



HM Courts
& Tribunals
Service

Guidance on completing the application Form for a Gender Recognition Certificate.

Overseas Track Application

Gender Recognition Act 2004

Updated April 2007

This document is designed to assist applicants for a Gender Recognition Certificate who are applying on the basis that their acquired gender has been recognised under the law of an 'approved country or territory'.

Applicants must demonstrate that their acquired gender has been recognised under the law of an 'approved country or territory' (in some countries, such as the USA, recognition of an acquired gender is done by the different states rather than by the country as a whole). If you can do this, you will automatically be eligible for a Gender Recognition Certificate in the UK. If your birth was registered in the UK you will also be eligible for a new birth certificate.

If you have been recognised under the law of a country that is not on the Gender Recognition panels 'approved list' you will need to apply on the basis of having lived for a period of two years or more in your acquired gender. There is a different form for those applications. This is also true if you have been recognised in an approved country or territory but you cannot provide documentary evidence.

If your gender change has been recognised in another country in the European Community or the European Economic Area, your gender change may be valid for some purposes without you having to apply for a UK Gender Recognition Certificate. However, the law in this area is unclear and complex. It is therefore advisable to get a UK Gender Recognition Certificate in order to establish your gender and the validity of your marriage with certainty under UK law.

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

Before completing the form, you should read all the explanatory material carefully, so that you are fully aware of the consequences of applying for gender recognition.

Each section indicates what information you should include in the corresponding section on the form.

These guidance notes should answer most of the questions you may have regarding the application form. We recommend that you read the relevant notes before completing each section of the form. If you do find the application form difficult to complete on your own, you could ask a friend or someone from a support organisation to help you, or you can 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 and EITHER section 3 OR section 4, whichever applies to them.

1. Your contact details

This section asks you to provide the basic information the Gender Recognition Panel and the Registrar General (responsible for the registration of births and issue of birth certificates) will need in order to correspond with you about the progress of your application. The Panel will only contact you when necessary: to acknowledge your application and inform you of a decision and, if necessary, to ask for more information.

We ask you to tell us how you would prefer to be contacted if we do have any questions (e.g. post, email or telephone). However, even if you choose to be contacted by email or telephone, we will still need a postal address as we will need to return original documents and to send you a Gender Recognition Certificate if your application is successful. Also, if we do need to contact you about your application and we have significant difficulties reaching you using your preferred method, we will write to you as your postal address with the relevant information about your application.

Questions	Notes
1.1 Preferred title (Mr, Mrs, Miss, Ms etc)	Please tell us how you wish to be addressed
1.2 Full name you would like us to use when contacting you.	Tell us the name by which you would like to be addressed in all correspondence.
1.3 Postal address (for all written correspondence)	<p>The postal address will be used for all correspondence where we need to send original or official documents to you (e.g. to return your driving licence or to send you the Panel's decision, including a Gender Recognition Certificate if you are successful). If you wish, it can be used for all correspondence.</p> <p>This address does not have to be your home address. You can use any address for postal correspondence, you just need to make sure it is secure and that you will be able to pick up your post regularly (at least twice a week).</p>
1.4 How would you like us to contact you if we have any questions?	Please select your preferred means of contact. Wherever possible, the staff of the Gender Recognition Panel will use this method. If we cannot contact you using this means, we will write to you at the address you have supplied.

