



## **INSTRUCTIONS TO CHANGE THE INDICATOR OF SEX ON AN IDAHO BIRTH CERTIFICATE TO REFLECT GENDER IDENTITY**

As of April 6, 2018, people who were born in Idaho can apply to change the indicator of sex on their birth certificate to match their gender identity. In addition to these instructions, this packet provides the application form to change the sex and an order form to request copies of the new certificate. Medical documentation is **not required** to change the sex; however, a court order granting name change is required to change the name of the person listed as the child on the birth certificate. After a valid application is received and reviewed, the Idaho Bureau of Vital Records and Health Statistics will create a replacement birth certificate. The new certificate will not show that the gender or name has been changed. The original birth certificate will be placed in a sealed file that can only be opened by an Idaho court order.

### **Summary Instructions**

1. Read all information in this packet before completing the application.
2. The application information may be filled out online and printed or entered by hand. If entering the information by hand, use blue or black ink and make sure the information is neat and can be read.
3. If you want to change the name on the birth certificate at the same time, you must include a certified copy of a court order legally changing the name of the person listed as the child on the birth certificate.
4. Applications to change the sex or name must be signed in the presence of a notary public.
5. If you want a copy of the new birth certificate, you must submit a completed order form and a copy of the signer's identification.
6. There is a fee of \$20.00 to process the application. Copies of the new birth certificate are an additional \$16.00 each.
7. Mail the application to:  
IDAHO VITAL RECORDS  
PO BOX 83720  
BOISE, IDAHO 83720-0036

### **Who can make a request to change the indicator of sex on the birth certificate?**

Anyone who was born in Idaho and feels their gender identity does not match the indicator of sex on their birth certificate can request this change. The person listed on the birth certificate is referred to as the registrant. In some cases, the person applying to make the change (the applicant) may be different from the registrant. For example, if the registrant is under the age of 18, the applicant must be a parent (or legal guardian) since the parent(s) listed on the registrant's birth certificate must consent to changing the birth certificate. On the application form, there is a place for the applicant's information and the registrant's information.

### **Can the name on the birth certificate be changed at the same time?**

Yes. The applicant will need to send an original, certified copy of a court order legally changing the registrant's name. The court order must identify the person by the name currently on the birth certificate and their date of birth. If the court order does not contain the required information, the applicant may submit, along with the court order, a certified copy of the petition or application for the name change if it contains the required information. The new certificate will not show that the name has been changed. If the name on the certificate was changed previously, the applicant can ask that notations of amendment on the record be removed. Any future legal name changes will be shown on the record.



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### **How long will it take to make the change on the birth record once the application has been submitted?**

Processing times are subject to variation and incomplete orders will be significantly delayed. Applicants can anticipate about a two to four-week turnaround time. Requests are processed in the order they are received in the Bureau. For those who need a quicker turnaround on their application, they may choose to pay a RUSH fee (\$25.00) to expedite the application. These typically have a one to two-week turnaround time.

### **How do I get a copy of the new birth certificate?**

To order a copy of the new birth certificate, fill out the IDAHO VITAL RECORDS LEGAL ACTION REQUEST form. It is at the end of this packet. Carefully review the information on the back of the form to ensure that it is filled out completely. Proper identification and payment are required. If they are not included, the request for the certificate will be significantly delayed. Ordering a copy of the new record is optional. If the applicant wants a copy of the original birth certificate, it must be ordered prior to requesting this change. Once the change to the indicator of sex is made, the original certificate will be placed in a sealed file which cannot be opened except upon the receipt of a court order from an Idaho court.

### **What is the process if I am a parent requesting that my child's birth certificate be changed?**

All parents listed on the child's birth certificate must consent to changing the indicator of sex on the birth certificate. Consent is demonstrated by having both parents' signatures notarized on the application form. If a parent cannot be found, the applicant must also submit a certified copy of an order from an Idaho court ordering that the consent of only one parent is required. If a parent listed on the birth certificate is deceased, an original, certified copy of a death certificate must be submitted with the application. The death certificate will be returned to the applicant.

