

Your Trans Friend's revised version of the Standard route guide to the Gender Recognition Certificate application

(based on the January 2020 updated version from the UK government services, with updates added in May 2021 regarding cost, accessible at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/852924/t451-eng.pdf) Full application packs can be obtained by emailing grpenquiries@Justice.gov.uk and requesting one.

If you don't know what a gender recognition certificate is we suggest going to the 'order to get things done' PDF which gives a broad overview of all the legal processes you may want to complete in your social transition, as well as telling you the most effective order to do it in.

Cumulative cost of all the fees associated with a GRC application- necessary fees:

GRC application fee- £5

Commission under oath- £5

Things you might need:

Deed Poll name change- unenrolled- free, enrolled- £42.44

Passport change -£75.70

Drivers licence- free , including picture change -£17

Birth certificate (min cost if you do not already have this is £15, max. £18.00)

Marriage certificate (min cost if you do not already have this is £15, max. £18.00)

Minimum: £10

Maximum: £138.50 - working on the assumption that the applicant wants to change all documentation and does not already have or have access to certificates listed above.

Guide provided by the Gender recognition panel (GRP) is 24 pages long.

What you need to complete the form:

Sect 1- Contact details

Must have decided on name and title; address- doesn't have to be yours but you do need to be able to pick up post from it; preferred means of contact; day time phone number and preferred times; email

address and any dates you won't be available in the next 6 months (one week or more).

Sect 2- personal details

A. The name you want recorded on the certificate (can be different from name on previous section) BUT will be the name you wish to be known by permanently in your 'new' legal gender. The forenames (and) surname recorded on the gender recognition register will be the names shown on a new birth certificate, if you've already changed your name by deed poll and want a new one for the certificate you have to go through deed poll again as well.

B. A password to protect your privacy, for the same reason you also need to be able to explain why this password is significant, reason given: if you forget it they can give you a clue.

C. National insurance number, if you want the GRP to inform the relevant authorities if your application is successful e.g. HMRC, if you don't do this via the form you have to tell HMRC yourself if successful, unspecified negative consequences if you do not do this.

National insurance numbers can be found on payslips, P45s, P60s etc. If you don't know your national insurance number you can ring HMRC on 0300 200 3500 or go to

<https://www.gov.uk/government/organisations/hm-revenue-customs/contact/national-insurance-numbers> to get information on how to get it online.

Sect 3- Birth registration for births registered in the UK

If you need to order birth certificate an online version costs £14 and £18.00 by post if you don't have a reference (£11-£15 if u have the GRO reference). This allows them to give you new birth certificate.

You need to provide birth registration details as recorded on birth or adoption certificate; surname as recorded on birth or adoption certificate, forename as recorded on birth or adoption certificate; gender as registered at birth; date of birth and place of birth.

Sect 4- Birth registration details if registered outside UK

Must supply an original birth certificate or other official confirmation of the date of birth and gender assigned at birth. If your birth wasn't registered in the UK, you can still get a certificate but an entry won't be made in the Gender recognition register and you won't get a new birth certificate. If you cannot supply any of the information you need to explain why e.g. asylum status.

Sect 5- Time living in your acquired gender

You must be able to prove you've been living in your gender for 2 years minimum. You will be asked for the date from which you can prove you've been living in that gender. You must provide the

original documents or certified copies, which get returned by special delivery post.

According to government guidance on certified copies, a copy of a document can be certified by getting it signed and dated by a 'professional person', such as: dentist, solicitor or notary, teacher, lecturer or bank official. More information on this is available at: <https://www.gov.uk/certifying-a-document>

Evidence needs to be provided in the form of documents that are dated and include your name associated with your acquired gender. If the evidence is in a different name to the one you have used on the application form you need to show how it relates to you. The GRP ask for approximately 5-6 documents.

Examples of types of accepted evidence :

All types of accepted evidence in this section are highlighted for clarity.

-official documentation e.g. passport or driving licence

Passport process:

Passport cost £75.50 and takes up to 3 weeks.

You can apply for a passport in the gender you've transitioned to. This option is available to those who do not hold a Gender Recognition Certificate or have not had gender reassignment surgery, as well as those who have. To do this you can use a standard new passport form.

Filling out the passport form:

You should select the "Changes to your existing passport - New Name" option under section 1, as they do not record gender change as a specific category on the application form. Under section 2, you should complete the details relating to your acquired gender (Information found on :

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/251703/Applying_for_a_passport_additional_information.PDF) . You need to include your old passport as with all passport renewals but you also need to include:

- a Gender Recognition Certificate
- a new birth or adoption certificate showing your acquired gender
- a letter from your doctor or medical consultant confirming your change of gender is likely to be permanent (This is the only thing you can obtain without already having a GRC)

(from <https://www.gov.uk/changing-passport-information/gender>)

If you're sending a letter from your doctor or medical consultant and you're changing your name, you'll also need to supply both of the following:

- Evidence of your change of name (such as a deed poll)
- Evidence that you're using your new name (for example a payslip, or a letter from your local council)

Drivers licence:

If you're located in Northern Ireland:

Not free- fee of €55, as it is treated as a brand new licence. The information relating to the fee is not explicitly clear from the official guidance, as the link provided for more information just leads to a general guide on changing your licence on the Northern Irish government's website.

Get a DL1 Form, available from most post offices. Once complete, send the form along with your old drivers licence.

Guidance from the Northern Irish official documents on this:

You must surrender your licence and apply for a new licence immediately if you change your name. It is an offence not to do so. You must provide documentary evidence of the change of name; e.g. passport in the name by which you are now known or birth and marriage/civil partnership certificate. The evidence you provide must show a clear link between the name on your identity document and your current name. Photocopies of the documentary evidence are unacceptable. Your previous licence must be enclosed with the application. If you have lost either part, you will need to apply for a duplicate or optional renewal licence and forward the appropriate fee

(all information found via
<https://www.nidirect.gov.uk/articles/keeping-your-driving-licence-date#toc-3>)

If you're in the rest of the UK:

This 'doesn't cost anything' BUT if you want to change your photo at the same time it costs £17.

