



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 four to six-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 STATISTICS CERTIFICATE REQUEST form. It is at the end of this packet. Carefully review the instructions 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 for forms and general ordering information.
- ivr@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.
- IDAHO VITAL RECORDS to mail requests.

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 STATISTICS CERTIFICATE 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

The name on this certificate has previously been amended to reflect a name change. I want the amendment note removed.

Change the name to:

First	Middle	Last	Suffix
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(An original, certified copy of the court order changing the name is required with the application.)

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 MALE FEMALE

State of _____)	AFFIDAVIT* OF REGISTRANT (18 OR OLDER), LEGAL GUARDIAN, OR PARENT LISTED ON THE BIRTH CERTIFICATE (UNDER 18)
County of _____)	

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 _____) SUPPORTING AFFIDAVIT* OF THE SECOND PARENT LISTED ON THE BIRTH CERTIFICATE
 REQUIRED FOR MINORS IF TWO PARENTS ARE LISTED ON THE BIRTH CERTIFICATE
 County of _____)

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 _____) SUPPORTING AFFIDAVIT* OF MINOR
 REQUIRED FOR MINORS UNDER THE AGE OF 18
 County of _____)

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 certificate 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 CODE §39-273 STATES THAT FURNISHING FALSE OR FRAUDULENT INFORMATION AFFECTING ANY CERTIFICATE IS A FELONY PUNISHABLE BY A FINE OF NOT MORE THAN FIVE THOUSAND DOLLARS (\$5,000) OR IMPRISONMENT OF NOT MORE THAN FIVE (5) YEARS, OR BOTH.

IDAHO VITAL STATISTICS CERTIFICATE REQUEST

IDAHO VITAL RECORDS • P.O. Box 83720 • Boise, ID 83720-0036 • (208) 334-5980 • healthandwelfare.idaho.gov/vitalrecords

***Instructions for completing this form are located on the back of this document. Please read these instructions carefully. Failure to do so will cause a significant delay in processing your request.**

A COPY OF YOUR IDENTIFICATION IS REQUIRED

YOUR MAILING ADDRESS INFORMATION (PERSON REQUESTING THE CERTIFICATE)			
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME	
STREET AND NUMBER or P.O. BOX		CITY, STATE	ZIP CODE
CONTACT PHONE NUMBER (DAYTIME)	YOUR RELATIONSHIP TO THE PERSON NAMED ON THE CERTIFICATE (SELF, MOTHER, ETC.)		
PURPOSE FOR THE CERTIFICATE		<input type="checkbox"/> INCLUDE COPY OF ACKNOWLEDGEMENT OF PATERNITY WITH BIRTH CERTIFICATE	
SIGNATURE OF THE PERSON REQUESTING THE CERTIFICATE: PROVIDE A PHOTOCOPY OF SIGNER'S IDENTIFICATION *			
▶			
IMPORTANT: BIRTH, DEATH, STILLBIRTH, MISCARRIAGE, MARRIAGE OR DIVORCE MUST HAVE OCCURRED IN IDAHO			
<input checked="" type="checkbox"/> EVENT REQUESTED: <input type="checkbox"/> BIRTH <input type="checkbox"/> STILLBIRTH <input type="checkbox"/> DEATH Available from July 1911 <input type="checkbox"/> MISCARRIAGE Available from July 2016			
NAME ON THE CERTIFICATE			
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME	
DATE OF EVENT	CITY OF EVENT	NUMBER OF COPIES YOU ARE REQUESTING	
<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER			
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME	MAIDEN SURNAME
<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER			
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME	MAIDEN SURNAME
<input checked="" type="checkbox"/> EVENT REQUESTED: <input type="checkbox"/> MARRIAGE <input type="checkbox"/> DIVORCE Both available from May of 1947			
<input type="checkbox"/> BRIDE / WIFE <input type="checkbox"/> GROOM / HUSBAND <input type="checkbox"/> PARTNER			
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME (AT THE TIME OF THE EVENT)	
<input type="checkbox"/> BRIDE / WIFE <input type="checkbox"/> GROOM / HUSBAND <input type="checkbox"/> PARTNER			
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME (AT THE TIME OF THE EVENT)	
DATE OF EVENT	CITY OF EVENT	NUMBER OF COPIES YOU ARE REQUESTING	
ORDER TOTALS			
DESCRIPTION OF ITEM	FEES	# OF COPIES	TOTAL COST
BIRTH-STILLBIRTH/MISCARRIAGE-MARRIAGE-DIVORCE-DEATH CERTIFIED COPY (COMPUTER GENERATED)	\$16.00		
BIRTH-STILLBIRTH/MISCARRIAGE-MARRIAGE-DIVORCE-DEATH CERTIFIED PHOTOCOPY	\$16.00		
♦ RUSH - CERTIFICATE ORDERS - PER EVENT	\$10.00		
♦ RUSH - LEGAL CHANGES TO CERTIFICATES - PER EVENT	\$25.00		
TOTAL ENCLOSED: Please check your total! Overpayments of less than \$10.00 are not refunded unless requested in writing.			

