other legal guardian(s) are also required to sign, with their signature(s) witnessed by someone over the age of 18.
- Submit confirmation of digital fingerprinting and completed forms (application for change of name form and Affidavit Sex Indicator/gender marker and consent to amend form(s)) at a registry. The registry may also ask to see a guardianship order. The name change costs \$120 plus the registry fee. The gender marker change costs \$20. As registries are private, the total cost varies. In Calgary, registries charge between \$180-\$240 to submit these documents.

Please note that the registry will ask you to surrender any original birth certificate you have. If you are able to surrender a birth certificate, you will get a new one issued and mailed to you, along with your Name Change Certificate. If you do not have a birth certificate to surrender, vital statistics makes the change and mails you a Name Change Certificate. If you would like a new birth certificate, you must complete an [Application for Birth Documents](#) and pay a \$20 fee to get a new one issued to you.

## **SECTION 1-C: INDIVIDUALS UNDER 12 YEARS OLD, WHO WERE BORN IN ALBERTA AND WHO ARE A CURRENT RESIDENT OF ALBERTA**

Note: Guardian consent is required and the paperwork must be completed by a legal guardian.

- A [Request to Amend an Event Record](#) must first be completed in order to change the gender marker on a birth certificate. The applicant on this form is the legal guardian. In the section titled “Provide complete details of what is to be amended”, you will write “Gender/sex marker change from \_\_\_ to \_\_\_” with the options being F, M or X for each blank. This form must be signed by the individual requesting the change. In Alberta, a name change and a gender marker change can be done at the same time as long as the Request to Amend document has been submitted first. Once completed, the form needs to be emailed (to vsregistries@gov.ab.ca) or mailed to vital statistics. They will in turn send a response, which comes much quicker if you select to hear back by email. If you do not hear back from vital statistics, you can still proceed with the next steps. In this case, we recommend submitting this form along with your other paperwork at the registry when you get to that step.
- Next, complete the [Affidavit: Sex Indicator Amendment for a Child](#) (gender marker). The guardian is the applicant and the one who needs to complete this form. The youth’s current legal name needs to go on the section that states “print full name of minor”. Once completed, the guardian must sign the affidavit in front of a Commissioner of Oaths or Notary Public, who will also sign it. Most registries have someone that can do this, although it costs an additional fee.
- If the guardian who completed the affidavit has sole custody of the youth, the guardianship order must be brought to the registry when submitting the documents. If there is more than one legal guardian (such as is the case for parents with joint custody), the guardian who did not complete the affidavit must complete a [Consent to Amend](#) form. The person filling out the consent to amend form will write their name on the first line and the guardian who completed the affidavit’s name on the line for name of applicant. The person writes “sex indicator” on the “Type of Amendment” line, “birth” on the “Type of Record” line and the youth’s current legal name on the line for “Name of Person whose Record is to be Amended”. The person writes the current gender marker that is on the youth’s birth certificate (F, M or X) on the line after “From” and the gender marker that it is being changed to (F, M or X) on the line after “To”.
- A [Professional Statement for Minor Under 12](#) is also required to be completed by a physician, psychologist, nurse or social worker.
- Complete [Application for Change of Name](#) form. The [Change of Name Information Guide](#) provides further details on how to do this. This form must be completed online and printed. Once again, the guardian is the applicant for this paperwork and it is their details that go in the first section. The affidavit is required to be signed by the parent or guardian in front of a Commissioner of Oaths or Notary Public, who will also sign it. Most registries have someone that can do this, although it costs an additional fee. Any other legal guardian(s) are also required to sign, with their



signature(s) witnessed by someone over the age of 18. The child is not required to sign anywhere.

- Submit completed forms, including application for change of name, Affidavit Sex Indicator/gender marker, Professional Statement and Consent to Amend form(s) at a registry. The name change costs \$120 plus the registry fee. The gender marker change costs \$20. As registries are private, the total cost varies. In Calgary, registries charge between \$180-\$240 to submit these documents.

Please note that the registry will ask you to surrender any original birth certificate you have. If you are able to surrender a birth certificate, you will get a new one issued and mailed to you, along with your Name Change Certificate. If you do not have a birth certificate to surrender, vital statistics makes the change and mails you a Name Change Certificate. If you would like a new birth certificate, you must complete an [Application for Birth Documents](#) and pay a \$20 fee to get a new one issued to you.

## **SECTION 1-D: FOR INDIVIDUALS UNDER 10 YEARS OLD, LOOKING TO CHANGE FIRST, BUT NOT LAST NAME, WHO WERE BORN IN ALBERTA, AND ARE CURRENT RESIDENTS OF ALBERTA**

Note: Guardian consent is required and the paperwork must be completed by a legal guardian. The change to name in this situation can be processed as a birth record amendment instead of a legal name change.

- A [Request to Amend an Event Record](#) must first be completed in order to change the name and gender marker on a birth certificate. The applicant on this form is the legal guardian. In the section titled “Provide complete details of what is to be amended”, you will write “Gender/sex marker change from \_\_\_ to \_\_\_ and change of first name from \_\_\_ to \_\_\_” with the options being F, M or X for each of the first two blanks, the current legal first name on the third blank and the new legal name on the last blank. This form must be signed by the individual requesting the change. In Alberta, a name change and a gender marker change can be done at the same time. Once completed, the form needs to be emailed (to [vsregistries@gov.ab.ca](mailto:vsregistries@gov.ab.ca)) or mailed to vital statistics. They will in turn send a response, which comes much quicker if you select to hear back by email.
- Vital statistics will send an Affidavit for amending the child’s first name. This Affidavit must be completed by the guardian. Once completed, the guardian must sign the affidavit in front of a Commissioner of Oaths or Notary Public, who will also sign it. Most registries have someone that can do this, although it costs an additional fee.
- Next, complete the [Affidavit: Sex Indicator Amendment for a Child](#) (gender marker). The guardian is the applicant and the one who needs to complete this form. The youth’s current legal name needs to go on the section that states “print full name of minor”. Once completed, the guardian must sign the affidavit in front of a Commissioner of Oaths or Notary Public, who will also sign it. Most registries have someone that can do this, although it costs an additional fee.

- If the guardian who completed the affidavit has sole custody of the youth, the guardianship order must be brought to the registry when submitting the documents. If there is more than one legal guardian (such as is the case for parents with joint custody), the guardian who did not complete the affidavit must complete a [Consent to Amend](#) form. The person filling out the consent to amend form will write their name on the first line and the guardian who completed the affidavit's name on the line for name of applicant. The person writes "sex indicator and first name" on the "Type of Amendment" line, "birth" on the "Type of Record" line and the youth's current legal name on the line for "Name of Person whose Record is to be Amended". The person writes the current gender marker that is on the youth's birth certificate (F, M or X) and the current first legal name on the line after "From" and the gender marker that it is being changed to (F, M or X) and the new first legal name on the line after "To".
- A [Professional Statement for Minor Under 12](#) is also required to be completed by a physician, psychologist, nurse or social worker for the gender marker change.
- Submit completed forms, including Affidavit for Name Amendment, Affidavit Sex Indicator/gender marker, Professional Statement and Consent to Amend form(s) at a registry. The name change costs \$20 plus the registry fee. The gender marker change costs \$20. As registries are private, the total cost varies.

