



# Instructions for the Application for Change of Gender Designation (Adult and Minors aged 12 years and older)

The application for Change of Gender Designation can be used to request an update of your **B.C. Birth Certificate**.

## What You'll Need

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- A completed 'Application for Change of Gender Designation (Adult and Minors aged 12 years and older)' (VSA 509A)
- + • A copy of your government-issued identification
- + • Proof of parentage/guardianship (for minors)
- + • All previously issued B.C. birth certificates
- + • A copy of each original document for your records (the originals will not be returned to you)

## To Update Your B.C. Birth Certificate

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### SEND:

- ALL documents listed above
- + • Fees for amendment and birth certificate order (page 3 of the VSA 509A form)

**TO:** VITAL STATISTICS AGENCY  
PO BOX 9657 STN PROV GOVT  
VICTORIA BC V8W 9P3

### YOU WILL RECEIVE:

- An updated B.C. Birth Certificate



Application for Change of Gender Designation (Adults and Minors aged 12 years and older) Changing B.C. Birth Certificate / Registration

APPLICANT INFORMATION AND SIGNATURE Office Use Only: AFS Number: Current Family Name First Name and Middle Names Mailing Address City / Town / Village, Province / State, Country Postal Code Birthdate (mmm / dd / yyyy) e.g. Feb 28 1986 Contact Phone Number (including area code)

The birth certificate is a foundation identity document which is required by many institutions to access programs and services, such as obtaining a passport or driver's licence.

I, \_\_\_\_\_ solemnly declare that I make this application to change my gender designation captured as "Sex" on my B.C. birth certificate

FROM: Female Male X TO: Female Male X

Check the applicable boxes and sign below to confirm that you have read and acknowledge the corresponding statements. (For male and female, check box 1 only. For gender X, check all three boxes.)

- 1. I have assumed, identify with and intend to maintain the gender identity that corresponds with the requested change in gender designation.
2. I understand that the Province of British Columbia cannot guarantee acceptance of a birth certificate with an "X" designation by organizations or governments and that the "X" marker is not universally accepted.
3. I understand that as the holder of a birth certificate, it is my responsibility to check with organizations and program areas that I intend to transact with about their application or enrolment requirements regarding birth certificates with an "X" designation.

Signature of Applicant Date (MMM DD YYYY)

Parent(s)/Guardian of minors must sign and give consent below

I, \_\_\_\_\_ hereby give consent for \_\_\_\_\_ to change their gender designation

FROM: Female Male X TO: Female Male X

Signature of Parent or Legal Guardian Date (MMM DD YYYY)

I, \_\_\_\_\_ hereby give consent for \_\_\_\_\_ to change their gender designation

FROM: Female Male X TO: Female Male X

Signature of Parent or Legal Guardian Date (MMM DD YYYY)

Note: The signatures of BOTH parents/guardians are required for a change to the birth record of a minor. Guardians must provide legal documentation regarding guardianship.

PRIVACY INFORMATION

This information is collected by the Vital Statistics Agency under section 26(c) of the Freedom of Information and Protection of Privacy Act, and will be used to fulfill the requirements of the Vital Statistics Act for the release of gender designation information. Should you have any questions about the collection of this personal information, please contact: Manager, Vital Statistics Agency, 250 952-2681, PO Box 9657, Stn Prov Govt, Victoria BC V8W 9P3. This form is subject to verification and audit by the Province of British Columbia.

**B.C. BIRTHS ONLY – DETAILS OF BIRTH AS CURRENTLY REGISTERED****Birth Details**

Surname *	Surname			* NOTE: Provide your surname at birth/adoption or following a legal change of name even if you currently use a surname by marriage.
Given Name(s) and Sex	First Name	Middle Name(s)		Sex
Date and Place of Birth	Month (e.g., Feb) MMM	Day DD	Year YYYY	City <b>British Columbia</b>

**Father / Parent Details**

Surname	Surname		
Given Name(s)	First Name	Middle Name(s)	
Birth Place	City	Province / State	Country

**Mother / Parent Details**

Maiden Surname †	Maiden Surname			† NOTE: The mother's maiden surname is the last name she was given at birth, or if a legal change of name has been completed, her new last name as noted on the Certificate of Change of Name.
Given Name(s) and Sex	First Name	Middle Name(s)		
Date and Place of Birth	City	Province / State	Country	

**IDENTIFICATION REQUIREMENT AND SUBMITTING THE APPLICATION****Applicants Over 19 Years, or Parent(s)/Guardian(s) of Minors Aged Over 12 Years**

For the purposes of this form, Applicants over 19 years or Parent(s)/Guardian(s) of Minors Aged Over 12 Years, are required to provide a copy of government-issued identification with their application to confirm Identity. Acceptable forms of identification Includes a Driver's Licence, BC ID, BC Services Card, Passport or Permanent Resident Card. Other government-issued identification may be considered.

Note: Identification information is not retained. Upon authorization of the application, all identification information is destroyed.