Questions	Notes
<p>1.5 Daytime contact telephone number and times you will be available on this number (if you would like us to contact you by telephone).</p>	<p>Please fill this in if you wish us to contact you by telephone. You should give a number on which you are available between 10:00 and 16:00, and let us know when would be the best time to call.</p>
<p>1.6 E-mail address (if you would like us to contact you by e-mail). Please remember that e-mail cannot be guaranteed as secure.</p>	<p>If you wish to be contacted by email, please write your email address here. Please remember that e-mail cannot be guaranteed as secure.</p>
<p>1.7 If possible, please list any dates when you know you will be unavailable for any periods of more than 5 consecutive days over the next 6 months.</p>	<p>In general, the staff of the Gender Recognition Panel will require a response to queries within 28 days. However, we appreciate that this will not be possible if you are away. Therefore, we would like you to make a note in this box of any periods of more than five consecutive days when you know that you will not be available over the six months after you submit your application form.</p> <p>If, after you have submitted your application, you have to go away for more than five working days at a time, please contact the Gender Recognition Panel to let them know.</p>

2. Your personal details

There are three pieces of information we request in this section:

- A. The names you wish to be recorded on your Gender Recognition Certificate if you are successful.
- B. A password for your application to help us to protect your privacy.
- C. Your National Insurance number if you wish us to inform the relevant authorities if your application is successful.

A. The names you wish to be recorded on your Gender Recognition Certificate if you are successful.

We ask you to tell us what names you would want recorded on your Gender Recognition Certificate as these could be different to the names you have given in Section 1 above.

The key points to bear in mind when confirming the names you want to appear on your Gender Recognition Certificate are:

- The name that you chose should be on the one that you wish to be known by permanently in your new gender.
- The forename(s) that appear on your Gender Recognition Certificate will be recorded in the Gender Recognition Register. The surname that appears on your Gender Recognition Certificate may be recorded in the Gender Recognition Register OR you may have the surname from your original birth record (or adoption record) recorded in the Gender Recognition Register. This register is held by the Registrar General and is used in the same way as the Adoption Register to enable the Registrar General to issue new Birth Certificates without changing the original entry in the Birth Register. More details about the process for obtaining a new Birth Certificate (including details of the Gender Recognition Register) can be found in the Explanatory Leaflet. Alternatively you can contact the General Registrars office direct who will be able to assist you with all queries relating to your new birth certificate.
- The forename(s) and surname recorded in the Gender Recognition Register will be the names shown on a new birth certificate. **Upon gaining recognition in your new gender, the relevant General Register Office will contact you and explain the options for your birth certificate and the recording of surnames.**
- If you have already changed your name by statutory declaration or deed poll and you wish to change it again as part of the gender recognition process, you will need to complete another statutory declaration of name change or deed poll before you apply for a Gender Recognition Certificate. Your application for gender recognition does not change your name in law.

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

This surname will appear on the Gender Recognition Certificate and may be recorded on the Gender Recognition Register and feature on any new Birth Certificate, unless you have the surname from your birth registration recorded.

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

The first name(s) you record here will be recorded on the Gender Recognition Certificate, the Gender Recognition Register and any new Birth Certificate that is issued to you as a result.

B. A password for your application to help us to protect your privacy

We know that the information contained in this application is sensitive. If you telephone the Gender Recognition Panel or General Register Office with a query, we will ask for your password before we give out any information.

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2.3 Password (between 6 & 10 letters)

The password should be any word of between six and ten letters that is easy for you to remember. Your password should not have any numbers, spaces or characters other than letters in it.

2.4 Why is this significant to you?

You need to explain why your chosen password is significant to you so that, if you forget it, we will be able to give you a clue to help you remember it. For example, you may choose "goldie" as your password. If you forget it, the Gender Recognition Panel will remind you that you wrote 'name of my first pet' in this section.

C. Your National Insurance number if you wish us to inform the relevant authorities if your application is successful

If your application is successful and you have lived, or paid tax, in the UK, or have claimed benefits, tax credits or pension, you will need to inform the relevant authorities. It is your responsibility to ensure that the Inland Revenue and any organisation that pays you benefits or tax credits (this could be the Department for Work and Pensions, the Social Security Agency in Northern Ireland or the Veteran's Agency) are informed.

If you fail to notify the relevant organisations that you have obtained a full Gender Recognition Certificate the possible consequences are that:

- Your National Insurance records may be incorrect;
- You may get the incorrect amount of benefits, tax credits or pensions;
- You may lose out on benefits, tax credits, pensions or services to which you may be entitled; or,
- You may get benefits, tax credits, pensions or services to which you are not entitled.