Please note that the registry will ask you to surrender any original birth certificate you have. If you are able to surrender a birth certificate, you will get a new one issued and mailed to you. If you do not have a birth certificate to surrender and you would like a new birth certificate, you must complete an [Application for Birth Documents](#) and pay a \$20 fee to get a new one issued to you.

## **SECTION 1-E: FOR INDIVIDUALS BORN IN CANADA, BUT OUTSIDE OF ALBERTA, WHO ARE A CURRENT RESIDENT OF ALBERTA:**

If doing both name change and gender marker change, to avoid paying twice for a birth certificate to be reissued, complete the forms and steps for a name change in Alberta first. The legal name change must be done in Alberta; however, the gender marker change must be completed in the province where the individual's birth certificate was issued.

- Complete digital fingerprinting and wait for a confirmation letter from the RCMP in the mail. Digital fingerprinting can be done at RCMP stations in rural areas, or at private locations in cities. There is usually a cost associated with this service and in Calgary it is \$70-\$90. For a list of private locations in Calgary, see section 5-A below. To find an RCMP station close to you, click [here](#).
- Complete [Application for Change of Name](#) form. The [Change of Name Information Guide](#) provides further details on how to do this. The affidavit is required to be signed in front of a

Commissioner of Oaths or Notary Public, who will also sign it. Most registries have someone that can do this, although it costs an additional fee.

- Complete an application for a Criminal Record or Police Information Check in your city or community and wait for the check to be completed. There is a cost associated with this service and in Calgary it is \$55. Vital statistics only considers criminal record and police information checks as valid for 30 days after being issued, so we recommend doing this step last and going to the registry as soon as possible after receiving it in the mail.
- Submit confirmation of digital fingerprinting, criminal record or police information check and completed application for change of name form at a registry. Please note that the registry will ask you to surrender any original birth certificate you have, despite these being issued outside of Alberta. If you do not have an original or notarized copy of your birth certificate, you must order one from the province you were born in to submit with the name change request. Vital statistics will accept a Statement of Live Birth in lieu of a birth certificate. A new birth certificate will not be issued to you by Alberta, but rather a Certificate of Name Change will come in the mail.

Once Alberta vital statistics updates your name, they will also notify the province you were born in of the legal name change. Once you have a certificate of name change from Alberta, you submit a copy of this document along with the gender marker change form to the province you are from and a request a new birth certificate from the province where the birth certificate was issued. Depending on the province and current age of the individual, an individual may also have to submit a letter from a health professional with the request for gender marker change.

Alberta, BC, Quebec, Newfoundland and Labrador, Nova Scotia, Northwest Territories and Yukon do not require healthcare provider letters for adults. Different provinces have different fees for changing the gender marker and ordering a new birth certificate. For further details on how to change the gender marker on a birth certificate from a different province, see Section 3 below.

## SECTION 1-F: FOR INDIVIDUALS NOT BORN IN CANADA, AND WHO ARE CURRENT RESIDENTS OF ALBERTA:

Note: All Alberta residents, except for those on visitor visas, are able to apply for legal name changes through Alberta. All Canadian ID can be updated based on a name change certificate issued by Alberta. Updating the Immigration document is required prior to updating the name associated with the Social Insurance Number. Individuals can change the gender identifier on their Canadian work permit, study permit or visitor visa, as well as apply for a change of gender identifier at the time of applying as a refugee claimant, or for permanent residency or citizenship. Details for the process can be found [here](#) and generally involve submitting a [Request for a Change or Gender Identifier \[IRM 0002\]](#) form with your application. The change of name and gender marker may not apply in the country you were born in and changing your birth certificate will involve following the processes of the country that issued it.

- Complete digital fingerprinting and wait for a confirmation letter from the RCMP in the mail. Digital fingerprinting can be done at RCMP stations in rural areas, or at private locations in cities. There is usually a cost associated with this service and in Calgary it is \$70-\$90. For a list of private locations in Calgary, see section 5-A below. To find an RCMP station close to you, click [here](#).
- Complete [Application for Change of Name](#) form. The [Change of Name Information Guide](#) provides further details on how to do this. The affidavit is required to be signed in front of a Commissioner of Oaths or Notary Public, who will also sign it. Most registries have someone that can do this, although it costs an additional fee.
- Complete an application for a Criminal Record or Police Information Check in your city or community and wait for the check to be completed. There is a cost associated with this service and in Calgary it is \$55. Vital statistics only considers criminal record and police information checks as valid for 30 days after being issued, so we recommend doing this step last and going to the registry as soon as possible after receiving it in the mail.
- Submit confirmation of digital fingerprinting, criminal record or police information check and completed application for change of name form at a registry. A Certificate of Name Change from Alberta Vital Statistics will be sent to you in the mail.

The next part of the process is slightly different for citizens and permanent residents. Please note that due to current processing times being extremely lengthy for citizenship and permanent residency documents, if you have plans on travelling outside of the country in the near future you may want to consider applying for a new passport with your new, correct name before updating your citizenship or permanent residence card.

Canadian Citizens:

- Citizens must complete the application for an updated citizen certificate. A guide to this process can be found [here](#). A [document checklist, application for a citizenship certificate](#), colour photocopies of two pieces of identification and two identical printed citizenship photos are required.
- Complete a [Request form for a Change or Gender Identifier \[IRM 0002\]](#) and include this in your application.
- Include in your application a colour photocopy of the Certificate of Name Change received from Alberta Vital Statistics.
- [Pay the fees](#) online and include printed receipt with the application. The cost for a citizenship certificate is \$75.
- If you live in Canada, mail your completed application in a stamped envelope (with your return address) to the address below:

Citizenship and Immigration Canada  
Case Processing Centre – Proof  
P.O. Box 10000  
Sydney, NS B1P 7C1

Permanent residents:

- Permanent residents must complete the application for an updated Permanent Residence card. A guide to this process can be found [here](#). A [document checklist, application for a permanent resident card](#), a photocopy of a primary identity document and two identical printed permanent resident photos are required.
- Complete a [Request form for a Change or Gender Identifier \[IRM 0002\]](#) and include this in your application.
- Include in your application a colour photocopy of the Certificate of Name Change received from Alberta Vital Statistics.
- [Pay the fees](#) online and include printed receipt with the application. The cost for a new Permanent Residence card is \$50.
- If you live in Canada, mail your completed application in a stamped envelope (with your return address) to the address below.

