



## **Application for a Gender Recognition Certificate**

This form should be used by applicants for a Gender Recognition Certificate who are not applying using the Overseas Process.

Applicants applying under this process must demonstrate that they have lived full time in their acquired gender for at least two years.

Before you start, please read the document 'Explanatory leaflet – a guide for users', which explains the gender recognition process.

If you are married or in a civil partnership, please also read 'Guidance for married people or those in Civil Partnerships' and 'Guidance for married couples where one or both partners wish to apply for a Gender Recognition Certificate'.

We hope we have made this form easy to understand and complete. The guidance notes (see 'Guidance on completing the application form for a Gender Recognition Certificate') should answer most of the questions you may have. We recommend that you read the notes before completing each section of the form. If you do find it difficult to complete on your own, you could ask a friend or someone from a support organisation to help you, or you telephone the Gender Recognition Panel on 0300 123 4503 and one of the administrators will be happy to provide support.

You must complete sections 1, 2, 5, 6, 7, 8, 9, 10 and EITHER section 3 OR section 4, which ever applies to you.

Please use black ink when completing this form.

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)

## 1. Your contact details

The names and title that you provide below will be used in all correspondence relating to your application.

1.1 Your preferred title

1.2 Full name you would like us to use when contacting you

1.3 Postal address

postcode

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1.4 How would you like us to contact you if we have any questions.

Post     Phone     Email

1.5 If you would like to be contacted by telephone please give a daytime number and the times and days when you will be available.

Phone number

Times and days available

1.6 If you would like us to contact you by e-mail, please provide your address.

Please remember that e-mail cannot be guaranteed as secure.

1.7 If possible, please list any dates when you know you will be unavailable for any periods of more than five consecutive days over the next six months

## 2. Your personal details

**A.** The names and title you provided at 1.2 will be used in all future correspondence. Please read the guidance carefully before filling in this section.

2.1 Surname you wish to be recorded on a Gender Recognition Certificate.

2.2 First name(s) you wish to be recorded on a Gender Recognition Certificate.

**B.** In order to protect your privacy, you must supply us with a password. If you telephone the Gender Recognition Panel to enquire about your application we will ask you for this password before we give out any personal information. Before choosing a password, please read the guidance to this section.

2.3 Password (between six and 10 letters. Numbers must not be used).

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2.4 Why is this significant to you?

**C.** You should read the guidance to the sections below before you decide whether to provide your National Insurance number.

2.5 Please enter your National Insurance number here.

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2.6 If you are granted a full Gender Recognition Certificate do you want the Panel to pass this information to HM Revenue & Customs?

Yes  No

If No, and your application is successful you are legally obliged to pass on this information to HM Revenue & Customs. This will mean sending your Gender Recognition Certificate and National Insurance number to the HM Revenue & Custom.

**This service only applies to UK tax payers.** We are not able to inform the authorities in the Isle of Man or Channel Islands.

### 3. Birth registration information for births registered in the UK

If your birth was registered in the UK you must complete this section. This also applies if you were born to a UK citizen abroad but registered by a Forces registering officer, or with the British Consul or High Commission, or born on board a ship, aeroplane or hovercraft and registered under the Merchant Shipping or Civil Aviation provisions.

Please note, if you are adopted we require your adoptive parents' details (as shown on your birth certificate).

3.1 Your surname as recorded on birth or adoption certificate

3.2 Your forename(s) as recorded on birth or adoption certificate

3.3 Gender as stated on birth or adoption certificate

Male/Boy       Female/Girl

3.4 Date of birth

3.5 Place of birth

3.6 Father's Surname (if listed)

3.7 Father's forename(s) (if listed)

3.8 Mother's maiden name (if listed)

3.9 Mother's forename(s) (if listed)

It will help the relevant Registrar General to locate your original birth record if you provide the following information, if it applies to you.