Where payments are involved, the relevant organisation may take action to recover any amounts that you owe.

To make it easier for you, if you are successful, the Gender Recognition Panel is happy to inform the Inland Revenue who hold your National Insurance records and will pass the information on to the relevant benefit provider(s). To enable us to do this, we will need your National Insurance number.

Questions	Notes
2.5 Please enter your National Insurance number here:	2.5 Please enter your National Insurance number here: You will find your National Insurance Number on your National Insurance Card, on a payslip or on most tax forms such as a P45 or P60. If you do not know or cannot remember your National Insurance number contact the Inland Revenue on 0845 91 57006. If you do not have a National Insurance number and you would like to get one you should contact your local Jobcentre Plus or social security office. Please note that this information will only be provided in order to update your tax, tax credit and benefit records. It will not be used for any other purpose.

<p>2.6 Please tick here if you do not wish the Panel to pass on this information*.</p>	<p>2.6 Please tick here if you do not wish the Panel to pass on this information*.</p> <p>If you would prefer the Gender Recognition Panel not to inform Inland Revenue if you receive a full Gender Recognition Certificate please tick this box.</p> <p>Bear in mind that you must let the Inland Revenue know if your application is successful which will mean sending them your Gender Recognition Certificate and National Insurance number.</p> <p>If you fail to notify Inland Revenue that you have received a full Gender Recognition Certificate you may be liable for prosecution.</p>
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Once the Inland Revenue have been made aware of your successful application, (either by you or by the Gender Recognition panel), you will be sent notification to confirm that your national insurance, tax, tax credits, benefits and pension records have been updated. This confirmation will be sent to you at the address held on the Inland Revenue's records. This may be different to the address that you have given at section 1.3. You may wish to contact the Inland Revenue on 02920 325080 to ensure that the name and address that they hold for you are up-to-date. If you have elected for the Gender Recognition Panel to inform Inland Revenue, the letter of confirmation from Inland Revenue will not mention why your records have been updated or refer in any way to your Gender Recognition application or Certificate. If you choose to inform the Inland Revenue yourself, they will of course need to return your Gender Recognition Certificate.

This service only applies to UK residents. Unfortunately we are not able to inform the authorities in the Isle of Man or Channel Islands and residents of these islands will need to inform the relevant authorities directly.

3. Birth registration information for births registered in the UK

If your birth was registered in the UK (or by the Forces registering service, or with a British Consul or High Commission, or under Merchant Shipping or Civil Aviation provisions), you need to provide your birth registration details in this section.

Your birth registration details are required as they will enable the Panel and the Registrar General to validate your application and, if you achieve recognition in your new gender, to create the entry that will enable you to obtain a new Birth Certificate.

Please provide your birth registration details as recorded on your Birth Certificate or Adoption Certificate. Don't worry if you don't have a copy of the relevant document. We do not require you to provide a copy of the Certificate or all the details of you do not have them. However, the more information you provide here, the easier it will be to process your application. Upon receipt of your application, the Panel will check your details with the relevant Registrar General to make sure we have all the information needed for the gender recognition process.

If your birth was registered **outside** the United Kingdom, you should provide your birth registration details in section 4.

Questions	Notes
3.1 Your surname as recorded on birth or adoption certificate.	This information, along with the other details that you supply, will assist the Registrar General to find your original birth record. No surname is recorded for a child in some birth records where it was assumed at the time that the parent(s)'s surname would be used. If this is the case, please give the parents' surname.
3.2 Your forename(s) as recorded on birth or adoption certificate.	These will be listed in full on your birth or adoption certificate. Don't worry if you are not sure of all your forenames. Your original name will not appear on any correspondence or on a Gender Recognition Certificate (unless you have kept your original name). If your application is successful, upon request you will receive a letter stating your original name and that you are now recognised in your new gender, with a new name (where relevant). This letter may be useful to you in proving that you are who you say you are, but will not be the Gender Recognition Certificate. The certificate will be a separate document and will only include the names you have said you want to be used in section 2 above.