If you are sending by regular mail, send to:

Case Processing Centre – PR Card  
P.O. Box 10020  
Sydney, NS B1P 7C1

If you are sending by courier, send to:

Case Processing Centre - PR Card  
49 Dorchester Street  
Sydney, NS B1P 5Z2

## **SECTION #2 – ADDITIONAL INFORMATION WORTH HIGHLIGHTING**

- The options for gender marker vary by Province or Territory, and generally are M, F or X. Not all these markers are available on all documents.
- Alberta, BC, Quebec, Newfoundland and Labrador, Nova Scotia, Northwest Territories and Yukon do not require healthcare provider letters for adults to make these changes on their birth certificates.
- In Alberta, you can change and self-declare your gender marker on your Alberta ID or driver's license whether or not you have changed your birth, citizenship or permanent resident certificate. You can also have your name changed on these documents by producing a Certificate of Name Change, with or without an updated birth certificate or immigration document.
- The government requests individuals update all government identification after a Name Change Certificate has been issued.
- In Alberta, a person cannot apply to change their name if they have ever been designated a dangerous, long-term or sex offender, or are currently listed on the Alberta High Risk Offender Registry.
- When going for fingerprinting, you must bring either two pieces of photo ID or one piece of photo ID and one piece of government-issued ID. A Permanent Resident Card is the only ID with an expired date that is acceptable. Having fingerprinting completed for a name change is a separate process than that being done for immigration, residency, or criminal proceedings. You will be required to provide the full name you are requesting to be your legal name at the time of fingerprinting and will have the option to sign with the signature of this name.
- Some forms have affidavits that have to be signed by a commissioner of oath. Registries typically charge a fee for this service.
- You may want to submit a “true copy” of name change letter certificate whenever required to send the original document by mail (such as when updating both first and last names connected with Social Insurance Numbers). These need to be signed by a notary, who typically charge a fee for this service.

- More than one individual in a family can change their name using the same form and submission fee, however each individual over 12 years of age is required to have fingerprinting completed separately.
- When a criminal record or police information check is required by vital statistics, it must reach their offices within 30 days of being issued.
- If you are married, you must also bring your marriage certificate with you to the registry when applying for a name change.
- When applying for a service or document in person at a registry agent office, you must bring acceptable government-issued photo identification (ID):
  - must be the original document (faxes and photocopies are not acceptable)
  - cannot be expired (if it doesn't have an expiration date, it must have been issued within the last 5 years)
  - must have been issued by one of the following: a provincial, territorial or federal government
  - must contain all the following: your photo, your first and last name, and a distinct identification number
- If you do not have acceptable ID, someone you know can act as your designated agent and apply for a Vital Statistics record or service for you using their acceptable ID. The following conditions apply:
  - you must have known your designated agent for at least one year
  - your designated agent must provide their own acceptable ID for your application
  - you must complete the application and consent portions of the application form
  - the statutory declaration portion of the application form must be signed by your designated agent in front of a Notary Public or Commissioner for Oaths

## **SECTION 3: GENDER MARKER CHANGE PROCESS ACROSS CANADA**

The options for gender marker vary by Province or Territory, and generally are M, F or X. Not all these markers are available on all documents. No province requires any proof of a particular medical intervention in order to change a gender marker.

Alberta, BC, Quebec, Newfoundland and Labrador, Nova Scotia, Northwest Territories and Yukon do not require healthcare provider letters for adults. British Columbia, Manitoba, Ontario, New Brunswick, Nunavut, Prince Edward Island and Saskatchewan require healthcare provider letters confirming need for change of gender marker on birth certificate.

The credentials of the healthcare provider vary depending on the province.

## SECTION 3-A: BRITISH COLUMBIA

Full instructions and the most up-to-date information can be found [here](#)

There is a \$27 processing fee to change a gender marker and a fee between \$27 to \$60 for printing and shipping a new birth certificate.

Applicants under 19 years of age require consent of all guardians. Children under 12 years of age require a document signed by a physician or psychologist.

**Applicants 12 years of age and older** changing a gender marker on a BC birth certificate will mail:

- Completed [Application for Change of Gender Designation for Adults and Minors Aged 12 years and Older](#)
- Copy of your government-issued identification
- Proof of parentage/guardianship (for minors)
- All previously issued B.C. birth certificates
- Fees for amendment and birth certificate order

To:

Vital Statistics Agency  
PO Box 9657 Stn Prov Govt  
Victoria, B.C.  
V8W 9P3

**Applicants under 12 years of age** changing a gender marker on a BC birth certificate will mail:

- Completed [Application for Change of Gender Designation \(Minor Aged Under 12 Years\)](#)
- Proof of parentage and/or copy of Legal Guardianship
- An physically signed [Physician's or Psychologist's Confirmation of Change of Gender Designation](#) form.
- All previously issued B.C. birth certificates
- Fees for amendment and birth certificate order

To:

Vital Statistics Agency  
PO Box 9657 Stn Prov Govt  
Victoria, B.C.  
V8W 9P3



## SECTION 3-B: SASKATCHEWAN

Full instructions and the most up-to-date information [can be found here](#).

Note: A Saskatchewan Birth Certificate can be issued without any gender marker listed.

There is a \$20 fee to change a gender marker and a \$35 or \$40 fee for a new birth certificate, depending on if you want the short or long form version.

If you were born in Saskatchewan but no longer live there, complete an [Application for a Change of Sex Designation on a Saskatchewan Birth Certificate](#) form:

- Page 2 “Request to Change Birth Certificate & Statutory Declaration” must be completed in front of and signed by a Commissioner of Oaths, Notary Public, or solicitor
- Page 2 “Supporting Statement from Health Care Professional for Change of Sex Designation” must be completed by a registered physician or psychologist.
- If the applicant is under 18 years old, the box on page 2 confirming that in their “professional opinion the applicant has the capacity to make health care decisions” must be checked.
- Page 4 must include the information for method of payment.

Submit the completed application form, along with any original birth certificates you have and a copy of your Name Change Certificate by:

Email (if payment is by credit card) to: [Registrations@eHealthSask.ca](mailto:Registrations@eHealthSask.ca)

OR by Mail to:

Health Registries, Vital Statistics  
2130 11th Avenue  
Regina, SK S4P 0J5

## SECTION 3-C: MANITOBA

Full instructions and the most up-to-date information [can be found here](#).

There is a \$30 fee to change a gender marker and a \$30 fee for a new birth certificate.

Complete [Application for a Change of Sex Designation](#) form. This form is multipurpose for changing a birth certificate, getting a change of “sex designation” certificate, and changing a marriage registration and certificate. Currently, Sections A, B, C, F, G, and H are relevant and need to be completed to change a birth certificate.

- As part of Section B, you will need to submit a copy of a government issued photo ID document that has been confirmed or notarized. This can be done by the same person who witnesses the statutory declaration section of the form. Examples of acceptable documents include a Drivers Licence, or a Canadian Passport.
- As part of Section C, if you are updating your name on your birth certificate at the same time, you must include a confirmed/notarized copy of your Change of Name Certificate issued by Alberta Vital Statistics.
- Section F must be signed before an approved witness, typically a Commissioner for Oaths or Notary Public.
- Section G must be completed by a licenced healthcare professional, such as a physician, nurse practitioner, psychologist or psychological associate. As an alternative to completing this section of the form, a letter containing all the information required by Section G on the healthcare professional’s official letterhead can be submitted. If the applicant is under 18 years of age, then box 7 should be checked, or the letter should include a statement that “The applicant is a minor and my professional opinion is that the minor has the capacity to make health care decisions.”
- Section H must include the information for method of payment.

Complete an [Application for a Manitoba Birth Document](#) form.

Mail the 2 completed application forms and associated documents listed above, along with any original birth certificates you have to:

Vital Statistics Agency  
254 Portage Avenue  
Winnipeg MB R3C 0B6

## SECTION 3-D: ONTARIO

Full instructions and the most up-to-date information [can be found here](#).

