



## Alternative application for a Gender Recognition Certificate

This form should be used by applicants for a Gender Recognition Certificate who wish to use the alternative application process and who are not applying using either the standard application route/track or the overseas process.

Applicants applying under the alternative track must be able to meet four conditions. These are that they

- were in a protected marriage or a protected civil partnership or a Scottish protected marriage or a Scottish protected civil partnership on or before the date of their application and remained still married or in a civil partnership on the 10 December 2014 (for Scottish protected marriages and civil partnerships this date is 16 December 2014)
- have lived full time in their acquired gender for at least 6 years before the 10 December 2014 (for Scottish protected marriages and civil partnerships this date is the 16 December 2014) and
- either have or have had gender dysphoria or have undergone surgical treatment to modify their sexual characteristics and
- are ordinarily resident in England, Wales or Scotland.

Before you start, please read the document 'The General Guide for All Users'. (The General Guide) explains the alternative gender recognition process and the meanings of the terms of protected marriages and civil partnerships and Scottish protected marriages and civil partnerships.

The General Guide explains 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.

The Guidance Notes (see 'Guidance on Completing the Alternative Application form for a Gender Recognition Certificate') should answer most of the questions you may have. We recommend that you read the notes before completing each section of the form. If you do find it difficult to complete the form 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 section **8** or **9** if married or in a civil partnership.

Please use black ink when completing this form.

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](mailto:grpenquiries@justice.gov.uk)

**1. Your contact details**

The names and title that you provide below will be used in all correspondence relating to your application.

1.1 Your preferred title

1.2 Full name you would like us to use when contacting you

1.3 Postal address   
postcode

1.4 Are you ordinarily resident in  England & Wales  Scotland  
 Northern Ireland  Wales

1.5 How would you like us to contact you if we have any questions.  Post  Phone  Email

1.6 If you would like to be contacted by telephone please give a daytime number and the times and days when you will be available.  
Phone number   
Times and days available

1.7 If you would like us to contact you by e-mail, please provide your address.   
Please remember that e-mail cannot be guaranteed as secure.

1.8 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.

## 2. Your personal details

**A.** The names and title you provided at 1.2 will be used in all future correspondence. Please read the guidance carefully before filling in this section.

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

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

**B.** In order to protect your privacy, you must supply us with a password. If you telephone the Gender Recognition Panel to enquire about your application we will ask you for this password before we give out any personal information. Before choosing a password, please read the guidance to this section.

2.3 Password (between six and 10 letters. Numbers must not be used).

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2.4 Why is this significant to you?

**C.** You should read the guidance to the sections below before you decide whether to provide your National Insurance number.

2.5 Please enter your National Insurance number here.

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2.6 If you are granted a full Gender Recognition Certificate do you want the Panel to pass this information to HM Revenue & Customs?

Yes  No

If No, and your application is successful you are obliged to pass on this information to HM Revenue & Customs. This will mean sending your Gender Recognition Certificate and National Insurance number to the HM Revenue & Custom.

**This service only applies to UK tax payers.** We are not able to inform the authorities in the Isle of Man or Channel Islands.

### 3. Birth registration information for births registered in the UK

If your birth was registered in the UK you must complete this section. This also applies if you were born to a UK citizen abroad but registered by a Forces registering officer, or with the British Consul or High Commission, or born on board a ship, aeroplane or hovercraft and registered under the Merchant Shipping or Civil Aviation provisions.

Please note, if you are adopted we require your adoptive parents' details (as shown on your birth certificate).

3.1 Your surname as recorded on birth or adoption certificate

3.2 Your forename(s) as recorded on birth or adoption certificate

3.3 Gender as stated on birth or adoption certificate

Male/Boy       Female/Girl

3.4 Date of birth

3.5 Place of birth

3.6 Father's Surname (if listed)

3.7 Father's forename(s) (if listed)

3.8 Mother's maiden name

3.9 Mother's forename(s)

It will help the relevant Registrar General to locate your original birth record if you provide the following information, if it applies to you.

3.10 If you know you were adopted in the United Kingdom, please tick here

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

#### 4. Birth registration information for births registered outside the UK

If your birth was registered outside the UK you must complete this section. If not please proceed to section 5.

Please provide your original birth certificate or other official confirmation of your date of birth and birth gender and supply the information requested below.