3.3 Gender as stated on birth or adoption certificate.	Please circle the gender in which you were registered at birth.
3.4 Date of birth	If you are successful, your date of birth and other details from your existing birth certificate will appear on a Gender Recognition Certificate and a new birth certificate. You must state the date of birth as it appears on your Birth or Adoption Certificate. You cannot change this.
3.5 Place of birth	This information will assist the Registrar General in finding your birth record, and will appear on any new Birth Certificate that is issued.

The answers to questions 3.6-3.11 will be helpful, as they may enable the Registrar General to find your birth record more quickly, but are not essential.

Questions	Notes
3.6 Father's surname, if listed	If your father's details are recorded on your birth or adoption certificate, you should fill them in here.
3.7 Father's forenames, if listed	This will enable the Registrar General to verify that they have the correct birth record.
3.8 Mother's maiden surname, if listed	Your mother's names will appear on all birth and adoption certificates, and will enable the Registrar General to verify that they have located the correct birth or adoption record.
3.9 Mother's forenames, if listed	
3.10 If you know that you were adopted in the United Kingdom, please tick here.	The birth entries of individuals who have been adopted, or whose births were registered overseas by a Forces registering service, or with a British Consul or High Commission, or under Merchant Shipping or Civil Aviation provisions, appear on separate registers.
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.	It will help the relevant Registrar General to locate your birth record if you indicate by ticking the appropriate boxes whether either or both condition applies to you.

4. Birth registration information for births registered outside the UK

If your birth was registered outside the UK (in other words, if your birth was registered in any country that is **not** part of the UK and was **not** registered by the Forces registering service, or with a British Consul or High Commission, or under Merchant Shipping or Civil Aviation provisions) you must complete this section if you want to apply for a Gender Recognition Certificate in the UK.

You must supply an original birth certificate or other official confirmation of your date of birth and birth gender, in addition to the information requested in the boxes below.

Anyone whose application is granted by a UK Gender Recognition Panel can receive a full or interim UK Gender Recognition Certificate. However, if your birth was not registered in the United Kingdom, an entry will not be made in the Gender Recognition Register and you will not be entitled to a UK birth certificate.

In order to grant a Gender Recognition Certificate, the Gender Recognition Panel must be satisfied that you are who you say you are and that the information that you have given in this part of the form is accurate. This is why we ask you to provide your original birth certificate or other official confirmation of your date of birth and birth gender.

Questions	Notes
4.1 Your surname as recorded on birth or adoption certificate.	The Gender Recognition Panel needs to record your name as originally registered.
4.2 Your forename(s) as recorded on birth or adoption certificate.	These will be listed in full on your birth or adoption certificate. Don't worry if you are not sure of all your forenames. Your original name will not appear in any correspondence, or on a Gender Recognition Certificate (unless you have kept your original name). If your application is successful, upon request you will receive a letter stating your original name and that you are now recognised in your new gender, with a new name (where relevant). This letter may be useful to you in providing that you are who you say you are, but it will not be the Gender Recognition Certificate. The certificate will be a separate document and will only include the names you have said you want to be used in section 2 above.

4.3 Gender as stated on or adoption birth certificate.	You should circle the gender in which you were registered at birth.
4.4 Date of birth	If you are successful, your date of birth and other details from your existing birth certificate will appear on a Gender Recognition Certificate. You must state the date of birth as it appears on your Birth or Adoption Certificate. You cannot change this.
4.5 Country where birth is registered	You should give the name of the country where your birth was registered.