Note: An Ontario Birth Certificate can be issued without any gender marker listed.

Note: If you are 16 or 17 years old, you can apply either as an Adult or as a Child.

There is no fee to change a gender marker, but there is a \$25 fee for a new birth certificate.

**Adult 16 years old or over** changing an Ontario Birth certificate:

- Complete an [Application for Change of Sex Designation on a Birth Registration of an Adult](#) form.
- Complete a [Statutory Declaration for a Change of Sex Designation on a Birth Registration of an Adult](#) form. This form must be signed in front of and by a Commissioner of Oaths or Notary Public.
- Get a letter from a practicing physician, psychologist or psychological associate authorized to practice in Canada. This letter must be on the health practitioner's letterhead, include their licence number and have an original printed signature. This letter must state that they "are a practising member in good standing" with their appropriate regulatory body listed, that they "have treated or evaluated the applicant (identified by full name) who is requesting the change in sex designation (specify the change in sex designation)", that "confirms that the applicant's gender identity does not accord with the sex designation on the applicant's birth registration" and that they "are of the opinion that the change of sex designation on the birth registration is appropriate".
- If you do not have a birth certificate (such as if you had to surrender it to another province for a name change), you need to write and include a letter with your application explaining why you do not have one to provide.
- Complete an [Request for Birth Certificate](#) form with information regarding method of payment. Page 3 of this form requires a guarantor be listed to confirm your identity, they must have known you for at least 2 years and be one of the listed professions.
- Mail the completed documents listed above, along with any original birth certificates you have and a copy of your Name Change Certificate to:

The Office of the Registrar General  
189 Red River Road  
PO Box 4600  
Thunder Bay, ON P7B 6L8

Child 17 years old or under changing an Ontario Birth certificate:

- A person with legal custody will complete an [Application for Change of Sex Designation on a Birth Registration of a Child](#) form.
- A person with legal custody will complete a [Statutory Declaration for a Change of Sex Designation on a Birth Registration of a Child](#) form. This form must be signed in front of and by a Commissioner of Oaths or Notary Public.
- Get a letter from a practicing physician, psychologist or psychological associate authorized to practice in Canada. This letter must be on the health practitioner's letterhead, include their licence number and have an original printed signature. This letter must state that they "are a practising member in good standing" with their appropriate regulatory body listed, that they "have treated or evaluated the applicant (identified by full name) who is requesting the change in sex designation (specify the change in sex designation)", that "confirms that the applicant's gender identity does not accord with the sex designation on the applicant's birth registration" and that they "are of the opinion that the change of sex designation on the birth registration is appropriate".
- If you do not have a birth certificate (such as if you had to surrender it to another province for a name change), you need to write and include a letter with your application explaining why you do not have one to provide.
- The Child will complete a [Consent for a Change of Sex Designation on a Birth Registration of a Child](#) form.
- Any other person with legal custody of the child will complete a [Consent for a Change of Sex Designation on a Birth Registration of a Child](#) form.
- Any other person with legal access to the child must be sent by registered or certified mail a [Notice of Change of Sex Designation on a Birth Registration of a Child](#) form at least 30 days before submitting the application. This form does not need to be sent to anyone who has completed a Consent form. A copy of the completed Application for a Change of Sex Designation on a Birth Registration of a Child and a copy of the completed Statutory Declaration for a Change of Sex Designation on a Birth Registration of a Child must be included with this form. Include in your application these completed notice forms, or all original registered or certified mail receipt(s) that includes the date stamped by the postal outlet and the full name and mailing address of the person receiving notice.
- Complete an [Request for Birth Certificate](#) form with information regarding method of payment. Page 3 of this form requires a guarantor be listed to confirm your identity, they must have known you for at least 2 years and be one of the listed professions. Page 3 and a guarantor is not required if the child is under 9 years of age.

- Mail the completed documents listed above, along with any original birth certificates you have, a copy of the child’s Name Change Certificate and all “court orders (original or court certified copies) or separation agreements that include information about custody status, access to the child and/or provisions regarding the sex designation of the child” to:

The Office of the Registrar General  
189 Red River Road  
PO Box 4600  
Thunder Bay, ON P7B 6L8

## SECTION 3-E: QUEBEC

Full instructions and the most up-to-date information [can be found here](#).

There is no fee to change a gender marker for first-time applicants. There is a \$148 fee for subsequent changes. A new birth certificate costs between \$34-\$50.

**18 years old or over** changing a Quebec Birth certificate:

Complete an [Application to Change the Sex Designation of a Person 18 Years of Age and Over form](#), including all appendixes that are relevant to you and with information regarding method of payment.

- Section 5 of this form must be signed in front of and by a Commissioner for Oaths or any other person authorized to administer oaths.
- “APPENDIX Affidavit of a Person Who Knows the Applicant” must be completed by a person who has known you for at least 1 year and be witnessed by a commissioner for oaths or any other person authorized to administer oaths.
- Complete “APPENDIX List of Documents to Include with the Application to Change the Sex Designation 18 Years of Age and Over”

Complete an [Application for a Certificate or Copy of an Act of Birth form](#). This can also be completed online [here](#).

Mail the completed documents listed above, along with any original birth certificates you have, a photocopy of your Name Change Certificate, a photocopy showing both sides of a signed government issued photo ID, a photocopy of a proof of home address, and a photocopy of a signed government issued photo ID of the person who completed the “Affidavit of a Person Who Knows the Applicant” to:

Service des modifications aux actes et des  
célébrants Directeur de l'état civil  
2535, boulevard Laurier  
Québec, QC G1V 5C6

**Between 14 and 17 years old** changing a Quebec Birth certificate for yourself:

Complete an [Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person](#) form, including all appendixes that are relevant to you and with information regarding method of payment.

- Section 5 of this form must be signed in front of and by a Commissioner for Oaths or any other person authorized to administer oaths.
- Complete “APPENDIX List of Documents to Include with the Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person”
- Get a signed letter from a “physician, psychologist, psychiatrist, sexologist or social worker authorized to practice in Canada or in the State in which you are domiciled, who declares having evaluated or followed you and who is of the opinion that the requested change of sex designation is appropriate.”

Complete an [Application for a Certificate or Copy of an Act of Birth](#) form. This can also be completed online [here](#).

Mail the completed documents listed above, along with any original birth certificates you have, a photocopy of your Name Change Certificate, a photocopy showing both sides of a signed government issued photo ID, a photocopy of a proof of home address, and a photocopy of a signed government issued photo ID of the person who completed the “Affidavit of a Person Who Knows the Applicant” to:

Service des modifications aux actes et des  
célébrants Directeur de l'état civil  
2535, boulevard Laurier  
Québec, QC G1V 5C6

**Between 14 and 17 years old** and having a parent or legal tutor changing a Quebec Birth certificate on your behalf:

Complete an [Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by his Parent or Tutor](#) form, including all appendixes that are relevant to the minor and with information regarding method of payment.