3.10 If you know you were adopted in the United Kingdom, please tick here

3.11 If your birth was registered by a Forces registering service, or with a British Consul or High Commission, or under Merchant Shipping or Civil Aviation provisions, please tick here

#### 4. Birth registration information for births registered outside the UK

If your birth was registered outside the UK you must complete this section. If not please proceed to section 5.

Please provide your original birth certificate or other official confirmation of your date of birth and birth gender and supply the information requested below.

4.1 Your surname as recorded on birth or adoption certificate

4.2 Your forename(s) as recorded on birth or adoption certificate

4.3 Gender as stated on birth or adoption certificate

4.4 Date of birth

4.5 Country where birth is registered

If you are unable to supply certain pieces of information in section 4, above, please use the box below to explain why (continue on additional paper if required and include it on the list of evidence you have supplied in section 9).

## 5. Time living in your new gender

As part of your application, you must provide evidence to demonstrate that you have lived full time in your acquired gender for at least two years (up to the date of your application).

The evidence can take the form of letters from official documents such as a passport or driving licence, letters or documents from official, professional or business organisations or utility bills. Please see accompanying Guidance Notes for more details. If the evidence is in a different name to the one you have used on this form, you will need to show that it does relate to you.

5.1 Please give the date from which you can provide evidence that you have lived full time in your acquired gender

D	D	/	M	M	/	Y	Y	Y	Y
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Please use the box in section 9 of this application form to list the evidence you will provide.

**6. Medical Report A (Provided by a practitioner in the field of gender dysphoria)**

**Note:** the Gender Recognition Panel **do not** commission medical reports on your behalf.

The guidance notes to section 6 explain the nature of the report that is required. Please include the original report as given to you by your medical practitioner/registered psychologist; with your application and fill in the boxes below.

6A.1 Name of registered medical practitioner or registered psychologist practising in the field of gender dysphoria who provided the report

6A.2 Professional address (if the individual is still practising)

6A.3 Daytime contact number

## 6. Medical Report B

**Note:** the Gender Recognition Panel **do not** commission medical reports on your behalf.

The guidance notes to section 6 explain the nature of the report that is required. Please include the original report as given to you by your medical practitioner/registered psychologist; with your application and fill in the boxes below.

6B.1 Name of registered medical practitioner or registered psychologist who provided the report. The practitioner does not have to be practising in the field of gender dysphoria

6B.2 Professional address (if the individual is still practising)

6B.3 Daytime contact number



## 7. Details of Gender Recognition Statutory Declaration

You are required to provide a statutory declaration making several statements about your circumstances and your application. This is to ensure that you meet the criteria for the grant of a Gender Recognition Certificate. We have provided this form for you to use for your statutory declaration. You should use this form and follow the instructions contained in the Guidance Notes. **PLEASE NOTE:** This is not the same as your “change of name” statutory declaration.

Once you have filled in your statutory declaration it is necessary to have your signature to the statutory declaration witnessed by a person authorised to administer oaths. Please see the accompanying Guidance Notes for a list of those authorised to administer oaths. Please provide the information about the witness to the statutory declaration in the boxes below.

7.1 Date of statutory declaration //

7.2 Name of the authorised person who is the witness to the statutory declaration

7.3 Qualification which enables the authorised person to administer the statutory declaration

7.4 Address of the authorised person

7.5 Daytime contact telephone number of the authorised person

7.6 Are you currently married?  Yes  No

7.7 Are you currently in a civil partnership in the United Kingdom?  Yes  No

Please include the original statutory declaration with your application.