If you are unable to supply certain pieces of information or official documentation of your date of birth and birth gender you should use the box at the end of section 4 to explain why. For example, where relevant, use this box to explain your asylum status. If you need more space please continue on a separate sheet and send it with your application pack.

5. Overseas recognition

If your acquired gender has been recognised in one of the approved countries or territories, you will need to provide evidence to prove this. The way in which countries on the list recognise an acquired gender varies from country to country. However, there will be some official documentation, such as a new birth certificate (along with the old birth certificate), an amended birth certificate that shows the change of gender, a court order, or a record of recognition equivalent to a Gender Recognition Certificate, or a copy of an entry in a register maintained under the law of the approved country or territory that proves you have been recognised.

You must provide either original documentation, which we will return to you, or certified copies of original documentation. You should describe the documentation you will provide at section 8.

Questions	Notes
5.1 In which country or territory have you been legally recognised in your acquired gender?	You will need to state a country or territory that appears on the Gender Recognition Panel's 'approved list'. Your acquired gender must have been recognised under the law of this country and you must be able to provide evidence of legal recognition.
5.2 What was the date of your recognition?	This will help the Panel issue you with the correct certificate. If you are married or in a civil partnership, it may have a bearing on whether you are issued with a full or an interim Gender Recognition Certificate. If you are married or in a civil partnership you should read the special <i>Guidance for Married People</i> before applying.

Should you wish to provide evidence for your application that requires translation into English; the panel will require you to provide translated documents to support your application.

6. Statutory Declaration

A 'Statutory Declaration' is a written statement of facts which the person making it signs and solemnly declares to be true before a witness. 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 Gender Recognition.

You are required to state that:

- You are over 18 years of age;
- You have been recognised in your acquired gender under the law of an approved country or territory (as you stated in section 5) before the date of your application;
- You are or are not married in your original gender to someone of the opposite sex
- You are or are not in a civil partnership in your original gender to someone of the same sex.

Please ensure you complete or delete, as appropriate section 2c of the statutory declaration with a dissolution date of your former marriage or civil partnership.

If you have been in a former marriage it is important to give us the date it was dissolved so that your pension benefits can be calculated correctly.

We have provided a standard template for the statutory declaration. It included all the statements that you may need to make. You may add to it to meet your personal needs.

When you have filled in the statutory declaration and you are content that it represents the truth, you will then need to read and sign the statutory declaration in front of the witness who will sign the document to witness it.

A statutory declaration must be made before a person who is authorised to attest oaths. Examples of people who would be acceptable are: a Justice of the Peace, a Magistrate, Conveyancer, an Authorised Advocate or an Authorised Litigator.

If you have difficulty travelling to one of these authorised persons in the country that you reside then you should contact the British consulate of your country who should be able to advise you.

You will normally be charged for witnessing statutory declarations. You should find out the likely costs in advance. In order to get it witnessed by a magistrate or JP you must go to the magistrate's court. To find out when they hear applications for declarations you should contact your local magistrate's court. They will also be able to tell you how much the fee will be or whether it can be waived.

In section 6 of the application form, you should provide details of the statutory declaration and the witness before whom the declaration was made.

Questions	Notes
6.6 Are you currently married in your original gender to someone of the opposite sex or in a civil partnership in your original gender to someone of the same sex?	Please tick any box that is relevant to you. This will determine whether you are issued with a full or an interim Gender Recognition Certificate. If you are married you should read the special Guidance for Married People before applying.

7. Payment

Details about the fees payable for an application for a Gender Recognition Certificate can be found in the separate leaflet *Fees for Applying to the Gender Recognition Panel*. You should read this carefully as it will tell you whether you need to pay a fee for your application and, if so, how much the fee is. There are also details about how to pay the fee.

You will find answers to all the questions on the application form in this leaflet. If you are not required to pay a fee you should answer questions 7.1 and 7.3. If you are paying a fee you should answer questions 7.1, 7.2, 7.4 and, if paying by credit or debit card, 7.5.

