



ONTARIO

It isn't easy to change your name and sex designation on your identification documents (IDs). Each ID has its own rules and forms. This guide will outline the basic steps for you to follow.

Please note while we at the CCGSD recognize that you are Changing Gender Markers on your ID, in Ontario, this is always referred to 'sex designation' in forms and documentation. As such we will use that language to make it easier to go through the process.

In Ontario, it is a separate process to change your name and to change your sex designation. The good news is both can be done at the same time. Documents do not need to be changed in a particular order, but some people prefer to change their birth certificates first as it makes changing the rest of their Ontario Identification Documents easier.

You do not need to have undergone Gender confirming surgery (GCS) or sex reassignment surgery (SRS) to change your sex designation on a birth registration, birth certificate, driver's licence, or OHIP Card. If, however, you have undergone a GCS/SRS, you can present medical documentation instead of a letter from a doctor or a psychologist.

NAME CHANGE ON BIRTH REGISTRATION AND BIRTH CERTIFICATE APPLICATION FOR A CHILD

Requirements:

- You (the child) must:
 - be 17 years of age and younger
 - have lived in Ontario at least 12 months
 - not be married
- All forms must be filled out by a parent, guardian, or anyone who has legal custody of you
- There cannot be any court orders or separation agreements between your parents or guardians that prohibit a legal name change
- Each adult with legal custody of you must give permission for the change.
- If there are any court orders or written legal agreements (e.g. a separation agreement) that show details of custody and or access to you, all original or court certified copies of court orders or agreements also must be submitted with the application.

How to apply:

- Print and fill out the **Application to Change a Child's Name**
- Submit the **completed form, payment (\$ 137)** and **required documents** either by mail or in person.

By Mail:	In person:
ServiceOntario Office of the Registrar General P.O. Box 3000 189 Red River Rd,	ServiceOntario 47 Sheppard Avenue East, Unit 417, 4 th Floor Toronto, ON M2N 5N1



Thunder Bay, ON P7B 5W0	
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Documents received (once name change is approved):

- **A change of name certificate.**
 - This will show your previous name and new name.
 - This certificate is used to change your name on other personal documents like your health card or driver's licence.
- **A new birth certificate in your new name.**
 - Every person born in Ontario who changes their name also gets a new **short form** birth certificate.
 - Long form birth certificates require a **Request for Birth Certificate application +** extra fees.

CHANGING SEX DESIGNATION ON A BIRTH CERTIFICATE FOR A CHILD

Your sex designation can be changed to either an X, an M, or an F. You may also choose to leave the sex designation on your birth certificate blank by checking a box on the **Request for Birth Certificate form**. However, the Government of Ontario does not guarantee the birth certificate will be accepted everywhere if this information is omitted.

Requirements:

- You must:
 - be under 17 years old (If you are 16 or 17 years old – you may apply as an adult or a child)
 - have been born in Ontario
- A completed **Application for Change of Sex Designation on a Birth Registration of a Child** by a person with legal custody of you (e.g., a parent)
- A completed **Statutory Declaration for a Change of Sex Designation on a Birth Registration of a Child** completed by a person with legal custody of you (e.g., a parent)
- A completed **Consent form** by you, giving your written consent
- A completed **Consent form** from all persons with legal custody of you, giving their consent
- A **proof of notice** to all persons with legal access to you
- A letter from a practising physician, psychologist, or psychological associate that:
 - states they are in good standing with their regulatory body (must include their licence number)
 - states they have treated or evaluated you (the child) using your full name
 - states they support you changing the sex designation on your birth registration, and
 - confirms your gender identity does not match your sex designation on your birth registration
- All court orders (original or court certified copies) or separation agreements that include information about custody status, access to you (the child), or provisions regarding your sex designation
- All previously issued birth certificates (your short form birth certificate) and certified copies of your birth registration (your long form birth certificate)
- An **application form for a birth certificate**, with applicable fees
 - **COST:**
 - **changing your sex designation:** \$0 – limited-time fee waiver* (until April 2019).
 - **a birth certificate or birth certificate with parental information:** \$25
 - **a certified copy of birth registration:** \$35



THE CANADIAN CENTRE FOR
**GENDER+SEXUAL
DIVERSITY**



LE CENTRE CANADIAN DE LA
**DIVERSITÉ DES GENRES
+ DE LA SEXUALITÉ**

*The fee for changing your sex designation will be waived for applications submitted from April 30, 2018, through April 2019. **After that period, the fee will be \$37. Fees for birth certificates or a certified copy of birth registration issued as part of a change of sex designation remain in effect.**

Application package with completed forms and required documents must be **mailed** to:

Office of the Registrar General
P.O. Box 3000
189 Red River Rd
Thunder Bay, Ontario
P7B 5W0