



# **CHANGE OF SEX DESIGNATION**

*(Under The Vital Statistics Act)*

Available in other formats upon request  
Disponible en français

VITAL  
STATISTICS  
AGENCY





# Application for a Change of Sex Designation under *The Vital Statistics Act*

## Instructions:

1. Print clearly using black ink. Do not use correction fluid or tape on any of the documents. If you make an error, strike out the incorrect information and then write the correct information above or below the error. Initial every change you make on the form.
2. Your application will not be processed if required sections are incomplete or pages are missing.
3. Supporting documents must be originals or confirmed/notarized copies. Read each section carefully to identify which documents can be confirmed or notarized. Section B explains how to confirm.
5. Supporting documents must be in English or French. Documents in other languages must be certified/notarized copies of the original, translated into English or French by a certified translator.
6. Our Agency will not return Canadian birth/marriage/common-law documents. Other supporting documents may be returned to the applicant.
7. If you are applying for a change of sex designation to X, please be advised that the Government of Manitoba cannot guarantee that a birth certificate with a sex designation of X will be accepted by organizations in Manitoba or in other jurisdictions.
8. Submit your application form, all supporting documents, and payment to Vital Statistics Agency:

***in person***

**or**

***by registered mail to***  
Vital Statistics Agency  
254 Portage Avenue  
Winnipeg MB R3C 0B6

## **NOTICE UNDER *THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT***

The personal information on this form is collected for the purpose of a change of sex designation under section 25 of *The Vital Statistics Act*. If you have questions about the collection or use of this information, please contact the Vital Statistics Agency.

### **Inquiries**

Telephone: 204-945-3701  
Toll-Free (within Canada) 866-949-9296  
E-mail: [vitalstats@gov.mb.ca](mailto:vitalstats@gov.mb.ca)  
Web-Site: <http://vitalstats.gov.mb.ca>  
Address: 254 Portage Avenue, Winnipeg MB R3C 0B6

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**SECTION A: APPLICATION TYPE****APPLICATION TYPE****ALL APPLICANTS MUST**

Complete: Section A: Application Type  
 Section B: Applicant Information  
 Section C: Birth Registration Information  
 Section F: Applicant's Statutory Declaration  
 Section G: Supporting Letter from Health Care Professional  
 Section H: Fees

**Check all that apply.**  
**I am applying for:**

**A change of sex designation on my Manitoba registration of birth.**

- My birth is registered in Manitoba and I include an *Application for a Manitoba Birth Document* with this application. If you were born outside of Manitoba, you are not eligible. Instead, you may be eligible to apply for a change of sex designation certificate (see below).

Selecting this option will result in:

- A change of sex designation on your Manitoba birth registration.
- Issuance of a *birth certificate* showing the changed sex designation.

**A change of sex designation certificate.**

- I was born in Manitoba.

Selecting this option will result in:

- Issuance of a *change of sex designation certificate* showing the changed sex designation.

Also complete: Section D: Change of Sex Designation Certificate

- I am a Canadian citizen born outside Manitoba and I have lived in Manitoba consecutively for 12 months.

Selecting this option will result in:

- Issuance of a *change of sex designation certificate* showing the changed sex designation.
- If you require a birth document showing this change of sex designation, you must contact the jurisdiction of your birth and inquire about that jurisdiction's change of sex designation process. The Vital Statistics Agency can only issue birth documents for births registered in Manitoba.

Also complete: Section D: Change of Sex Designation Certificate

**A change of sex designation on my Manitoba marriage registration.**

- I was married in Manitoba and the other party to the marriage consents to the change.

Selecting this option will result in:

- A change of sex designation on your Manitoba marriage registration.
- Include an *Application for a Manitoba Marriage Document* with this application if you want a marriage certificate showing the changed sex designation.

Also complete: Section E: Change of Sex Designation on Manitoba Marriage Registration

**\*\*\* This application will not result in a legal change of name. \*\*\***

Please contact Vital Statistics Agency to determine your eligibility for a legal change of name in Manitoba and information about the legal change of name process.

- Check if this application is accompanied by an *Application for a Legal Change of Name*.