### **What fees are associated with making an application to change the indicator of sex on the birth certificate?**

- \$20.00 application fee
- \$25.00 RUSH fee to add expedited service (optional). Please note that RUSH service is requested by writing RUSH on the front of the envelope and including the RUSH fee.
- \$16.00 fee for each copy of the new certificate requested.
- There is no shipping charge for regular mail. If express mail is desired, the applicant can express mail the application materials to us and include a prepaid express mail envelope for the return.

### **Who do I contact if I have more questions?**

- [healthandwelfare.idaho.gov/vitalrecords](https://healthandwelfare.idaho.gov/vitalrecords) for forms and general ordering information
- [ivrla@dhw.idaho.gov](mailto:ivrla@dhw.idaho.gov) to email questions to the Bureau of Vital Records and Health Statistics
- 208-334-5980 to contact a vital records customer service representative
- Mail the application to:  
IDAHO VITAL RECORDS  
PO BOX 83720  
BOISE IDAHO 83720-0036



## APPLICATION TO CHANGE THE INDICATOR OF SEX ON AN IDAHO BIRTH CERTIFICATE TO REFLECT GENDER IDENTITY

**This application form is only for requesting a change to the indicator of sex on the birth certificate. This is NOT an order form. To order a certificate, use the IDAHO VITAL RECORDS LEGAL ACTION REQUEST form.**

APPLICANT INFORMATION			
1. Applicant's current legal name	First	Middle	Last
2. Applicant's relationship to registrant	<input type="checkbox"/> SELF <input type="checkbox"/> PARENT <input type="checkbox"/> LEGAL GUARDIAN (provide copy of court ordered guardianship)		
CURRENT REGISTRANT INFORMATION ON THE BIRTH RECORD TO BE AMENDED			
3. Full name as it currently appears on the birth record	First	Middle	Last
4. Date of birth	MM/DD/YYYY	5. Place of birth	CITY
6. Sex as it currently appears on the birth certificate	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> UNKNOWN		
7. Mother/Parent full name on registrant's birth certificate	First	Middle	Last
8. Father/Parent full name on registrant's birth certificate	First	Middle	Last
NAME CHANGE			
<input type="checkbox"/> The name on this certificate has previously been amended to reflect a name change. I want the amendment note removed.			
<input type="checkbox"/> Change the name to:	First	Middle	Last
			Suffix
(An original, certified copy of the court order changing the name is required with the application.)			
<input type="checkbox"/> I am not requesting a name change at this time.			
ATTESTATION			
The sex shown on the birth certificate referenced above does not match the registrant's gender identity. I am requesting that the sex on the birth certificate identified above be changed to <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			
State of )	AFFIDAVIT* OF REGISTRANT (18 OR OLDER), LEGAL GUARDIAN,		
County of )	OR PARENT LISTED ON THE BIRTH CERTIFICATE (UNDER 18)		
Subscribed and sworn (affirmed) to before me this _____ day of _____, 20_____			
Notary Public	_____	Applicant's signature	_____
Residing At	_____	Printed Name	_____
My Commission Expires	_____/_____/20____	Street Address	_____
(Seal)		City, State, Zip Code	_____



## APPLICATION TO CHANGE THE INDICATOR OF SEX ON AN IDAHO BIRTH CERTIFICATE TO REFLECT GENDER IDENTITY

State of )  
County of )

SUPPORTING AFFIDAVIT* OF THE SECOND PARENT LISTED ON THE BIRTH CERTIFICATE REQUIRED FOR MINORS IF TWO PARENTS ARE LISTED ON THE BIRTH CERTIFICATE
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Subscribed and sworn (affirmed) to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public		Parent's signature	
Residing At		Printed Name	
My Commission Expires	/ /20	Street Address	
(Seal)		City, State, Zip Code	

State of )  
County of )

SUPPORTING AFFIDAVIT* OF MINOR REQUIRED FOR MINORS UNDER THE AGE OF 18
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Subscribed and sworn (affirmed) to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public		Minor Applicant's Signature	
Residing At		Printed Name	
My Commission Expires	/ /20	Street Address	
(Seal)		City, State, Zip Code	

### CHECKLIST

- ☐ Complete APPLICANT and REGISTRANT information has been provided
- ☐ The appropriate selection for a name change has been selected
- ☐ All required signatures have been notarized
- ☐ The request form has been completed and reviewed and identification has been included (if a new certificate is desired)
- ☐ Appropriate fees have been included
- ☐ Mail to:  
IDAHO VITAL RECORDS  
PO BOX 83720  
BOISE, IDAHO 83720-0036

