



Guidance on Completing the Standard Application Form for a Gender Recognition Certificate

This document is designed to assist applicants to complete their application for a Gender Recognition Certificate. If your acquired gender has been recognised under the law of another country, you should read the general guide carefully and, if necessary you should complete the Overseas Route/Track application form and NOT this application form.

Before completing the form, we recommend that you should read the document 'The General Guide for All Users' (The General Guide) so that you are aware of the consequences of applying for a Gender Recognition Certificate and the options open to you, particularly if you are married or in a civil partnership.

An applicant using this process must demonstrate that they have lived full time in their acquired gender for at least two years at the date of the application. Further details can be found in 'The General Guide', which also details the eligibility criteria for the alternative application process for long-term transitioned people.

Each section of this guidance indicates what information you should include in the corresponding section on the application form. These Guidance Notes should answer most of the questions you may have.

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 (GRP) administrative team on 0300 123 4503.

You must complete sections **1, 2, 5, 6, 7, 10, 11 12** and EITHER section **3** OR section **4**, whichever ever applies to you and sections **8** or **9** if married or in a civil partnership.

The information in this publication is available in alternative formats on request. Please contact the GRP administrative team on 0300 123 4503 or grpenquiries@justice.gov.uk

1. Your contact details

This section asks you about your application to provide the basic information the Gender Recognition Panel (GRP or Panel) and the Registrar General (responsible for the registration of births and marriages and the issue of birth and marriage 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 us to contact you if we do have any questions (e.g. by post, email or telephone). However, even if you choose to be contacted by email or telephone, we will still require a postal address as we will need to return your 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 difficulties reaching you using your preferred option, we will write to you at your postal address with the relevant information about your application.

Questions	Notes
1.1 Preferred title (Mr, Mrs, Miss, Ms, Dr etc.).	Please tell us the title you would like us to use.
1.2 Full name you would like us to use when contacting you.	Tell us the name you would like us to use in all correspondence.
1.3 Postal address (for all written correspondence).	<p>This 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.</p>

<p>1.4 How would you like us to contact you if we have any questions?</p>	<p>Please select your preferred means of contact. Wherever possible, the administrative 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.</p>
<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). Please confirm if we are able to leave an answer phone message for you.</p>	<p>Please fill this in if you wish us to contact you mainly by telephone. You should give a number on which you are available between 9am and 5pm, and let us know when would be the best time to call.</p>
<p>1.6 Email address (where you would like us to contact you by email).</p>	<p>If you wish to be contacted mainly by email, please write your email address clearly here. Please remember that email 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 a week over the next six months.</p>	<p>In general, the administrative 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 a week when you know that you will be unavailable 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 a week at a time, please contact the Gender Recognition Panel to let them know.</p>

2. Your personal details

There are three pieces of information that we request

- The names you wish to be recorded on your Gender Recognition Certificate if you are successful.
- A password for your application to help us to protect your privacy.
- 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 choose should be the one that you wish to be known by permanently in your new legal 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 general guide. Alternatively you can contact the General Register Office (in Scotland the National Records of Scotland) direct. The staff there 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 gender recognition, the relevant General Register Office will contact you and explain the options for your birth certificate and the recording of surnames.

NOTE: If you have already changed your name by a change of name document or deed poll or in Scotland have applied through the National Records of Scotland (NRS) to register a name and you wish to change it again as part of the gender recognition process, you will need to complete another change of name document or deed poll or application to the NRS before you apply for a Gender Recognition Certificate.

Questions	Notes
<p>2.1 Surname you wish to be recorded on a Gender Recognition Certificate.</p>	<p>The surname you enter here 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</p>
<p>2.2 First name(s) you wish to be recorded on a Gender Recognition Certificate.</p>	<p>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.</p>

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 the General Register Office (in Scotland the National Records for Scotland) with a query, we will ask for your password before we give out any information.

Questions	Notes
<p>2.3 Password (between six and 10 letters).</p>	<p>Your password should be any word of between six and 10 letters that is easy for you to remember. The password should not have any numbers, spaces or characters other than letters in it.</p>
<p>2.4 Why is this significant to you?</p>	<p>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.</p>

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 HM Revenue & Customs (HMRC) and any organisation that pays you benefits or tax credits (this could be the Department for Work and Pensions (DWP), the Social Security Agency in Northern Ireland or the Veterans' Agency) are informed.