**How to Submit Your Application to the Vital Statistics Agency**

Visit your nearest Service BC office for assistance, OR return your application by mail to the Vital Statistics Agency, Including the copy of government-issued Identification and payment, to:

VITAL STATISTICS AGENCY  
PO BOX 9657 STN PROV GOVT  
VICTORIA BC V8W 9P3

**PLEASE NOTE:**

The \$27 amendment fee charged when you change the gender designation on your birth registration does **not** include a new B.C. birth certificate.

You must order a new certificate if you wish to have a birth certificate displaying the changed gender designation or a birth certificate with no sex displayed.

**See Page 3 for fee information and to order new B.C. birth certificates**



## B.C. BIRTH CERTIFICATE SERVICES / FEES

To order a new birth certificate(s), enter the quantity of 1 or 2 beside your selection below and add its cost to the amendment fee in the "Payment Methods" section at the bottom of this page. Different document types are mailed in separate envelopes. There is a limit of 2 documents per type. **All birth certificates issued before the amendment must be returned to Vital Statistics.**

### Description of Birth Documents:

**Individual information only** - Includes the subject of the birth certificate's name, sex, place and date of birth. (12.5 cm x 17.7 cm)

**\*Parental information included** - Includes the subject of the birth certificate's name, sex, place and date of birth, plus names and birthplaces of parents listed on the registration. (12.5 cm x 17.7 cm)

**Registration Photocopy** - A certified photocopy of the original birth registration completed at the time of birth. This document is seldom required for applications.

Quantity (Limit 2 per type)	Type of Birth Documents	Cost Based on Delivery Type		Estimated Date of Delivery Once the Amendment is Complete	
		Mail	Courier	Mail	Courier†
	Individual information only (with sex displayed)	\$27ea	add \$33 to order	Prints in 2 - 5 business days; <b>add</b> mailing time from Victoria B.C. to you.	Prints next business day; <b>add</b> courier delivery time from Victoria B.C. to you.
	Individual information only (without sex displayed)	\$27ea			
	Parental information included (with sex displayed)	\$27ea		Prints in 2 - 5 business days; <b>add</b> mailing time from Victoria B.C. to you.	Prints next business day; <b>add</b> courier delivery time from Victoria B.C. to you.
	Parental information included (without sex displayed)	\$27ea			
	Registration Photocopy	\$50ea	add \$10	Prints within 20 business days; <b>add</b> mailing time from Victoria B.C. to you.	Prints next business day; <b>add</b> courier delivery time from Victoria B.C. to you.

\* Children (18 and under) require a birth certificate with **parental information included** for passport, school enrollment, and many other applications.

† Courier service is not made to post office boxes, apartment complexes, homes that use Super Box (community) mailboxes, or to basement suites. Instead, delivery notice with instructions is left at the mailing address and the envelope is delivered to the nearest postal outlet. ID and signature are required upon pick up.

**Sex:** A British Columbia birth certificate is an extract of a person's (subject's) birth registration. Sex (M, F, or X) as it is recorded on a person's birth registration will be displayed on the certificate unless you indicate that you do not want it to be displayed by selecting that option on page 3. In order for sex to not be displayed on a birth certificate, the option on page 3 will need to be selected every time a request for a birth certificate is made.

**Note:** Any amendment to the birth registration will be reflected on a birth certificate however selecting the option for sex to not be displayed does not by itself change or amend a birth registration

**Note:** A birth certificate with no sex displayed is valid and recognized by the Government of British Columbia; however, the Government of British Columbia cannot guarantee that a British Columbia birth certificate with no sex displayed will be accepted by other organizations in British Columbia or by other jurisdictions.

## B.C. BIRTH CERTIFICATE CONTACT INFORMATION

### ENQUIRIES & CREDIT CARD ORDERS

Telephone: 250 952-2681 (Victoria & outside B.C.)

Toil Free: 1 888 876-1633 (within B.C.)

Website: [www.gov.bc.ca/vitalstatistics](http://www.gov.bc.ca/vitalstatistics)

### ADDRESS ALL DOCUMENTS TO:

VITAL STATISTICS AGENCY  
PO BOX 9657 STN PROV GOVT  
VICTORIA BC V8W 9P3

## PAYMENT METHOD

Cheque or Money Order payable to the Minister of Finance. (Postdated cheques are not accepted.)

Credit Card: Please bill my:  Visa  MasterCard  American Express

Card holder name: \_\_\_\_\_  
PRINT card holder name as shown on credit card

Card holder signature:  \_\_\_\_\_

Credit card number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

**Note:** Credit Card information is not retained. Upon authorization of the payment request, all credit card information is destroyed.

### AMOUNT ENCLOSED:

**Amendment Fee** \$ **27.00**

**New Certificate(s)** \$ \_\_\_\_\_  
(See Services/Fees above)

**Total Amount Enclosed** \$ \_\_\_\_\_