Fees:  
\$20.00 application fee  
\$16.00 certificate fee (per certificate)  
\$25.00 RUSH fee (optional)



# IDAHO VITAL RECORDS LEGAL ACTION AND CERTIFICATE REQUEST FORM BIRTH

**!THIS FORM SHOULD ONLY BE USED FOR REQUESTING A CHANGE TO A CERTIFICATE OR FILING A DELAYED RECORD!**

**WARNING:** False application for a certified copy of a vital record is a felony punishable by Title 39, Chapter 2, Idaho Code.

APPLICANT INFORMATION - ITEMS IN RED* ARE REQUIRED					
<input type="checkbox"/> MAIL ORDER TO APPLICANT ADDRESS			<input type="checkbox"/> MAIL ORDER TO OTHER NAME/ADDRESS		
APPLICANT NAME - FIRST*	APPLICANT NAME - LAST*		MAIL TO NAME - FIRST	MAIL TO NAME - LAST	
APPLICANT STREET ADDRESS*			MAIL TO STREET ADDRESS		
APPLICANT CITY*	APPLICANT STATE*	APPLICANT ZIP CODE*	MAIL TO CITY	MAIL TO STATE	MAIL TO ZIP CODE
APPLICANT DAYTIME CONTACT PHONE NUMBER*			APPLICANT EMAIL ADDRESS*		

**Sign this request. Include a copy of both sides of applicant's picture ID with your payment. (See page 2 for ID information)**

**APPLICANT SIGNATURE\*:** 

CERTIFICATE INFORMATION		
Number of ____ Certified Copies (computer generated)		Number of ____ Certified Photocopies (exact image)
DATE OF BIRTH	CITY OF BIRTH IN IDAHO	STATE OF BIRTH <b>IDAHO</b>
FIRST NAME ON CERTIFICATE	MIDDLE NAME ON CERTIFICATE	LAST NAME ON CERTIFICATE

<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER			
FIRST NAME	MIDDLE NAME	LAST NAME	LAST NAME AT BIRTH
<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER			
FIRST NAME	MIDDLE NAME	LAST NAME	LAST NAME AT BIRTH

APPLICANT'S RELATIONSHIP TO THE PERSON NAMED ON THE CERTIFICATE (CHOOSE ONE)
DOCUMENTARY PROOF OF RELATIONSHIP <b>MAY</b> BE REQUIRED FOR THE FOLLOWING: <input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Current Spouse <input type="checkbox"/> Brother/Sister <input type="checkbox"/> Grandchild <input type="checkbox"/> Maternal Grandparent <input type="checkbox"/> Paternal Grandparent
DOCUMENTARY PROOF OF RELATIONSHIP <b>WILL</b> BE REQUIRED FOR THE FOLLOWING: - Include with order <input type="checkbox"/> Attorney <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Government Agency <input type="checkbox"/> Other (Specify):

CHANGE(S) TO THE CERTIFICATE AND ORDER TOTALS	
<input type="checkbox"/> Correction** - made within the first year ( <b>No Charge</b> )	<input type="checkbox"/> Correction** - made after the first year <b>\$20.00</b>
<b>**see back of form to enter correction information</b>	
<input type="checkbox"/> Exchange (Corrections only)** <b>\$5.00 each</b>	Number of exchanges requested: ____
<input type="checkbox"/> Delayed Record Filing <b>\$25.00</b>	<input type="checkbox"/> Paternity <b>\$20.00</b>
<input type="checkbox"/> Adoption <b>\$20.00</b>	<input type="checkbox"/> Court Ordered Name Change <b>\$20.00</b>
<input type="checkbox"/> Gender Change (name change included) <b>\$20.00</b>	<input type="checkbox"/> Surrogacy <b>\$20.00</b>
Total number of certificates ordered: ____ at <b>\$16.00*</b> each plus change(s) to certificate	
Need RUSH service? <input type="checkbox"/> YES if checked, enclose additional <b>\$25.00*</b> and write RUSH on envelope	
<b>TOTAL AMOUNT DUE</b>	