If you fail to notify the relevant organisations that you have obtained a full Gender Recognition Certificate there may be adverse consequences. For further information please see 'The General Guide'.

To make it easier for you, if you are successful, the Gender Recognition Panel will inform HMRC who hold your National Insurance records and they 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:	<p>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.</p> <p>If you do not know or cannot remember your National Insurance number contact HMRC on 0845 91 57006.</p> <p>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>If you would prefer the Gender Recognition Panel not to inform HMRC if you receive a full Gender Recognition Certificate please tick this box.</p> <p>Bear in mind that you must let HMRC 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 HMRC that you have received a full Gender Recognition Certificate there may be adverse consequences.</p>

Once the HMRC 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 HMRC's records. This may be different to the address that you have given at section 1.3. You may wish to contact HMRC on 03000 554331 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 HMRC, the letter of confirmation from HMRC will not mention why your records have been updated or refer in any way to your application or your Gender Recognition Certificate. If you choose to inform HMRC yourself, they will of course need to see your Gender Recognition Certificate and then return it to you.

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 acquired 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. The more information you provide here, the easier it will be to process your application. We also require either the original or a certified copy of your full birth certificate. On 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
<p>3.1 Your surname as recorded on birth or adoption certificate.</p>	<p>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 parent(s)'s surname.</p>
<p>3.2 Your forename(s) as recorded on birth or adoption certificate.</p>	<p>These will be listed in full on your birth or adoption certificate.</p> <p>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 legal 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 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.</p>
<p>3.3 Gender as stated on birth or adoption certificate.</p>	<p>Please tick the gender in which you were registered at birth.</p>
<p>3.4 Date of birth.</p>	<p>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.</p>
<p>3.5 Place of birth</p>	<p>This information will assist the Registrar General in finding your birth record, and will appear on any new birth certificate that is issued.</p>

Questions	Notes
<p>3.6 Father's surname, if listed.</p>	<p>If your father's details are recorded on your birth or adoption certificate, you should fill them in here.</p>
<p>3.7 Father's forenames, if listed.</p>	<p>This will enable the Registrar General to verify that they have the correct birth record.</p>
<p>3.8 Mother's maiden surname.</p>	<p>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.</p>
<p>3.9 Mother's forenames.</p>	<p>This will enable the Registrar General to verify that they have located the correct birth or adoption record.</p>
<p>3.10 If you know that you were adopted in the United Kingdom, please tick here.</p>	<p>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.</p>
<p>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.</p>	<p>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.</p>

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 acquired 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 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.

4.3 Gender as stated on or adoption birth certificate.	You should enter here 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. Time living in your acquired gender

To qualify for recognition under this provision you must be able to prove that you have lived full time in your acquired gender for at least two years before the date of your application. Therefore, in this section, we ask you to tell us the date from which you can demonstrate that you have been living full time in your acquired gender and we ask you to provide supporting evidence.

You must provide original documents or certified copies wherever possible which we will return to you by special delivery post.

Questions	Notes
5.1 Please give the date from which you can provide evidence that you have lived full-time in your new gender role for two years.	You should enter the date from which you can prove that you have been living full time in your acquired gender. To meet the requirements, this date must be at least two years prior to the date that you submit your application.

We need you to provide evidence in the form of documents that are dated and include your name in your acquired gender. If the evidence is in a different name to the one you have used on the application form, you will need to show that it does relate to you.

Evidence could take a variety of forms. The following lists some examples:

- Official documentation e.g. driving licence (both counterpart and photo ID) and passport;
- Payslips or HM Revenue & Customs (HMRC) documents such as a P60 or P45;
- Department of Work and Pensions or HMRC benefit or tax letters or documents;
- Bank or other financial institution documents or statements;
- Letters from official, professional or business organisations such as from solicitors, accountants, dentists, doctors, employers or letters from people who know you on a personal basis;
- Utility bills;
- Academic certificates or documentation;
- Health Care or identity cards including photo ID issued by an official organisation.