## SECTION B: APPLICANT INFORMATION

### APPLICANT'S CONTACT/MAILING INFORMATION

- Please identify if you wish Vital Statistics Agency to use a **preferred name** if we need to contact you by email, mail or phone

Preferred Last Name

Preferred First Name(s)

### CURRENT MAILING ADDRESS (All applicants complete this section):

Unit Number	Street Number	Street Name	PO Box	City / Town
Province / Territory / State		Country	Daytime Phone Number(s)	
Postal Code	Email Address			

### PROOF OF IDENTITY (All applicants complete this section):

- Every applicant must provide proof of identity.
- Information below explains how to confirm your document.
- Submit a confirmed/notarized copy of your Identity Document.

Your Identity Document must:

- be valid and issued by a government body
- show your full legal current name
- include your photograph
- have a distinct identification number
- have an expiry date

Examples: Manitoba driver's licence, Canadian passport, Certificate of Indian Status card

If you do not have any valid photo identification, please contact Vital Statistics Agency to discuss other potential options.

Last Name on Identity Document

First and Middle Name(s) on Identity Document (*list all names in exact order*)

Enclosed  Confirmed/notarized copy of Identity Document

OFFICE USE ONLY

Identity Document Type and Number:

### WHO CAN WITNESS SIGNATURES AND CONFIRM DOCUMENTS?

The witness must be signed by someone authorized in *The Evidence Act* of Manitoba. The following are some examples:

- A commissioner for oaths (available at the Vital Statistics Agency if this application is delivered in person)
- A Manitoba justice of the peace or the judge of any court in the province
- A lawyer authorized to practice in Manitoba
- A notary public appointed for Manitoba
- A mayor, reeve, or clerk of any Manitoba municipality
- A secretary-treasurer of any Manitoba school district or school division
- The postmaster of any post office in Manitoba
- A member of the Royal Canadian Mounted Police
- A commissioned officer in the Canadian Forces who is on full time service

### HOW TO CONFIRM DOCUMENTS:

The person who witnesses signatures may also confirm or notarize the supporting documents submitted with this application. To confirm documents:

- Present originals and their photocopies to the person who will witness signatures.
- Ask the witness to compare each original with the copy, and then write the following on each copy:  
"I (print witness name), confirm that I have compared the particulars on the original document to the applicant and confirm this is a true copy of the (document type and number) issued to (applicant's name as shown on document)."  
(witness signature).
- Ask the witness to sign *every* statement on *each* document.

## SECTION C: BIRTH REGISTRATION INFORMATION

- All applicants complete this section.

### INFORMATION ABOUT BIRTH REGISTRATION

#### Last Name on Birth Document

#### Given Name(s) on Birth Document

#### Date of Birth

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

#### Sex on Current Birth Registration/Certificate

Male  Female  X

#### Place of Birth (Include city/town, province/state, and country)

#### Father or other parent

Last Name First Name Middle Name(s)

#### Mother or other parent

Last Name First Name Middle Name(s)

- I enclose  all previously issued birth certificates (if born in Canada), OR  
 I do not have my original Manitoba birth certificate because:  
  
 confirmed/notarized copy of my Birth Document. Section B explains how to confirm.  
See point 5 on page 1 if the document is not in English or French.

OFFICE USE ONLY

Birth Document Type:

Document Number:

### LEGAL CHANGE(S) OF NAME

- Complete this section if you completed a Legal Change of Name.
- Do not include any names assumed by marriage.
- Do not include any names changed by adoption.
- Provide details about additional Legal Changes of Name on a separate sheet of paper.
- Submit a confirmed/notarized copy of each Change of Name and/or Election/Resumption of Surname Certificate. Section B explains how to confirm each document.
- This application will not change your name. Complete a separate *Legal Change of Name* application to change your name.

#### Name changed from:

Last Name First Name Middle Name(s)

#### Name changed to:

Last Name First Name Middle Name(s)

#### Date of Registration

#### Registration Number

#### Place of Registration (province/state and country)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

- Enclosed  Confirmed/notarized copies of previous Change of Name documents  
See point 5 on page 1 if the document is not in English or French.

OFFICE USE ONLY

Change of Name Document Type:

Document Number:

## SECTION D: CHANGE OF SEX DESIGNATION CERTIFICATE

• Complete this section **only if you are applying for a *Change of Sex Designation Certificate***.

I was born in Manitoba. Check this box and skip the rest of this section.