- Section 6 of this form must be completed by the minor whose gender marker is being changed.
- Section 7 of this form must be signed in front of and by a commissioner for oaths or any other person authorized to administer oaths.
- Complete “APPENDIX List of Documents to Include with the Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by his Parent or Tutor”
- Get a signed letter from a “physician, psychologist, psychiatrist, sexologist or social worker authorized to practice in Canada or in the State in which you are domiciled, who declares having evaluated or followed you and who is of the opinion that the requested change of sex designation is appropriate.”

Complete an [Application for a Certificate or Copy of an Act of Birth](#) form. This can also be completed online [here](#).

Mail the completed documents listed above, along with any original birth certificates you have, a photocopy of the child’s Name Change Certificate, a photocopy showing both sides of a signed government issued photo ID of the applicant, a photocopy showing both sides of a signed government issued photo ID of the child, and a photocopy of a proof of home address to:

Service des modifications aux actes et des  
célébrants Directeur de l’état civil  
2535, boulevard Laurier  
Québec, QC G1V 5C6

**13 years old and under** changing a Quebec Birth Certificate:

The parent or legal tutor will complete an [Application to Change the Sex Designation of a Person Under 14 Years of Age](#) form, including all appendixes that are relevant to the minor and with information regarding method of payment.

- Section 5 of this form must be completed by the other parent or legal tutor, if applicable. If you cannot have the parent or legal tutor complete section 5 for you must notify them. To do so, a photocopy of “APPENDIX Notice of an Application to Change the Sex Designation of a Person Under 14 Years of Age” and of the rest of the completed form must be sent to each other parent or legal tutor by registered post requiring a signature on delivery. When you submit your application include proof of mailing of this copy of the appendix and form. The person who received a copy of this appendix and form must send you a photocopy of their completed appendix Section 6 to include in your application. This consent of the other parent or legal tutor can be waived if they object by filing a motion with a court. If so, include a copy of the court order waiving the consent requirement with this application.

- Section 6 of this form must be signed in front of and by a Commissioner for oaths or any other person authorized to administer oaths.
- Complete “APPENDIX Application for the Simplified Forwarding of Information Relative to the Change of Sex Designation or Name of a Person Under 18 Years of Age”
- Get a signed letter from a “physician, psychologist, psychiatrist, sexologist or social worker authorized to practice in Canada or in the State in which you are domiciled, who declares having evaluated or followed you and who is of the opinion that the requested change of sex designation is appropriate.”

Complete an [Application for a Certificate or Copy of an Act of Birth](#) form. This can also be completed online [here](#).

Mail the completed documents listed above, along with any original birth certificates you have, a photocopy of the child’s Name Change Certificate, a photocopy showing both sides of a signed government issued photo ID of the applicant, a photocopy showing both sides of a signed government issued photo ID of the person who signed Section 5 of the form, and a photocopy of a proof of home address to:

Service des modifications aux actes et des  
célébrants Directeur de l’état civil  
2535, boulevard Laurier  
Québec, QC G1V 5C6



## SECTION 3-F: NEW BRUNSWICK

Partial instructions and the most up-to-date information [can be found here](#).

There is no fee to change a gender marker and a new birth certificate will be automatically issued, free of charge. Those 16 years old and over will get a short form birth certificate and those 15 years old and under can choose between a short or long form birth certificate to be issued to them.

**16 years old or over** changing a New Brunswick Birth certificate:

Complete a [Change of Sex Designation - Adult](#) form.

- Section 3 of this form must be completed by a registered physician, psychologist, nurse practitioner, registered nurse, or social worker.

Mail the completed form, along with any original birth certificates you have and a photocopy of your Name Change Certificate to:

Vital Statistics Confidential Services  
PO Box 1998  
Fredericton NB E3B 5G4

**15 years old or under** changing a New Brunswick Birth certificate:

The legal guardian must complete a [Change of Sex Designation - Child](#) form.

- Section 2 of this form requires written consent of every person “has care and custody of” the child, i.e. all parents and/or legal guardians. If written consent cannot be obtained for the application, proof of attempt to notify to all other parents and of their right to object to the change of sex designation must be provided.
- An applicant can make an application to a court to dispense with the requirement to get a parent/guardian’s consent. If this is the case, include a copy of the court order with the application. Section 3 of this form needs to be completed by the child if they are 12 years old or older. Signing this section must be witnessed by a licensed physician or psychologist.
- Section 4 of this form must be completed by a registered physician or psychologist.

Mail the completed form, along with any original birth certificates you have and a photocopy of the child’s Name Change Certificate to:

Vital Statistics Confidential Services  
PO Box 1998  
Fredericton NB E3B 5G4

## SECTION 3-G: NOVA SCOTIA

Full instructions and the most up-to-date information can be found at the following:

- For 16 years old and over [here](#).
- For 15 years old and younger [here](#).

Note: A Nova Scotia Birth Certificate can be issued without any gender marker listed.

There is no fee to change a gender marker for first-time applicants. A new birth certificate will be issued to you free of charge if they receive a returned existing birth certificate. Additional copies of your birth certificate can be purchased for a \$33 or \$39.90 fee depending on if you want a short or long form birth certificate.

### 16 years old or over changing a Nova Scotia Birth certificate:

Complete a [Change of Sex Indicator - 16 Years of Age or Older](#) form.

- Page 4 of this form must be signed in front of and by a Commissioner of Oaths, Barrister of The Supreme Court, or Notary Public.
- Page 7 of this form is for information regarding method of payment.

Mail the completed form, along with any original birth certificates you have and a photocopy of your Name Change Certificate to:

Vital Statistics  
PO Box 157  
Halifax, Nova Scotia B3J 2M9

### 15 years old or under changing a Nova Scotia Birth certificate:

Complete a [Change of Sex Indicator - 15 Years of Age or Younger](#) form.

- Page 4 of this form requires written consent of every person who has “care and custody of” the child, i.e. all parents and/or legal guardians. An applicant can make an application to a court to dispense with the requirement to get a parent/guardian’s consent. If this is the case, include a copy of the court order with the application.
- Page 5 of this form must be signed by the child.
- Page 5/6 of this form must be completed by a registered physician or psychologist.
- Page 9 of this form is for information regarding method of payment.

Mail the completed form, along with any original birth certificates you have, a photocopy of the child's Name Change Certificate, and original guardianship papers to:

Vital Statistics  
PO Box 157  
Halifax, Nova Scotia B3J 2M9

## SECTION 3-H: NEWFOUNDLAND & LABRADOR

Full instructions and the most up-to-date information can be found [here](#).

There is no fee to change a gender marker. There is a \$30 fee for a new birth certificate if ordered online, and a \$35 fee if mailed in.

**16 years old or over** changing a Newfoundland and Labrador Birth certificate:

Complete a **Change of Sex Designation - 16 Years of Age or Older** form.

- Section 2 of this form must be signed in front of and by a Notary Public when completed outside of Newfoundland and Labrador.
- Section 3.1 of this form is for information regarding method of payment.

Mail the completed form, along with any original birth certificates you have and a photocopy of your Name Change Certificate to:

Confidential Services: Vital Statistics Division,  
Digital Government and Service NL  
P. O. Box 8700  
St. John's, NL A1B 4J6

Between 12 and 15 years old changing a Newfoundland and Labrador Birth certificate:

Complete a [Change of Sex Designation - Under 16 Years of Age](#) form. This form must be completed by the parent or legal guardian of the minor.