This list is not exhaustive and is only intended as a guideline.

Please gather your evidence and then list all the documents you are sending in the relevant table in section 11 of this form.

Where you have had one or more previous marriages or civil partnerships that have been dissolved, you will be required to provide a copy of the decree bringing your marriage to an end or evidence that your civil partnership has been dissolved. You will also need to provide evidence of all changes of name, where you cannot provide specific evidence of a change of name you will need to explain why.

The Panel also wish to see a selection of documents covering the period from at least two years prior to the date of application up to the date of application. It is helpful to provide a selection of documents to show that you have been living full time in your acquired gender. Typically five or six different documents should be included with an application including where relevant a passport, driving licence, payslips or benefit documents, utility bills or other documents of an official nature. The panel can give directions for additional documents to be provided if necessary. Each application is dealt with on its own merits and so this note can only be of general guidance.

Please do not send large quantities of documents unless absolutely necessary. Should you wish to provide evidence for your application that requires translation into English the panel's administrative team will require you to provide officially translated documents to support your application.

If you have any concerns about your evidence please contact the administrative team and they will be able to advise you. Contact details are given at the end of this guidance.

6. Medical reports

In addition to proving that you have lived for two years in your acquired gender, you must provide medical evidence that you have been diagnosed with gender dysphoria, gender identity disorder or (transsexualism).

Evidence must come from either a doctor registered with the General Medical Council (GMC) or a registered psychologist registered with the Health and Care Professions Council. Please note that since November 2009 this means that the doctor must be both registered with the GMC and also hold a licence to practise.

Since you are applying on the basis of having lived for two years or more in your acquired gender, you need to provide two reports with your application. You should list the reports in the table at section 11 of the application form, along with the other evidence that you are submitting.

Report A

Report A must be made by a registered medical practitioner or registered psychologist practising in the field of gender dysphoria and must include the details of your diagnosis of gender dysphoria.

A list of doctors and psychologists who are recognised as practising in the field of gender dysphoria is held on the Gender Recognition Panel's website. Alternatively if you do not access to the website you can contact the administrative team.

Report B

Report B must be made by a registered medical practitioner who may, but need not practise in the field of gender dysphoria. For example this report could be completed by your GP or surgeon.

This report must include specific details of your treatment. For example exactly what treatments (e.g. hormones) you are receiving and whether you have undergone, are undergoing or are planning to undergo surgery for the purpose of modifying your sexual characteristics. If you have had surgery the details of the surgical procedures should be included. It is not sufficient for the doctor to state "gender reassignment surgery".

If you have not undergone surgery the report must explain why.

A proforma for the medical reports can be obtained from the Gender Recognition Panel's website or the administrative team.

If you already have a report from a suitable person that satisfies the criteria above, you can submit it as the medical report for this application if it is on official paper or has an official stamp on it. Please do not worry if you do not have a report from the time of your treatment. The form that is provided will be easy for your doctor or psychologist to fill in.

Questions		Notes
6A.1 & 6B.1	Name of registered medical practitioner or specialist registered psychologist who provided the report.	Please provide the name and qualification (if you know it) of the registered medical practitioner or specialist registered psychologist who provided the report to you.
6A.2 & 6B.2	Professional address (if the individual is still practising).	Please provide the contact details of the person who has supplied the evidence only if he or she continues to practise. The panel may check that individuals meet the required criteria to provide a valid report.
6A.3 & 6B.3	Daytime contact telephone number.	Please provide a daytime contact telephone number of the registered medical practitioner or registered psychologist.

7. Details of the person signing your Gender Recognition 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 person authorised to administer oaths. You are required to provide a statutory declaration making several statements about your circumstances and your application. This is to ensure that you meet the criteria for the grant of a Gender Recognition Certificate.

The type of statutory declaration that you will complete will depend on whether you are currently single, married or in a civil partnership. You must complete one of the Panel's three statutory declarations:

- T467 is for single people
- T466 for those who are currently married and
- T468 is for those currently in a civil partnership.

If you are unsure which statutory declaration to complete, then please ask a member of the Panel's administrative team.