Make your SIGNED check or money order payable to Idaho Vital Records. All Vital Records fees may be paid with one check or money order.

* See the back of this document for further instructions, information, and explanation of fees.

♦ If you would like to RUSH your certificate order, please write **RUSH** on the outside of your envelope. There is no shipping charge for regular mail. If express mail is desired, you may express mail your request to us and include a prepaid express mail envelope back to yourself. We cannot send your order C.O.D.

PLEASE READ THESE INSTRUCTIONS CAREFULLY

WHO CAN ORDER

Self, immediate family members, their legal representative, or those who provide documentation showing it is needed for their property right may order legally confidential certificates. Immediate family includes: spouse, sibling, parent, child, grandparent, and grandchild.

Proof of relation/legal representation may be required. Step-relatives, in-laws, great-grandparents, aunts, uncles, cousins, etc. are not immediate family as defined by Idaho Statute.

IDENTIFICATION IS REQUIRED

The applicant (person signing this request) must provide a photocopy of their driver's license or other current signed government [state, federal or tribal] issued picture identification. If this is not available, copies of two other forms of identification are required; one of which **MUST** include the applicant's signature. (Refer to the following list) **Identification is accepted upon validity verification by our office.**

IMPORTANT: If acceptable identification is NOT enclosed, and/or your application is incomplete, your request will be returned to you and significant delays in processing your order will occur.

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">• Driver's License• State ID Card• Passport• Tribal ID Card• Concealed Weapons Permit• Prison ID Card	<ul style="list-style-type: none">• Social Security Card with signature• Work ID Card with picture or signature• Auto Registration with signature• Traffic Ticket with signature• Court Record with signature• College/School ID with picture• Matricula Card with signature	<ul style="list-style-type: none">• Insurance Record• Auto Insurance• Driver Permit• Pay stub• Hunting/Fishing License• Passport Card
		<ul style="list-style-type: none">• Notarized Signature on the Request• Have an immediate family member (that has current ID from the approved list) request it for you (Please note: proof of relation may be required.)• Court Order

FEES

CERTIFICATE FEES

Each certified copy or record search of a Birth, Stillbirth/Miscarriage, Death, Marriage or Divorce Certificate is \$16.00. Certified copies are computer-generated and are valid for most legal purposes. If the requested certificate cannot be found a statement of search will be issued. A certified *photocopy* (not computer-generated) of a Birth, Stillbirth/Miscarriage, Death, Marriage or Divorce certificate are also \$16.00 each.

LEGAL FEES

The processing fee to complete an adoption, paternity, or court order name change is \$20.00. The fee for a correction is \$20.00 if more than **one** year has passed since the date of the event. The processing fee to complete a delayed registration is \$25.00. The fee for a legal action does not include the fee for a copy of a certificate.

RUSH FEES

If you would like to RUSH your certificate order, please include a one-time charge of \$10.00 (per event) and write **RUSH** on the outside of your envelope. If you would like to RUSH your legal action, please include a one-time charge of \$25.00 (per event). There is no shipping charge for regular mail. If express mail is desired, you may express mail your request to us and include a prepaid express mail envelope back to yourself. We cannot send your order C.O.D.

SPECIAL HANDLING FEES

If you would like our office to forward your certificate and completed apostille application to the Idaho Secretary of State, please visit healthandwelfare.idaho.gov/vitalrecords or call 208-334-5980 for instructions BEFORE mailing 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.**

To order on-line, through VitalChek, please see our website at healthandwelfare.idaho.gov/vitalrecords. *Additional charges will apply.*
All credit card orders are processed through VitalChek.

SUBMITTING THE REQUEST

Complete the request form and mail it to the address on the front of the form. Remember to sign your request and enclose the correct fees and a copy of *both sides* of your signed picture ID.

WARNING: False application for a certified copy of a vital record is a felony punishable by a fine up to \$5,000, five years in prison, or both (Title 39, Chapter 2, **Idaho Code**).