I was born outside Manitoba, and I am a Canadian citizen who has lived in Manitoba consecutively for 12 months.

If you were born outside Manitoba, this application will **not** result in a change of sex designation on your birth registration or birth document. If you require a birth document showing this change of sex designation, you must contact your jurisdiction of birth and inquire about that jurisdiction's change of sex designation process. The Vital Statistics Agency can only issue birth documents about births registered in Manitoba. A change of sex designation certificate issued by the Vital Statistics Agency is **not** a birth document.

### CANADIAN CITIZENSHIP INFORMATION

Last Name on Citizenship and Immigration Canada Document

Given Name(s) on Citizenship and Immigration Canada Document

I enclose my  confirmed/notarized copy of Citizenship and Immigration Canada document  
Section B explains how to confirm.

OFFICE USE ONLY

Citizenship and Immigration Canada Document Number:

### NAME CHANGED BY MARRIAGE OR REGISTERED COMMON-LAW RELATIONSHIP

- Complete this section **only if you were born outside of Manitoba** and your name changed as a result of a marriage or registered common-law relationship.
- Provide details about additional marital status events on a separate sheet of paper.
- Skip this section if you were born outside of Manitoba but did not change your name due to marriage or common-law relationship.
- Skip this section if you married in Manitoba and are applying for a change of sex designation on your Manitoba marriage registration.

Spouse's Last Name

First Name

Middle Name(s)

Date of marital status event

Place of marital status event (include city/town, province/state, and country)

Month

Day

Year

If the event was registered

- in Canada enclose  the original marital status document
- outside Canada enclose  a confirmed/notarized copy of the marital status document (section B explains how to confirm the document). See point 5 on page 1 if the document is not in English or French.

Marital Status Document Type:

Document Number:

OFFICE USE ONLY



## SECTION D: CHANGE OF SEX DESIGNATION CERTIFICATE

- Complete this section **only if you were born outside of Manitoba** and you are applying for a *Change of Sex Designation Certificate*.
- You must have lived in Manitoba for at least 12 continuous months before applying, and be a Canadian citizen.
- Canadian citizens born outside of Manitoba who have been living in Manitoba less than 12 months are not eligible to apply for a *Change of Sex Designation Certificate*.

### RESIDENCY DOCUMENT:

The Residency Document:

- proves the applicant has continuously lived in Manitoba for the last 12 months.
- Submit a confirmed/notarized copy of the Residency Document. Section B explains how to confirm documents.

The Residency Document must:

- be valid and issued by a government body
- show the current address
- include an issue date

Enclosed  Confirmed/notarized copy of Residency Document

OFFICE USE ONLY

Residency Document Type:

Document Number:

### RESIDENCY:

Address of current residence:

- This is the address at which the applicant physically resides.
- The address of the current residence must match the address on the Residency Document.
- If more than three Manitoba addresses over the last 12 months, provide other addresses on a separate sheet of paper.

#### Current Residence:

Unit Number	Street Number	Street Name	PO Box	City/Town																						
Province <b>MANITOBA</b>		Country <b>CANADA</b>	Daytime Phone Number(s)																							
Postal Code	Email Address		<table border="1"> <tr> <td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td> </tr> <tr> <td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td> </tr> </table>					-				-							-				-			
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#### Previous Residence (in last 12 months):

Unit Number	Street Number	Street Name	PO Box	City/Town
Province <b>MANITOBA</b>		Country <b>CANADA</b>	Postal Code	

#### Previous Residence (in last 12 months):

Unit Number	Street Number	Street Name	PO Box	City/Town
Province <b>MANITOBA</b>		Country <b>CANADA</b>	Postal Code	

# SECTION E: CHANGE OF SEX DESIGNATION ON MANITOBA MARRIAGE REGISTRATION

- Complete this section **only if you are applying for a change of sex designation on your Manitoba marriage registration.**
- Consent to the change is required from the other party to the marriage to proceed with your application.
- You must include an *Application for a Manitoba Marriage Document* with this application if you wish to receive a marriage certificate showing the change.

If you were married outside Manitoba, this application will **not** result in a change of sex designation on your marriage registration. Contact the jurisdiction where your marriage is registered and inquire about change of sex designation options in that jurisdiction. The Vital Statistics Agency can only issue marriage documents for marriages registered in Manitoba.