We have provided a standard template for each of the statutory declarations. It includes all the statements that you will need to make. Please ensure you complete or delete all relevant sections on the correct statutory declaration for your situation

When you have filled in the statutory declaration and you are content that it represents the truth, you need to sign it in front of a person authorised to administer an oath.

Examples of people who would be acceptable would include a practising solicitor, a commissioner for oaths, a notary public, a legal executive, a licensed conveyancer, an authorised advocate, an authorised litigator or a Justice of the Peace or a magistrate. In Scotland a notary public or a Justice of the Peace can administer an oath. Most solicitors in Scotland would also be a notary public.

In sections 7.1 – 7.5 of the application form, you should provide details of the statutory declaration and the authorised person before whom the declaration was made.

Applicant's further information

Questions	Notes
<p>7.6 Are you currently married?</p>	<p>Please tick the box that is relevant to you. If you are currently married you should also complete section 8 for married people.</p>
<p>7.7 Are you currently in a civil partnership?</p>	<p>Please tick the box that is relevant to you. If you are currently in a civil partnership you should also complete section 9 for those in civil partnerships.</p>
<p>7.8 Please tell us if you are applying for a full or interim Gender Recognition Certificate.</p>	<p>Full Gender Recognition Certificates can be issued to successful applicants who are</p>
	<ul style="list-style-type: none"> • single - this includes those whose previous marriage or civil partnership has been dissolved.
	<ul style="list-style-type: none"> • in a protected marriage or a Scottish protected marriage, where both parties agree that they wish to remain married following the applicant's gender recognition and the spouse has issued a statutory declaration of consent confirming this.
	<ul style="list-style-type: none"> • in a protected civil partnership or a Scottish protected civil partnership, where both parties apply at the same time and are granted their gender recognition on the same day.
	<p>A protected marriage is a marriage under the law of England and Wales or a country or territory outside of the UK. A protected civil partnership is a civil partnership under the law of England and Wales. A Scottish protected marriage is a marriage solemnised in Scotland. A Scottish protected civil partnership is one registered in Scotland. If you married on consular premises or on an armed forces base, how you will be treated will depend on whether you elected England and Wales, Scotland or Northern Ireland as the appropriate part of the UK.</p>

	<p>Interim Gender Recognition Certificates will be issued to applicants who meet the criteria for gender recognition but who are either</p>
	<ul style="list-style-type: none">• not eligible to remain married following their gender recognition because they were married under the law of Northern Ireland or• are eligible but either they and/or their spouse have decided that they do not wish to remain married after the issue of their full Gender Recognition Certificate.• In a protected civil partnership or Scottish protected civil partnership, where only one partner has applied for gender recognition (or where both have applied and only one is successful.) or• in a civil partnership but one which is not a protected or Scottish protected civil partnership.

Section 8. Marriage

Questions	Notes
<p>8.1 Is your marriage a protected marriage or a Scottish protected marriage?</p>	<p>Please tick either yes or no. A protected marriage is a marriage under the law of England and Wales or a country or territory outside of the UK. A Scottish protected marriage is a marriage solemnised in Scotland. Only those in a protected or Scottish protected marriage will be able to decide with their spouse if they will remain in their existing marriage following gender recognition.</p> <p>Those married under the law of Northern Ireland will have to end their existing marriage in their birth gender before they can be granted their full gender recognition certificate.</p>
<p>8.2. If your marriage is a protected marriage or a Scottish protected marriage do you and your spouse intend to remain married following your gender recognition?</p>	<p>Please tick either yes or no depending on the decision that you and your spouse have made.</p>
<p>8.3 Has your spouse issued a statutory declaration of consent?</p>	<p>Please tick either yes or no.</p>
<p>8.4 If you answered yes to 8.3, is it enclosed with this application?</p>	<p>Please tick either yes or no.</p> <p>Please note if you ticked yes to 8.3 but your spouse's statutory declaration is being sent to us separately, your application may be delayed until the statutory declaration is received.</p>

Please note that in all cases you will need to send us either your original marriage certificate or a certified copy.

Once section 8 is completed, please go to section 10 – payment.