- Section 2 of this form must be completed by any other parent(s)/legal guardian(s) showing their consent, as well as signed by the child if they are 12 years of age or older
- Section 2.1 of this form must be completed if you are asking to waive the requirement of consent by another parent/legal guardian. Copies of any supporting documentation for your grounds for waiving consent must be included. This section must be signed in front of and by a Notary Public when completed outside of Newfoundland and Labrador.
- Section 3 of this form must be signed in front of and by a Notary Public when completed outside of Newfoundland and Labrador.
- Section 4(a) of this form must be completed by one of the listed health professionals, namely a registered physician, psychologist, nurse practitioner, registered nurse or social worker.
- If the child is under the age of 12, Section 4(b) must be completed by a second registered physician, psychologist, nurse practitioner, registered nurse or social worker.
- Section 5.1 of this form is for information regarding method of payment.

Mail the completed form, along with any original birth certificates you have and a photocopy of the child's Name Change Certificate to:

Confidential Services: Vital Statistics Division,  
Digital Government and Service NL  
P. O. Box 8700  
St. John's, NL A1B 4J6

## SECTION 3-I: PRINCE EDWARD ISLAND

Full instructions and the most up-to-date information can be found [here](#).

There is a \$25 fee to change a gender marker and a \$25 or \$35 fee for a new birth certificate, depending on if you want a short or long form birth certificate.

### Adult 18 years old or over changing Prince Edward Island Birth certificate:

Complete an [Adult Gender Change Form](#).

- Section 2 of this form must be signed in front of and by a Notary Public when completed outside of Prince Edward Island.
- Section 3 of this form must be completed by a registered physician or nurse practitioner.
- Section 4.1 requires a copy of both a government-issued photo ID and Provincial Health Card to be included as part of this application.
- Section 4.4 of this form is for information regarding method of payment.

Complete an [Application for Birth Certificate](#).

Mail the completed forms, along with any original birth certificates you have, a copy of a government issued photo ID, a copy of your provincial health care card and a photocopy of your Name Change Certificate to:

Vital Statistics Division  
P.O. Box 3000  
Montague, PEI C0A 1R0

### Between 12 and 17 years old changing Prince Edward Island Birth certificate:

Complete a [Minor Gender Change Form](#).

- Section 2 of this form must be completed by both the child and parent(s)/legal guardian(s) and signed in front of and by a Notary Public when completed outside of Prince Edward Island.
- Section 3 of this form must be completed by a registered physician or nurse practitioner.

- Section 4.1 requires copies of the child's government-issued photo ID and Provincial Health Card, as well as copies of parent(s)/guardian(s) government-issued photo ID to be included as part of this application.
- Section 4.4 of this form is for information regarding method of payment.

Complete an [Application for Birth Certificate](#).

Mail the completed forms, along with any original birth certificates you have, a copy of both parent(s)/guardian(s) and child's government issued photo ID, a copy of child's provincial health care card and a photocopy of child's Name Change Certificate to:

Vital Statistics Division  
P.O. Box 3000  
Montague, PEI C0A 1R0

## SECTION 3-J: YUKON

Full instructions and the most up-to-date information can be found [here](#).

There is a \$10 fee to change a gender marker and a \$10 fee for a new birth certificate.

**16 years old or over** changing Yukon birth certificate:

- Complete a [Change of sex on registration of birth for applicants 16 years and over](#) form, including information regarding method of payment.
- Mail the completed form, along with any original birth certificates you have, and a photocopy of child's Name Change Certificate to:

Vital Statistics (H-2) Health and Social Services  
Government of Yukon  
P.O. Box 2703  
Whitehorse, Yukon Y1A 2C6

**15 years old or under** changing Yukon birth certificate:

The legal guardian must complete a [Change of sex on registration of birth for applicants under 16 years of age](#) form, including information regarding method of payment.

- Section 3 must be signed by both the guardian and the child if the child is 12 years old or older.
- Section 4 must be signed by all other legal guardian(s). A court order that states consent of the other legal guardian(s) is not necessary can be attached instead of completing this section.
- Section 5 must be completed by an adult in one of the listed professions who is licenced/practicing in the Yukon that confirms that minors gender identity. The professions who can completed this section are: Medical practitioner, Psychologist, Registered nurse, Nurse Practitioner, Social Worker, Lawyer, Teacher, Chief or councillor, School Counsellor.
- Mail the completed form, along with any original birth certificates you have, and a photocopy of child's Name Change Certificate to:

Vital Statistics (H-2) Health and Social Services  
Government of Yukon  
P.O. Box 2703  
Whitehorse, Yukon Y1A 2C6

## SECTION 3-K: NORTHWEST TERRITORIES

Full instructions and the most up-to-date information can be found [here](#).

There is a \$33 fee to change a gender marker and a \$22 fee for a new birth certificate.

**19 years old or over** changing Northwest Territories birth certificate:

Complete a [Change of Sex Designation 19 Years of Age or Older](#) form.

- Section 2 must be signed in front of and by a Commissioner for Oath or Notary Public.
- Section 3 requires a signature from a person who is 19 years old or older and has known you for at least 1 year. This section must be signed in front of and by a Commissioner for Oath or Notary Public.
- For payment a cheque or money order can be enclosed as part of your application. If you want to pay by credit card you will need to include a note with your application for Health Services Administration that they can contact you to provide credit card information.

Complete an [Application for Certificate of Birth/ Marriage/ Death](#).

- For payment a cheque or money order made payable to Government of NWT can be enclosed as part of your application. If you want to pay by credit card you will need to include this information on this form or include a note for Health Services Administration stating that they can contact you to provide credit card information.

Mail the completed forms, along with any original birth certificates you have and a photocopy of your Name Change Certificate to:

Registrar General of Vital Statistics  
Health Services Administration  
Department of Health and Social Services  
Bag #9  
Inuvik NT X0E 0T0

**18 years old or under** changing Northwest Territories birth certificate:

The legal guardian must complete a [Change of Sex Designation Under 19 Years of Age](#) form.

- Section 3 must be signed in front of and by a Commissioner for Oath or Notary Public.
- Section 4 must be signed by all other legal guardian(s). This signature must be witnessed, although this does not have to be a Commissioner for Oath or Notary Public.
- Section 5 allows for the consent required by Section 4 to be waived in limited circumstances, namely: “The identity of the other parent is unknown; and the other parent does not appear on the minor’s birth registration form; OR The other parent is deceased; OR A court order is attached that states that consent of the other parent is not necessary”. This section if used, must be signed in front of and by a Commissioner for Oath or Notary Public.
- Section 6 must be completed by a registered Physician, Psychologist, Nurse Practitioner, Nurse, or Social Worker.

Complete an [Application for Certificate of Birth/Marriage/Death](#).

- For payment a cheque or money order made payable to Government of NWT can be enclosed as part of your application. If you want to pay by credit card you will need to include this information on this form or include a note for Health Services Administration stating that they can contact you to provide credit card information.