4.1 Your surname as recorded on birth or adoption certificate

4.2 Your forename(s) as recorded on birth or adoption certificate

4.3 Gender as stated on birth or adoption certificate

4.4 Date of birth

4.5 Country where birth is registered

If you are unable to supply certain pieces of information in section 4, above, please use the box below to explain why (continue on additional paper if required and include it on the list of evidence you have supplied in section 11).

## 5. Time living in your new gender

As part of your application, you must provide evidence to demonstrate that you have lived full time in your acquired gender

- for at least six years before the 10 December 2014 (for Scottish protected marriages and civil partnerships this date is the 16 December 2014); and
- covering the period from then up until the date of your application.

The evidence can take the form of official documents such as a passport or driving licence, letters or documents from official, professional or business organisations or utility bills. Please see accompanying Guidance Notes for more details. If the evidence is in a different name to the one you have used on this form, you will need to show that it does relate to you.

5.1 Please give the date from which you can provide evidence that you have lived full time in your acquired gender

D	D	/	M	M	/	Y	Y	Y	Y
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Please use the box in section 11 of this application form to list the evidence you will provide.

## 6. Medical Report

**Note:** the Gender Recognition Panel **do not** commission medical reports on your behalf.

The guidance notes to section 6 explain the nature of the report that is required. Please include the original report as given to you by your medical practitioner/registered psychologist; with your application and fill in the boxes below.

6.1 Name of registered medical practitioner or registered psychologist practising in the field of gender dysphoria who provided the report

If you are applying on the basis of having or having had gender dysphoria your report must be completed by a registered medical practitioner or registered psychologist who is practising in the field of gender dysphoria.

6.2 Professional address (if the individual is still practising)

6.3 Daytime contact number

## 7. Details of Gender Recognition Statutory Declaration

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 you will complete will depend on whether you are currently single, married or in a civil partnership. There are separate statutory declaration forms with guidance to help you understand what is needed.

PLEASE NOTE: This is not the same as your 'change of name' document or deed poll.

Once you have filled in your statutory declaration it is necessary to sign the statutory declaration before a person authorised to administer oaths. This person must also sign the document. Please see the accompanying Guidance Notes for a list of those authorised to administer oaths. Please provide the information about the person administering the statutory declaration in the boxes numbered 7.1 – 7.5 below.

7.1 Date of statutory declaration //

7.2 Name of the authorised person who is the witness to the statutory declaration

7.3 Qualification which enables the authorised person to administer the statutory declaration

7.4 Address of the authorised person

7.5 Daytime contact telephone number of the authorised person

**This form is not the statutory declaration. Please include the original statutory declaration with your application.**



## Applicant's further information

7.6 Are you currently married?  Yes  No

7.7 Are you currently in a civil partnership?  Yes  No

7.8 If you have answered Yes, to either question 7.6 or 7.7

- I am applying for an **interim** Gender Recognition Certificate
- I am applying for a **full** Gender Recognition Certificate

## 8. Marriage

Only complete section 8 if you are or were in a protected marriage or a Scottish protected marriage. Where you are still married your spouse will need to agree to the marriage continuing after your gender recognition by completing a statutory declaration.

8.1 Is your marriage a protected marriage or a Scottish protected marriage?  Yes  No

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  Yes  No

Please provide your original marriage certificate or a certified copy.

8.3 Has your spouse made a statutory declaration of consent?  Yes  No

8.4 If you answered Yes to 8.3, is it enclosed with this application?  Yes  No

**If you are no longer married because your marriage has been dissolved or your spouse has died please complete questions 8.5 and 8.7 (as appropriate)**

8.5 Has your marriage been dissolved?  Yes  No

8.6 Has your spouse died?  Yes  No

8.7 Please give either the date your marriage was dissolved or the date of your spouse's death.    /    /

Please go to section 10 Payments

## Section 9: Civil Partners

Only complete section 9 if you are or have been in a protected civil partnership or a Scottish protected civil partnership.

9.1 Are you currently or have you previously been in a protected civil partnership or a Scottish protected civil partnership?  Yes  No

9.2 Are both you and your partner applying for gender recognition at the same time?  Yes  No

Please provide your original civil partnership certificate or a certified copy.

**If your civil partnership has been dissolved or if your partner has died, please complete question 9.3 or 9.4 and 9.5, as appropriate.**

9.3 Has your civil partnership been dissolved?  Yes  No

9.4 Has your civil partner died?  Yes  No

9.5 Please give either the date on which your civil partnership was dissolved or the date or your partner's death.   /   /

## 10. Payment

The fee for applying for a gender recognition certificate is outlined in a separate leaflet called T455 - 'The General Guide for all users'.