## TO BE COMPLETED BY APPLICANT:

- Information about Manitoba marriage registration:

Spouse's Last Name before this marriage	First Name	Middle Name(s)
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Date of marriage</div> <div style="width: 65%;">Place of marriage in Manitoba (include city/town, or if rural give section, township, range)</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Month</div> <div style="width: 30%;">Day</div> <div style="width: 30%;">Year</div> </div> </div> <div style="width: 65%;"></div> </div>		

- Enclose  all previously issued Manitoba marriage certificates, OR  I do not have my original Manitoba marriage certificate(s) because:

Marriage certificate information:	<b>OFFICE USE ONLY</b>
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- Applicant's declaration must be witnessed and signed by someone authorized in *The Evidence Act* of Manitoba.
- See Section B for a list of persons who can witness your declaration.

I, \_\_\_\_\_ married  
(Print name of applicant)

\_\_\_\_\_ married  
(Print name of other party to marriage as it appears on the Manitoba marriage registration)

on \_\_\_\_\_ in \_\_\_\_\_ MANITOBA  
(Date of marriage written as month, day, year) (City, town, village or if rural give section, township, range)

and I am applying to change my sex designation on this marriage registration from \_\_\_\_\_ to \_\_\_\_\_  
(Sex designation as registered on the Manitoba marriage registration) (new sex designation)

### Declared before me at

\_\_\_\_\_

City or Town and Country

on \_\_\_\_\_

Month/ Day/ Year

X \_\_\_\_\_

Signature of Commissioner for Oaths,  
Notary Public, Justice of the Peace, etc

I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

X \_\_\_\_\_

Signature of Applicant

Print Name and Appointment Expiry Date

Name: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Print Witness position type or affix stamp  
(example: Commissioner for Oaths)

Type: \_\_\_\_\_

# SECTION E: CHANGE OF SEX DESIGNATION ON MANITOBA MARRIAGE REGISTRATION

## TO BE COMPLETED BY OTHER PARTY TO MANITOBA MARRIAGE:

- Complete this section if you are the other party to the marriage and consent to change the sex designation registered for your spouse at the time of your marriage.
- You must include an *Application for a Manitoba Marriage Document* with this application if you wish to receive a marriage certificate showing the change.

If you were married outside Manitoba, this application will **not** result in a change of sex designation on your marriage registration. Contact the jurisdiction where your marriage is registered and inquire about change of sex designation options in that jurisdiction. The Vital Statistics Agency can only issue marriage documents about marriages registered in Manitoba.

- Enclose  all previously issued Manitoba marriage certificates, OR  I do not have my original Manitoba marriage certificate(s) because:  
\_\_\_\_\_

Marriage certificate information:

OFFICE USE ONLY

- Your declaration must be witnessed and signed by someone authorized in *The Evidence Act* of Manitoba.
- See Section B for a list of persons who can witness your declaration.

I, \_\_\_\_\_ married  
(Print name of other party to marriage consenting to change of sex designation as it appears on the Manitoba marriage registration)

\_\_\_\_\_  
(Print name of applicant as it appears on the Manitoba marriage registration)

on \_\_\_\_\_ in \_\_\_\_\_ MANITOBA  
(Date of marriage written as month, day, year) (City, town, village or if rural give section, township, range)

and I consent to change the sex designation of \_\_\_\_\_  
(Print name of applicant as it appears on the Manitoba marriage registration)

from \_\_\_\_\_ to \_\_\_\_\_ on our Manitoba marriage registration.  
(Sex designation as registered on the Manitoba marriage registration) (new sex designation)

### Declared before me at

I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

\_\_\_\_\_  
City or Town and Country

on \_\_\_\_\_  
Month/ Day/ Year

X \_\_\_\_\_  
Signature of Commissioner for Oaths,  
Notary Public, Justice of the Peace, etc

X \_\_\_\_\_  
Signature of Other Party to Marriage

Print Name and Appointment Expiry Date

Name:

Expiry Date:

Print Witness position type or affix stamp  
(example: Commissioner for Oaths)

Type:

## SECTION F: APPLICANT'S STATUTORY DECLARATION

### TO BE COMPLETED APPLICANT:

- Your declaration must be witnessed and signed by someone authorized in *The Evidence Act* of Manitoba.
- See Section B for a list of persons who can witness your declaration.