Mail the completed forms, along with any original birth certificates you have and a photocopy of child's Name Change Certificate to:

Registrar General of Vital Statistics  
Health Services Administration  
Department of Health and Social Services  
Bag #9  
Inuvik NT X0E 0T0

**16-18 year old living independently** from parents changing Northwest Territories birth certificate:

Complete a [Change of Sex Designation 16-18 years of age, Independent Minor](#) form.

- Section 2 must be signed in front of and by a Commissioner for Oath or Notary Public
- Section 3 requires a signature from a person who is 19 years old or older and has known you for at least 1 year. This section must be signed in front of and by a Commissioner for Oath or Notary Public.
- Section 6 must be completed by a registered Physician, Psychologist, Nurse Practitioner, Nurse, or Social Worker.

Complete an [Application for Certificate of Birth/Marriage/Death](#).

- For payment a cheque or money order made payable to Government of NWT can be enclosed as part of your application. If you want to pay by credit card you will need to include this information on this form or include a note for Health Services Administration that they can contact you to provide credit card information.

Mail the completed forms, along with any original birth certificates you have and a photocopy of your Name Change Certificate to:

Health Services Administration  
Department of Health and Social Services  
Bag #9  
Inuvik NT X0E 0T0

## SECTION 3-L: NUNAVUT

Relevant information can be found [here](#).

The contents of an application can be found in section 11.1 of the [Vital Statistics Act, RSNWT \(Nu\) 1988](#).

Note: Only “F” and “M” gender markers appear to be currently available on a Nunavut Birth Certificate.

There is a \$10 fee for a new birth certificate costs \$10. There currently seems to be no fee for a change of gender marker, however we recommend you contact Nunavut Vital Statistics to confirm if this has changed at the time of your application.

Changing Nunavut birth certificate:

- Complete a [Application for Certificate](#) form.
- Complete a statutory declaration attesting that you identify “with the requested sex designation” and are “currently living full-time in a manner that is consistent with the requested sex designation and intends to continue doing so”. This must be signed in front of and by a Commissioner of Oaths or Notary Public. Currently no specific form for this declaration appears to be available. Contact Nunavut Vital Statistics to confirm if this has changed at the time of your application.
- Get two letters from licensed health care professionals in good standing with their professional organization, i.e. “medical practitioner, nurse practitioner or psychologist or a member of a prescribed health care profession”. The letter must include:
  - a. The applicant must be identified in the letter by their full name and date of birth.
  - b. A statement that they have treated or evaluated the applicant and includes information about the duration of the health care professional's relationship with the applicant and of any additional case history regarding the applicant reviewed by the health care professional.
  - c. Evidence that the health care professional is qualified to practice in their jurisdiction.
  - d. If the applicant is a minor, include a statement that the health care professional is of the opinion that the minor has the capacity to make health care decisions.

Mail the above-listed documents and a money order or cheque, along with any original birth certificates you have and a photocopy of your Name Change Certificate to:

Registrar General of Vital Statistics  
Nunavut Department of Health  
Box 889  
Rankin Inlet, NU X0C 0G0

## SECTION #4 – NAME & GENDER MARKER CHECKLIST

Individuals can have different gender markers on different identification documents, however the legal name is supposed to appear on all government-issued ID. It is up to the individual to update their ID after getting a name change certificate from Alberta.

- Birth Certificate, Citizenship Certificate or Permanent Resident Card
  
- **Alberta ID or Driver’s License:**
  - To change your name on these documents, you must bring your Change of Name Certificate to a registry. It is recommended that you update your driver’s license within 14 days of getting your Change of Name Certificate. In Alberta, your gender marker can be changed on these documents whether or not you have changed your birth, citizenship or permanent resident certificate.
  - If you have made changes to your birth, citizenship or permanent resident certificate, you can bring your new document to the registry to request the change(s) be made. If you have not made these changes, you may visit any registry in person and request to change your gender marker on your driver’s license to “M”, “F”, or “X” and should not be required to provide any documentation.
  
- **Social Insurance Number (SIN):**
  - By law, you must update your SIN record when you change your name. You may update your profile online (<https://sin-nas.canada.ca/en/Sin>) or by mail (Social Insurance Application).
  - There may be the option to update your SIN record in person at a Service Canada location if you face barriers to accessing SIN online (information can be found at: <https://www.canada.ca/en/employment-social-development/services/sin/apply.html>)
  - You will need your updated birth certificate (or permanent resident or citizenship document), your change of name certificate, and a piece of government-issued photo identification when updating your profile. You can also change your gender marker associated with your SIN, although you have to have your updated birth certificate (or permanent resident or citizenship document), in order to do this. There is also the option to not declare your gender on your SIN.
  
- **Tax Information:**
  - Once your name has been legally changed, you must notify the Canada Revenue Agency (CRA). To change your first OR last name, you may advise an agent over the phone (1-800-959-8281). To change your first AND last names, you must submit two types of documents:
    - a) a written letter stating your old full name and your new full name, your social insurance number (SIN) and your signature; and
    - b) an original or certified true copy of your Certificate of Change of Name.

- These documents must be faxed or mailed to the Winnipeg Tax Centre (fax: 204-984-5164; mailing address:

T1 Specialty Services to Tax  
Post Office Box 14000, Station Main,  
Winnipeg MB R3C 3M2

- **Health Care Card:**

- Once you have your name change certificate and either your gender marker updated on your Alberta ID/driver's license, or have a letter from a doctor indicating a change of gender marker is recommended, you may update this information on your Alberta Health Care Card by submitting the [Alberta Health Care Insurance Plan Notice of Change/UPDATE form](#) at a registry or by mail.
- Updating your health care does not automatically update information in other Alberta Health Services systems such as ConnectCare, MyHealthRecord and Netcare. Some systems can be updated by the individual and others need to be updated by an Alberta Health Services staff.

- **Health Benefits:** Once your name and gender have been legally changed, you can update your health benefits provider (blue cross, Alberta Health benefit, etc.)

- **Medical Offices:** This includes changing your name and gender with any medical offices you may visit on a regular basis (e.g. physician, dentist, optometrist, etc.).

- **Voter Registration:**

- Once your name and gender have been legally changed, you may contact *Elections Canada* to update your voter information over the phone (1-800-463-6868) or online: <https://www.elections.ca/home.aspx>.
- You may also register as a new voter online but be advised that you may continue to receive your old voter card in the mail.

- **School:** Contact the Office of the Registrar to help you navigate the policies and procedures related to transitioning at school. You may also wish to notify your professors or advisors of these changes.

- **Employer:** Contact your manager or HR representative to help you navigate the policies and procedures related to transitioning at work.

- **Bank:** Once your name and gender have been legally changed, you may visit your local bank branch to update your information in person. In addition to updating your name at the bank, if you want to update the name people see when they Interac E-transfer you money, you need to unregister for auto-deposit and then register again.