If you qualify for a fee remission you can complete the form EX160 - 'Apply for help with fees' on paper or online. The guide EX160A - 'How to apply for help with fees' can give you more information on how to apply.

If you fail to provide evidence, or the correct fee, your application will not be processed until the Gender Recognition Panel receives the correct documentation or payment.

10.1 Are you required to pay a fee of £140?  Yes  No, I'm applying for help with fees

### Help with fees

- I am applying for help with fees using the online service - gov.uk/help-with-court-fees  
or  
 I am applying for help with fees and attach my application form EX160

If you have completed an online Help with Fees application, you will receive a Help with Fees reference number. You should write this reference number in the box below.

Help with Fees – Ref no.	H   W   F   -   <input type="text"/>   <input type="text"/>   <input type="text"/>   -   <input type="text"/>   <input type="text"/>   <input type="text"/>
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### Method of Payment

If you are required to pay a fee for your application, please indicate how you are paying it. If paying by cheque or postal order, you must include this with your application form.

**Cheque** - payable to HM Courts & Tribunals Service

**Postal Order** - payable to HM Courts & Tribunals Service

**Debit/Credit card** (please see below)

If you would like to pay by Debit/Credit Card then please contact the GRP administrator on 0300 123 4503 within 10 days of receipt of application acknowledgment.

We can only take card payments from you over the telephone.

For security purposes, please have your GRP reference number and password to hand.

## 11. Checklist of documents in support of your application

This checklist will help you and the Gender Recognition Panel ensure that you have included everything that you are required to submit with your application. Please list every piece of evidence that you are including with your application. We will return documentation to you once it has been checked.

Documents	Enclosed
Statutory Declaration (Please note this document will not be returned)	<input type="checkbox"/>
Your spouse's statutory declaration, where appropriate	<input type="checkbox"/>
Your original birth certificate or a certified copy	<input type="checkbox"/>
If you are currently married your original marriage certificate or a certified copy	<input type="checkbox"/>
If you are currently in a civil partnership your original civil partnership certificate or a certified copy	<input type="checkbox"/>
A copy of your decree(s) dissolving the marriage or civil partnership	<input type="checkbox"/>
If your spouse or civil partner has died a copy of their death certificate	<input type="checkbox"/>
A copy of all change of name documents or other documents to show any changes from the name appearing on your birth certificate to your current name	<input type="checkbox"/>
Your medical report - please state the name of the medical report provider and the date of the report.	<input type="checkbox"/>
Evidence of living full time in your acquired gender for at least six years before the relevant commencement date and covering the period from then until the date of your application (List documents)	<input type="checkbox"/>

Evidence to support application for a fee remission (List documents)	<input type="checkbox"/>
Please list any other letters or documents you have enclosed with your application	<input type="checkbox"/>

## 12. Declarations

If your birth was registered in the UK, to process your application, the Gender Recognition Panel needs to pass your details to the relevant Registrar General. Similarly if your marriage or civil partnership was registered in England and Wales or Scotland and you are applying for gender recognition while remaining married, or in a civil partnership then the Panel will need to pass your details onto the appropriate Registrar General.

If you consent below, the Registrar General will contact you (if your application is successful) to inform you about options for your new birth certificate (and where appropriate a new marriage or civil partnership certificate).

I consent to the Registrar General contacting me in relation to the issue of a new birth/marriage/civil partnership certificate, as appropriate.

I certify that all the information given in this application is correct to the best of my knowledge. I understand that to make a false application is an offence.

Signature of applicant

Date

/ / 

### **When you have signed and dated the form, it should be sent, with all supporting documentation to:**

GRP  
PO Box 9300  
Leicester  
LE1 8DJ

You are strongly advised to send your application by registered post.

Section 22 of the Gender Recognition Act 2004 protects the information on your application form and information about your gender history if your application is successful. The data you provide will only be processed as permitted by the Act. It will be processed primarily for the purpose of determining your application (and any related legal proceedings) and for maintaining the Gender Recognition Register. The Guidance Notes to this application form and Explanatory Leaflet contain more information about how your data may be processed. Information about you will not be disclosed except where permitted by law, or where you have consented to it.

The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you in the context of tribunal proceedings. For details of the standards we follow when processing your data, please visit the following address <https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter> To receive a paper copy of this privacy notice, please call 0300 123 1024 Textphone 18001 0300 123 1024. If calling from Scotland, please call 0300 790 6234 Textphone 18001 0300 790 6234.