



HM Courts  
& Tribunals  
Service

## Fees for Applying to the Gender Recognition Panel

**Updated 16 April 2012**

**The current fee for making an application to the Gender Recognition Panel is set out below, together with an explanation of the circumstances under which you may be able to pay a reduced fee, or no fee at all.**

The information in this publication is available in alternative formats on request. Please contact the Gender Recognition Panel on 0300 123 4503 or [grpenquiries@hmcts.gsi.gov.uk](mailto:grpenquiries@hmcts.gsi.gov.uk)

## **Do I need to pay a fee to apply to the Gender Recognition Panel?**

When you apply to the Gender Recognition Panel, the Panel will need to carry out some work for which you have to pay a one-off fee. The maximum fee for applying for a Gender Recognition Certificate is £140. By law, certain applicants are eligible for a reduced fee or are exempt from paying altogether.

You are not required to pay a fee if you are applying to the Gender Recognition Panel for:

- a **full** Gender Recognition Certificate if an **interim** Gender Recognition Certificate has already been granted to you;
- a correction to be made to a Gender Recognition Certificate that the Panel has issued.

You will not be required to pay a fee if, at the time of your application, any of these apply:

- you receive Income Support;
- you receive Income Related Employment Support Allowance ESA (IR);
- you receive Pension Credit guarantee credit;
- you receive income-based Job Seeker's Allowance;
- your gross annual income is £18,948 or less and you receive Working Tax Credit with a 'disability element' or 'severe disability element';
- your gross annual income is £18,948 or less and you receive Working Tax Credit **and** Child Tax Credit;
- your relevant income is £18,948 or below.

Relevant income is defined below. Evidence of this is required and can take the following forms:

- Official notifications for the benefits / entitlements listed above, the documentation not exceeding one month old.
- Bank statements showing credits to the account, not exceeding one month old.
- Payslips, not exceeding one month old.
- Your latest P60 document from the most recent full financial year.

### **I am required to pay a fee. How much will it cost?**

If you do not receive one of the waivers listed above and your 'relevant income' is greater than £18,948, you will have to pay a fee. The amount that you pay will depend on your 'relevant income', which is defined below.

If your 'relevant income' is:

- more than £18,948 but equal to or less than £28,415 you will be required to pay £30
- more than £28,415 you will be required to pay £140

### **How do I know what my 'relevant income' is?**

Your relevant income includes your employment income, profit from a trade, profession or vocation, and any chargeable gains for the tax year immediately preceding the year in which the application is made. The tax year ends on 5th April, and the date of your application will be the date that you sign and date section 10 of the application form.

If you are resident in the United Kingdom, your relevant income is to be ascertained as if you were resident and ordinarily resident in the UK.

### **How can I prove that I should not pay the full fee?**

Please state whether you will be paying the full fee and, if not, why your fee should be reduced or waived at Section 9 on the application form. To apply for the fee to be reduced or waived, you will need to provide evidence that you qualify according to the criteria below:

Qualifying benefits are:

- Income Support
- Income Related Employment Support Allowance ESA (IR)
- Working Tax Credit, providing that-
  - i) Child Tax Credit is being paid to the applicant, or otherwise following a claim for child tax credit made jointly by the members of a married couple (as defined respectively in section 3 ( 3 ) and ( 6 ) of the Tax Credit Act 2002 ( 5 ) which includes the applicant; or

- ii) there is a disability element or severe disability element ( or both ) to the tax credit received by the applicant; and that the gross annual income taken into account for the calculation of the Working Tax Credit is £18,948 or less;
  - Income based job seekers allowance; and
  - Pension Guarantee Pension.
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If you receive any of the qualifying benefits listed above you will have been sent an award notice by the organisation that pays the benefit to you. If the award notice is more than one month old, you will need to obtain a new notice to prove that you continue to receive the entitlement.

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If you are applying for a **full** Gender Recognition Certificate having previously been issued with an interim certificate, please include the **interim** certificate.

If you are applying for a correction to a Gender Recognition Certificate, you should contact the Gender Recognition Panel to arrange this.

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**If I begin to receive benefits after I have applied, or if my relevant income changes, can I apply for a refund?**

No. All fees are based on your financial situation at the time you make your application. Fees are also non-refundable.

**Do the fees ever change?**

Yes. You should note that all the fees, income thresholds and qualifying entitlements are subject to change. For example, it is likely that the fees will be increased each year in line with inflation. You must therefore ensure that you obtain an up-to-date version of this leaflet. You can get a copy from the Gender Recognition Panel, or you can speak to one of our customer service officers to find out the current fee structure.

### **How can I pay the fee?**

If you need to pay a fee, please include payment with your application to the Gender Recognition Panel. The Panel accepts payment by:

- Sterling cheque drawn in a UK bank payable to **HM Courts and Tribunals Service**
- UK postal order payable to **HM Courts and Tribunals Service**
- Debit/Credit card – You will need to contact the GRP administrator on 0300 123 4503 within 10 days of receipt of your application acknowledgment. We will then take payment from you over the telephone. For security purposes, have your GRP reference number and password to hand. Please note your application will not proceed without payment.

You should fill in the details of your payment at section 8 of the application form and enclose evidence where necessary.

### **How can I contact the Gender Recognition Panel?**

**Telephone: 0300 123 4503 or: 00 44 300 123 4503 (from outside the UK)**

**Write to: GRP  
PO Box 9300  
Leicester  
LE1 8DJ**