- **Investment(s):** This includes changing your name with any portfolios that you have investments or stocks in.
- **Credit Card(s):** If you have updated your information with your bank, you can request a new credit card online, on the phone, or in person.
- **Debit Card(s):** If you have updated your information with your bank, you can request a new debit card online, on the phone, or in person.
- **E-Commerce & Subscriptions:** This includes changing your name on any e-commerce websites (e.g. Amazon, eBay, Etsy, etc.) or subscription boxes that are mailed to you.
- **Memberships:** gym, Costco, Netflix, etc.
- **Rewards Card(s):** This includes changing your name with any companies that offer rewards programs or points (e.g. Air Miles, Aeroplan, Optimum PC, Petro Points, etc.)
- **Car Insurance:** Once your name and gender have been legally changed, contact your car insurance company to update your information on file and receive new insurance papers. Please be advised that there may be an increase or decrease in your policy's monthly fee after this change has been finalized.
- **Car Registration:**
  - Once your name has been legally changed and you have obtained a new driver's license, you may visit any registry to update your car's registration with your name. To find your nearest registry agent, check out:  
<https://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm>
- **Passports & Travel Documents:**
  - Once your name and gender have been legally changed, you will need to apply for a new passport or travel document at the nearest passport office. Find yours here:  
<https://www.cic.gc.ca/english/passport/map/map.asp>.
  - Forms for these documents can be found [here](#).
- **Property Lease or Land Title:**
  - Once your name and gender have been legally changed, you may update your name on your property's lease or land title. If you rent, you can notify your landlord to update your name on the lease.
  - If you own a home, you can visit your local land title office building or mail in completed request forms. Forms for changing land title ownership can be found here:  
<https://www.alberta.ca/change-land-title-ownership.aspx>

- **Home/Property Insurance:** Once your name and gender have been legally changed, contact your home insurance company to update your information on file.
- **Utilities:** This includes changing your name with any utility service provider(s) for internet, cable, water, gas, electricity, sewage, and garbage collection.
- **Email:** This includes changing your e-mail address to your full name, your initials, your nickname, or an alias. You may wish to create a new e-mail account or add a secondary e-mail address (“alias”) to the original account.
- **Social Media Accounts:** This includes changing your name or alias on any online accounts such as Facebook, LinkedIn, Twitter, Instagram, or YouTube.
- **Phone (Carrier):** This includes changing the name associated with your phone’s carrier or service provider (e.g. Telus, Rogers, Bell, Freedom Mobile, etc.).
- **Phone (Device):** This includes changing the name as it appears on your phone’s profile or ID.
- **Voicemail:** This includes changing the greeting of your voice message (e.g. “Hello, you’ve reached (your name) at (your phone number)”) or rerecording the greeting when your voice starts or continues to change due to hormones and/or voice training.
- **Marriage Certificates:** Once your name and gender have been legally changed, you can submit a request to amend your marriage certificate. Contact the Vital Statistics office in the province in which you were married to do this.
- **Name and Gender on Children’s Birth Certificates:** Once your name and gender have been legally changed, you can submit a request to amend your child’s birth certificate with these changes. Contact the Vital Statistics office in the province in which your child was born to do this.
- **Pet License(s):** This includes changing the name of ownership on your pet’s license.
- **Memento(s)**

## PART 5 – AGENCY LOCATION

### SECTION 5-A: FINGERPRINTING LOCATIONS

#### Fingerprinting Agency Locations in Calgary

- **Snappy Prints at New Urban Registry**  
#1138 10 Avenue SW Phone: (403) 262 9999  
<https://snappyprints.ca/>  
Fingerprints cost \$70, including taxes.  
New Urban Registry gives a \$20 discount on the name change submission fees for those who use Snappy Prints for fingerprinting.
- **Canadian Legal Resource Centre**  
#204, 4014 Macleod Trail SE, and #221, 5401 Temple Drive NE Phone: (403) 229 2774  
<https://www.canadianlegal.org/calgary-fingerprinting/>  
Fingerprints cost \$78.75, including taxes.
- **Commissionaires**  
1107 53 Ave NE Phone: (403) 244 4664  
<https://commissionaires.ca/en/southern-alberta/service/fingerprinting>  
Fingerprints cost \$86.52, including taxes.

For RCMP detachments outside of Calgary please refer to the RCMP website at:

<https://www.rcmp-grc.gc.ca/detach/en/find/AB>

### SECTION 5-B: REGISTRY LOCATIONS

While we cannot personally verify each of these locations, these are registries that have been reported to us to be knowledgeable and helpful in the process of changing name and gender markers for trans and gender diverse folks.

#### Registry Agent Locations in Calgary

Please note, registries are privatized, and costs may vary from place to place.

<p><u>A Plus Registry Services</u> 114-3604 52 Ave NW Phone: (403)288-3333</p>	<p><u>Altafacts Search &amp; Registry</u> 100-2417 51 Ave SE Phone: (403)235-7899</p>	<p><u>AMA Calgary Crowfoot</u> 220 Crowfoot Cres NW Phone: (403)239-6644 *Members Only*</p>	<p><u>AMA Calgary Main</u> 4700 17 Ave SW Phone: (403)240-5300 *Members Only*</p>
<p><u>AMA Calgary Shawnessy</u> 600-85 Shawville Blvd SE Phone: (403)254-2447 *Members Only*</p>	<p><u>AMA Calgary Sunridge</u> 3650 20 AVE NE Phone: (403)590-0001 *Members Only*</p>	<p><u>AMA Calgary Willowpark</u> 524-10816 Macleod Trail SE Phone: (403)278-3530 *Members Only*</p>	<p><u>Calgary Registry Services</u> 312-5149 Country Hills Blvd NW, CALGARY Phone: (403)286-6824</p>
<p><u>Crowfoot Plates Registry</u> 49 Crowfoot Way NW Phone: (403)241-7951</p>	<p><u>Mojo's License &amp; Registry Services</u> BAY 3, 6020 1A St SW Phone: (403)252-3333</p>	<p><b><u>New Urban Registry</u></b> 1138 10 Ave SW Phone: (403)262-9999 *Skipping Stone has screened this registry*</p>	<p><b><u>Northeast Registries - Sunridge</u></b> 2766 32 St NE Phone: (403)291-9696</p>



<p style="text-align: center;"><u>Northeast Registries – Taradale</u> 5850 88 Ave NE #5120 Phone: (403)508-1105</p>	<p style="text-align: center;"><u>NW Registry</u> Unit 6, 12030 Symons Valley Rd NW Phone: (403)571-9120</p>	<p style="text-align: center;"><u>Registries Direct</u> 5, 2400 Centre St NE Phone: (403)520-2000</p> <p style="text-align: center;">*Skipping Stone has screened this registry*</p>	<p style="text-align: center;"><u>Registry @ South Trail Crossing</u> 66-4307 130 Ave SE Phone: (403)246-4646</p>
<p style="text-align: center;"><u>Registry @ West 85th</u> 405-8560 8A Ave SW Phone: (403)295-1555</p>	<p style="text-align: center;"><u>Richmond Road Registry</u> 5767 Signal Hill Centre SW Phone: (403)246-0130</p>	<p style="text-align: center;"><u>Riverbend Registries</u> 228-8338 18 St SE Phone: (403)720-3315</p>	

For Registry Agents outside of Calgary, please refer to the Government of Alberta website at: <http://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm>.

Another way to access this webpage is by going to alberta.ca and following the pathway:  
Alberta.ca > Service Alberta Home > Registry services > Registry agents > Find a registry agent.