I, \_\_\_\_\_ do solemnly declare that:  
(Applicant's current full legal name, as shown on Identity Document in Section B)

1. I identify with the requested sex designation of      Male (M)       Female (F)       X
2. I am currently living full-time in a manner consistent with the requested sex designation and intend to continue doing so.
3. The information provided in this application is true and complete to the best of my knowledge.
4. I am making this application in good faith and not for any improper purpose. I understand that it is an offence to wilfully make a false or misleading statement in this application.

*For applicants seeking change of sex designation to X:*

5. I understand that the Government of Manitoba cannot guarantee that a birth certificate with a designation of X will be accepted by organizations in Manitoba or in other jurisdictions.

*For applicants born in Manitoba:*

6. I understand that any previously issued Manitoba birth certificates will no longer be valid upon completion of my change of sex designation and that they will be cancelled. Vital Statistics Agency will not return certificates submitted with this application.
7. I understand that it is an offence for me or anyone else to wilfully possess or use a Manitoba birth certificate that has been cancelled.

*For applicants born outside Manitoba:*

8. I am a Canadian citizen and have been continuously living in Manitoba for 12 months or more.
9. I understand my application for a *Change of Sex Designation Certificate* will not result in a change of sex designation on the birth registration in my jurisdiction of birth.

### Declared before me at

I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

\_\_\_\_\_  
City or Town and Country

on \_\_\_\_\_  
Month/ Day/ Year

X \_\_\_\_\_  
Signature of Commissioner for Oaths,  
Notary Public, Justice of the Peace, etc

X \_\_\_\_\_  
Signature of Applicant

Print Name and Appointment Expiry Date  
Name:  
Expiry Date:

Print Witness position type or affix stamp  
(example: Commissioner for Oaths)  
Type:

## SECTION G: SUPPORTING LETTER FROM HEALTH CARE PROFESSIONAL

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Health Care Professional's Office address)

\_\_\_\_\_  
(Date)

Director, Vital Statistics Agency  
254 Portage Avenue  
Winnipeg MB R3C 0B6

**Support for a change of sex designation  
Under section 25 of *The Vital Statistics Act***

1. My health care profession is:  
 Medical Practitioner (examples: physician, psychiatrist or surgeon)  
 Nurse Practitioner  
 Psychologist  
 Psychological Associate (independent practice)

2. My professional regulatory authority is \_\_\_\_\_  
I am in good standing with that regulatory authority. My certificate/license/registration number is \_\_\_\_\_  
(If outside of Canada, attach evidence of qualification to practice in that jurisdiction.)

3. I have treated or evaluated the applicant, whose current full legal name is:  
\_\_\_\_\_, and whose date of birth is \_\_\_\_\_.

4. The duration of my professional relationship with the applicant has been \_\_\_\_\_.

5. My professional opinion is that the sex designation of  Male (M)  Female (F)  X on the applicant's current identification is inconsistent with the sex with which the applicant identifies.

6. My professional opinion is that the sex designation of  Male (M)  Female (F)  X requested by the applicant is consistent with the sex designation with which the applicant identifies.

7. CHECK ONLY IF THE APPLICANT IS A MINOR  
 The applicant is a minor and my professional opinion is that the minor has the capacity to make health care decisions.

Health Care Professional's Telephone Number  
|\_|\_|\_| - |\_|\_|\_| - |\_|\_|\_|\_|\_|

\_\_\_\_\_  
Health Care Professional's original signature

\_\_\_\_\_  
Print, stamp or type name of Health Care Professional

### NOTES FOR HEALTH CARE PROFESSIONALS

- The essential contents of this letter may alternatively be provided on the Health Care Professional's letterhead.**
- Vital Statistics Agency relies on health care professionals to exercise their professional judgement in accordance with their experience, expertise and contact with the applicant to determine whether the applicant's sex designation on their birth registration should be changed. For additional resources, health care professionals may refer to the guidelines established by the World Professional Association for Transgender Health (WPATH) Standards of Care at [www.wpath.org](http://www.wpath.org), or may consult the Trans Health Program at Klinik Community Health Centre or the Gender Dysphoria Assessment and Action for Youth (GDAAY) Clinic.