Mail completed form and payment to:  
IDAHO VITAL RECORDS, PO BOX 83720, BOISE, ID 83720-0036  
For questions see our website or email [IVRLA@dhw.idaho.gov](mailto:IVRLA@dhw.idaho.gov)



## IDAHO VITAL RECORDS LEGAL ACTION AND CERTIFICATE REQUEST INFORMATION BIRTH

**PLEASE READ THIS INFORMATION CAREFULLY. FAILURE TO DO SO COULD CAUSE A SIGNIFICANT DELAY IN PROCESSING.**

A letter will be sent if the certificate you order cannot be located. The \$16.00 search fee will not be refunded per IDAPA 16.02.08 251 02.

Complete this request form and mail it to: IDAHO VITAL RECORDS, PO BOX 83720, BOISE, ID 83720. Remember to sign your request. Enclose the correct fees and a copy of *both sides* of your signed picture ID.

### APPROVED IDENTIFICATION LIST

Current Government Issued Picture Identification with a Signature	OR Two Forms of CURRENT ID - One MUST have a Signature	OR
<ul style="list-style-type: none"><li>• Driver's License</li><li>• State ID card</li><li>• Passport</li><li>• Tribal ID card</li><li>• Concealed Weapons Permit</li><li>• Prison ID card</li></ul>	<ul style="list-style-type: none"><li>• Social Security Card with signature</li><li>• Work ID card with picture or signature</li><li>• Auto registration with signature</li><li>• Traffic ticket with signature</li><li>• Court record with signature</li><li>• College/School ID with picture</li><li>• Matricula card with signature</li><li>• Insurance record</li><li>• Auto insurance</li><li>• Driver Permit</li><li>• Pay stub</li><li>• Hunting/Fishing license</li><li>• Passport card</li></ul>	<ul style="list-style-type: none"><li>• Notarized signature on the request</li><li>• Have an immediate family member (that has current ID from the approved list) request it for you (Please note: proof of relationship may be required)</li></ul>

CORRECTION INFORMATION			
	Description of Item on the Certificate	Incorrect Information (as currently shown on the certificate)	Corrected Information (how it should be shown on the certificate)
<b>EXAMPLE</b>	<i>Mother's Last Name at Birth</i>	<i>Smithe</i>	<i>Smith</i>
Item #1			
Item #2			
Item #3			
Item #4			
Item #5			

### FOR CORRECTIONS ONLY:

You will be mailed additional information and forms to make the changes requested. A **\$20.00** fee will be charged for changes made more than one year after the event. Previously issued certificates may be exchanged for **\$5.00** each within 60 days of a completed correction.

### CERTIFICATE FEES

**\$16.00** for each certified copy or search for a vital record. A Certified Copy is computer generated and is valid for most legal purposes. A Certified Photocopy is an exact image of the record on file in our office, and is valid for most legal purposes.

### LEGAL ACTION RUSH FEES

**\$25.00** one-time charge to RUSH this order. Write **RUSH** on the outside of your envelope.

### SHIPPING

There is no shipping charge for regular mail delivery via US mail. If you need faster shipping, include a self-addressed prepaid express envelope with your order. Certificates cannot be sent via email or fax.

### PROCESSING TIMES

For current processing times, visit [healthandwelfare.idaho.gov/vitalrecords](http://healthandwelfare.idaho.gov/vitalrecords). Most orders take 1-3 weeks to complete once received in our office. Most RUSH orders take 5-7 days once received in our office. **Current workload, staffing levels, missing or incomplete application information, or unresolved legal issues affecting certificates may impact actual processing times**

### SPECIAL HANDLING FEE FOR APOSTILLE

If you want us to send your certificate and completed apostille application to the Idaho Secretary of State, please visit [healthandwelfare.idaho.gov/vitalrecords](http://healthandwelfare.idaho.gov/vitalrecords) or call 208-334-5980 for instructions **BEFORE** sending the **\$10.00** special handling fee.

Make your SIGNED check or money order payable to **Idaho Vital Records**. All Vital Records fees may be combined and paid with ONE check or money order. **Please check your total carefully! Overpayments of less than \$10.00 are not refunded unless requested in writing.**