# Statutory Declaration

## Gender Recognition Act 2004

I

do solemnly and sincerely declare that:

1. I am over 18 years of age.
2. I have lived full time as a male/female (*delete as appropriate*)  
for  years since I transitioned in /
3. I intend to live full time as a male/female (*delete as appropriate*) until death.
- 4a. I hereby declare that I am/I am not (*delete as appropriate*)  
married in my original gender to someone of the opposite sex.
- 4b. I hereby declare that I am/I am not (*delete as appropriate*)  
in a civil partnership in my original gender to someone of the same sex.
- 5a. I have not previously been in a marriage or civil partnership.  
(*delete if not applicable*)
- 5b. I hereby declare that my former marriage(s) or civil partnership(s) were  
dissolved on // (*delete if not applicable*).
6. I make this solemn declaration conscientiously believing the same to be  
true and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at (address where declaration took place)

Signature of  
applicant

Date //

### Witness who is authorised to administer oaths

Name of witness

Signature of witness who is  
authorised to administer oaths

Qualification of person authorised to  
administer the statutory declaration

## 8. Payment

The fee for applying for a Gender Recognition Certificate is outlined in a separate leaflet 'The Explanatory leaflet – A guide for users'.

A combined booklet and application form 'EX160A Court and Tribunal Fees - Do I have to pay them?', informs you if you qualify for a fee remission. You should read both leaflets carefully.

Please remember that you will need to provide evidence if you are applying for a fee remission with your application.

8.1 Are you required to pay a fee of £140?  Yes  No, applying for fee remission (please include your evidence)

### Method of Payment

If you are required to pay a fee for your application, please indicate how you are paying it. If paying by cheque or postal order, you must include this with your application form.

Cheque  
 Postal Order  
 Debit/Credit card (please see below)

If you would like to pay by Debit/Credit Card then please contact the GRP administrator on 0300 123 4503 within 10 days of receipt of application acknowledgment.

We can only take card payments from you over the telephone.

For security purposes, please have your GRP reference number and password to hand.

## 9. Checklist of documents in support of your application

This checklist will help you and the Gender Recognition Panel ensure that you have included everything that you are required to submit with your application. Please list every piece of evidence that you are including with your application. We will return documentation to you once it has been checked.

Documents	Enclosed
Statutory Declaration (Please note this document will not be returned)	<input type="checkbox"/>
A copy of your decree(s) dissolving the marriage or civil partnership	<input type="checkbox"/>
A copy of all change of name documents or other documents to show any changes from the name appearing on your birth certificate to your current name	<input type="checkbox"/>
<b>Medical Report A</b> – Please state the name of the medical report provider and the date of the report	<input type="checkbox"/>
<b>Medical Report B</b> – Please state the name of the medical report provider and the date of the report	<input type="checkbox"/>
Evidence of living full time in your acquired gender for at least 2 years prior to the date of application (List documents)	<input type="checkbox"/>

Documents	Enclosed
Evidence to support application for a fee remission (List documents)	<input type="checkbox"/>
Please list any other letters or documents you have enclosed with your application	<input type="checkbox"/>

## 10. Declarations

If your birth was registered in the UK, to process your application, the Gender Recognition Panel needs to pass your details to the relevant Registrar General who needs to notify the authority that holds your original birth record that your birth has been re-registered.

If you consent below, the Registrar General will contact you (if your application is successful) to inform you about options for your new birth certificate.

I consent to the Registrar General contacting me in relation to the issue of a new birth certificate.

I certify that all the information given in this application is correct to the best of my knowledge. I understand that to make a false application is an offence.

Signature of applicant

Date

D	D	/	M	M	/	Y	Y	Y	Y
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**When you have signed and dated the form, it should be sent, with all supporting documentation to:**

GRP  
PO Box 9300  
Leicester  
LE1 8DJ

You are strongly advised to send your application by registered post

Section 22 of the Gender Recognition Act 2004 protects the information on your application form and information about your gender history if your application is successful. The data you provide will only be processed as permitted by the Act. It will be processed primarily for the purpose of determining your application (and any related legal proceedings) and for maintaining the Gender Recognition Register. The Guidance Notes to this application form and Explanatory Leaflet contain more information about how your data may be processed. Information about you will not be disclosed except where permitted by law, or where you have consented to it.

The Ministry of Justice is the Data Controller for the Gender Recognition Secretariat and Panel for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, you can find details on the MoJ website [www.justice.gov.uk/about/datasharingandprotection.htm](http://www.justice.gov.uk/about/datasharingandprotection.htm)