Section 9. Civil Partners

General note: If your civil partnership is under the law of England and Wales or if it was registered in Scotland, it is possible for both partners to apply for a Gender Recognition Certificate at the same time. If successful you can be granted your full certificates at the same time, without the need to first end your civil partnership in your birth gender.

Question	Note
9.1 Is your civil partnership under the law of England and Wales or was it registered in Scotland?	Please tick either yes or no.
9.2 Are both you and your partner applying for gender recognition at the same time?	Please answer yes or no. If you and your civil partner are applying at the same time for gender recognition, then it is important for the panel's administrative team to know this from the beginning so that they can arrange for both applications to be dealt with at the same time by the same panel. Please note if civil partnership was contracted in Northern Ireland or a country or territory outside of the UK, you will need to end your civil partnership, even if you both apply for gender recognition at the same time.

Please note that in all cases you will need to send us either your original civil partnership certificate or a certified copy.

10. Payment

Details about the fee payable for an application for a Gender Recognition Certificate can be found in the separate leaflet 'The General Guide' gives an introduction to the Gender Recognition process, how much the fee is and details about how to pay the fee.

The apply for help with fees guide (EX160A) and application form (EX160) tells you if you qualify for a fee remission or reduced fee. You can download these from hmctsformfinder.justice.gov.uk

If you fail to provide the correct fee, your application will not be processed until the Gender Recognition Panel receives the correct payment. Please make cheques and postal orders payable to HM Courts & Tribunals Service.

11. Checklist of documents in support of your application

As well as the completed application form, medical reports and statutory declaration(s), you have been asked to provide other pieces of evidence to support your application.

If you are currently in a marriage or civil partnership we need to see either an original or a certified copy of your marriage or civil partnership certificate. If you were previously married and have been divorced please enclose a copy of the decree bringing your marriage to an end or evidence that your civil partnership has been dissolved. If you have been married or in a civil partnership and your spouse has died then please enclose a copy of the death certificate.

Please ensure that you submit all change of name documents with your application. There should be an accurate trail of any name changes you have been through from birth (or adoption) through to the date of application. If you do not have any of the relevant documents please provide an explanation as to why not.

Please gather your evidence and then list all the documents you are sending in the relevant table in section 11 of this form.

The Panel also wish to see a selection of documents covering the period from at least two years prior to the date of application and up to the date of application. It is helpful to provide a selection of documents to show that you have been living full time in your acquired gender. Typically five or six different documents are included with an application including where relevant a passport, driving licence, payslips or benefit documents, utility bills or other documents of an official nature. The panel can give directions (which are instructions) for additional documents to be provided if necessary. Each application is dealt with on its own merits and so this note can only be of general guidance.

Please do not send large quantities of documents unless absolutely necessary. To qualify as evidence, documents must be dated and include your name. If the evidence is in a different name to the one you have used on the application form, you will need to prove that it does relate to you.

In addition to the medical reports, statutory declaration, change of name document and where relevant decree dissolving your marriage or civil partnership, please list the items of supporting evidence you are providing with your application in the box provided, such as:

- Official documentation e.g. driving licence (both counterpart and photo ID) and passport;

- Payslips or HM Revenue & Customs (HMRC) documents such as a P60 or P45;
- Department of Work and Pensions or HMRC benefit or tax letters or documents;
- Bank or other financial institution documents or statements;
- Letters from official, professional or business organisations such as from solicitors, accountants, dentists, doctors, employers or letters from people who know you on a personal basis;
- Utility bills;
- Academic certificates or documentation;
- Health Care or identity cards including photo ID issued by an official organisation

Please tick the box on the right of the table if the document is enclosed with your application

All original documents will be returned to you by special delivery post.

12. 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 administrative team will contact the Registrar General upon receipt of your application to confirm that your birth registration details are correct and to verify your application. Similarly they may also need to do this if your marriage or civil partnership was registered in England and Wales or Scotland.

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.

As you are including original documents with your application we would strongly advise that you use registered post.

Your application will be acknowledged within five working days of receipt.

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 informing you of the decision and providing guidance on what you may wish to do next. If you are successful, this letter will include your Gender Recognition Certificate.