Please remember that you will need to provide evidence if you are paying a reduced fee or no fee at all. The evidence is explained in the fees leaflet. If you fail to provide evidence, or the correct fee, your application will not be processed until the Gender Recognition Panel receives the correct documentation or payment.

Please make cheques and postal orders payable to **HM Courts and Tribunals Service**.

8. Supporting evidence

As well as the completed application form you have been asked to provide other pieces of evidence to support your application.

Please use section 8 to list all the pieces of evidence that you are submitting in support of the answers that you have given on the application form. This will help the staff of the Panel to ensure that everything that you intend to go before the Panel will be seen by it.

Please do not send large quantities of documents unless absolutely necessary. The Panel only wishes to see evidence that your acquired gender has been recognised under the law of an approved country or territory, and evidence of the date and place of your marriage or civil partnership (if any).

You should also list evidence relating to your qualification for a reduced, or exemption from, fee payment.

To avoid any confusion, please tick the box on the right of the table if you want the original document returned to you.

If you have any concerns about the evidence you are providing, please contact the Panel for clarification.

9. Declarations

It is necessary to sign and date your application to verify that all the information that you have given is, to the best of your knowledge, true. It is an offence to apply fraudulently for a Gender Recognition Certificate.

If your birth was originally registered in the UK, the Panel will contact the Registrar General upon receipt of your application to confirm that your birth registration details are correct and to verify your application. If you consent to an application for a new birth certificate to be made on your behalf to the Registrar General, please tick the appropriate box on the form.

A checklist is provided to help you ensure that you have remembered to include everything and to enable you to keep a record of all the documents you send. Please place all documentation, including the application form and cheque, if applicable, into one envelope and post it to the address supplied.

If there are any problems we will contact you to ensure that your application is dealt with as quickly as possible.

When your application has been determined, you will receive a letter from the Panel informing you of its decision and providing guidance on what you may wish to do next. If you are successful, this letter will include your Gender Recognition Certificate.

Applicant's Checklist

Please ensure that you have included the following documentation with your application form:

No	Evidence	Tick
1	<p>Statutory Declaration, witnessed by a solicitor or magistrate / JP</p> <p>Stating that:</p> <ul style="list-style-type: none"> You are over 18 years of age; <p>WHERE APPLICABLE</p> <ul style="list-style-type: none"> You are or are not married in your original gender to someone of the opposite sex; You are or are not in civil partnership in your original gender to someone of the same sex 	<input type="checkbox"/>
2	<p>Evidence that your acquired gender has been recognised under the law of an 'approved country or territory'</p> <p>This could include:</p> <ul style="list-style-type: none"> A new birth certificate showing your acquired gender (a copy of your original birth certificate is also required, see item 5 below); An amended birth certificate showing the change of gender; A court order; The equivalent of a Gender Recognition Certificate; A copy of an entry in a register of legal recognition; or, Any other document that proves that you have had your acquired gender recognised under the law of an approved country or territory. 	<input type="checkbox"/>
3	<p>Evidence of the date and place of your marriage or registration of your civil partnership</p>	<input type="checkbox"/>
4	<p>Application fee</p> <ul style="list-style-type: none"> A cheque for the fee made payable to The Tribunals Service AND (if applicable) Evidence of your income to qualify for a reduced fee or an exemption of the fee. <p>OR</p> <ul style="list-style-type: none"> Evidence to demonstrate that you are in receipt of qualifying benefits or entitlements. 	<input type="checkbox"/>
5	<p>Birth registration information (if your birth was registered overseas)</p> <ul style="list-style-type: none"> A birth certificate or other official confirmation of date of birth and birth gender (unless you filled in the box at the end of section 4 to explain why you cannot produce this evidence). Please note: this evidence is not necessary if your birth was registered in the UK (or by the Forces registering service, or with a British Consul or High Commission, or under Merchant Shipping or Civil Aviation provisions). 	<input type="checkbox"/>