How to complete the process:

Fill out standard form for DVLA for the type of vehicle you're using and send with your old driver's licence and any original documents confirming your new name or gender.

The documents they accept:

-a deed poll

-GRC

-statutory declaration: You can get an official statement confirming that you've changed name or gender (called 'a statutory declaration') from:

- a solicitor
- a magistrate
- a commissioner of oaths

Statutory declarations are fixed price £5 by law and £2 for each exhibit to a statutory declaration
http://www.andnotary.eu/docs/statutory_declaration_charging_for_use_in_UK.pdf)

Commissioner for Oaths:

Information found via research on private law firms offerings of this service. (found on <https://www.notary.co.uk/price/breakdown.html> on 15/02/2020)

'We provide Commissioner for Oaths certification on a discretionary basis for documents to be used in England and Wales. Pricing is subject to the current statutory rate, namely £5.00 for witnessing an affidavit, declaration or affirmation, and £2.00 for each exhibit to be signed. Where the statutory rate is not applicable, the fixed fee for a Commissioner for Oaths certification is £10.00. Please note that for any document to be used outside of the United Kingdom, we only provide notarial certification.'

-Payslips or HMRC docs

(government advice below from: <https://www.gov.uk/tell-hmrc-change-of-details/gender-change>)

HM Revenue and Customs (HMRC) is usually told automatically when you change gender legally by applying for a Gender Recognition Certificate.

Tell your employer at the same time - they must update your payroll records and National Insurance contributions.

HMRC will:

- update its records with your gender and any name change
- tell the Department for Work and Pensions (DWP)
- restrict your records so only specialist staff at HMRC and DWP can access them
- hand your tax affairs to HMRC's Public Department 1 (PD1)

Once you get a letter confirming your records have moved, you can contact PD1 with questions about your tax or National Insurance.

Alternatively, tell HMRC yourself. You can do this by writing to Special Section D to tell HMRC:

- about your legal gender change
- about your name change only if you did not change gender legally
- if you do not want them to restrict your records

'Include your National Insurance number, and your original Gender Recognition Certificate if you've changed gender legally.' (quote marks added by Your Trans Friend, because obviously if you're reading this you don't yet have a GRC.)

-bank or other financial institutions statements

(Information in the following section sourced from <http://genderedintelligence.co.uk/projects/kip/transitioning/docs/bank>)

Changing your name at the bank is fairly simple - just go to the information point in your branch and state you need to change your name and title on your account. You will probably be taken aside for someone to review your documents and explain the next steps. You'll generally get a new card and cheque book sent to you in the post.

Documents required:

- Copy of change of name document (deed poll or statutory declaration)
- A doctor's letter is not required, but may help if there is resistance to give you the correct title.

There are no costs attached to changing your name and gender markers at your bank.

-letters from professional, business or official organisations from doctors, dentists employers or letters from people you know

-Utility bills

-academic certificates or documentation

-Health care or identity cards issued by an official organisation

- proof of marriages that have been dissolved if this is the case

Sect 6- Medical reports

You must provide medical evidence that you have been diagnosed with gender dysphoria, gender identity disorder or 'transsexualism' (*quotation marks added by Your Trans Friend because the term is outdated*). Doctors must hold licence to practice as of November 2009, as well as being registered with General Medical Council (GMC)- if a doctor or a registered psychologist with Health and Care professions Council. You will need to provide two reports.

A list of doctors and psychologists recognised in practising in the field of gender dysphoria is held on the gender recognition panel's website (unable to find such a thing upon a google search on 15/02/2021 AND NO LINK PROVIDED hence, you have to email them- Your Trans Friend).

Report A- must be made by a registered medical practitioner or registered psychologist practising in the field of gender dysphoria.

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

This report must provide specific details of your treatment. For example, exactly which treatments you are receiving and whether you have undergone, are undergoing or plan 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 doctor to state 'gender reassignment surgery'. If you have not undergone surgery the report MUST explain why (caps added by Your Trans Friend because it seems unnecessary to explain this but sadly the GRP require this of trans people).

Sect 7- Details of the person signing your gender recognition statutory declaration

You will need to complete a statutory declaration, which is explained in the previous section on obtaining evidence for your application, please refer back for more information on statutory declarations generally.

The type of statutory declaration you will need complete depends on your marital status. If you are single you need to complete the T467 declaration, if you are married or in a civil partnership you need to complete the T466 declaration.

In the application form there are standard templates for these declarations. You will need to delete or complete the relevant sections of the correct statutory declaration for you.

Sect 8- Marriage

In all cases you need to send your original marriage certificate or a certified copy. For information on what a certified copy is and how it can be obtained please also refer back to the section on obtaining evidence for your application.

If you're married the statutory declaration will request if your partner gives consent. This question is in reference to if they consent to the change of the marital status from the genders previously recognised by the certificate to the gender you are requesting legal recognition of. If they do not give consent then the marriage needs to be divorced or annulled before a full (rather

than interim) GRC can be issued. (information on this is available in point 47 of the following page:
<https://publications.parliament.uk/pa/cm201516/cmselect/cmwomeq/390/39006.htm#:~:text=Consequently%2C%20where%20one%20party%20transition%20s,full%20GRC%20can%20be%20issued.>)

Sect 9- Civil partnership

Same as previous section but applies if you have a civil partnership rather than a marriage.

Sect 10- Payment

Info on this only available in the general guide for all users (separate document that comes in the application pack) price is £140.