**Trans I.D. Workshop**

*November 29th, 2023*

*Presented by Dana Rosamund Teagle (she/her)*

*Hosted by CUPE 3903 Trans Feminist Action Caucus*

**Table of Contents**

[***Introduction 2***](#_heading=h.gjdgxs)

[***Ontario legal name changes 3***](#_heading=h.30j0zll)

[**Process 3**](#_heading=h.1fob9te)

[**Requirements 4**](#_heading=h.3znysh7)

[Information to disclose 4](#_heading=h.2et92p0)

[Additional sections and documentation 4](#_heading=h.tyjcwt)

[Guarantor statement 4](#_heading=h.3dy6vkm)

[Previous identity documents 5](#_heading=h.1t3h5sf)

[Request for non-publication 5](#_heading=h.4d34og8)

[Commissioning 5](#_heading=h.2s8eyo1)

[**Submitting your application 5**](#_heading=h.17dp8vu)

[By mail 5](#_heading=h.3rdcrjn)

[In person 6](#_heading=h.26in1rg)

[Delivery time 6](#_heading=h.lnxbz9)

[Next steps and extra suggestions 6](#_heading=h.35nkun2)

[***Ontario birth registrations & certificates 7***](#_heading=h.1ksv4uv)

[**Process 7**](#_heading=h.44sinio)

[**Requirements 7**](#_heading=h.2jxsxqh)

[Commissioning 7](#_heading=h.z337ya)

[**Submitting your application 8**](#_heading=h.3j2qqm3)

[Fees 8](#_heading=h.1y810tw)

[By mail 8](#_heading=h.4i7ojhp)

[Important considerations 8](#_heading=h.2xcytpi)

[Delivery time 8](#_heading=h.1ci93xb)

[***Sex designation changes on Ontario I.D.s 8***](#_heading=h.3whwml4)

[**Driver’s licenses and photo cards 9**](#_heading=h.2bn6wsx)

[M to F and F to M changes 9](#_heading=h.qsh70q)

[M to X and F to X changes 9](#_heading=h.3as4poj)

[Fees and recommendations 9](#_heading=h.1pxezwc)

[***Travel documents 10***](#_heading=h.49x2ik5)

[**Process 10**](#_heading=h.2p2csry)

[**Requirements 10**](#_heading=h.147n2zr)

[**Important considerations 10**](#_heading=h.3o7alnk)

[***Ontario Health Card name changes 10***](#_heading=h.23ckvvd)

[**Process 11**](#_heading=h.ihv636)

[**Important considerations 11**](#_heading=h.32hioqz)

[French language characters 11](#_heading=h.1hmsyys)

[***Social Insurance Registry updates 11***](#_heading=h.41mghml)

[**Process 11**](#_heading=h.2grqrue)

[**Requirements 11**](#_heading=h.vx1227)

[**Important considerations 11**](#_heading=h.3fwokq0)

[***Canada Revenue Agency updates 12***](#_heading=h.1v1yuxt)

[**Process 12**](#_heading=h.4f1mdlm)

[**Requirements 12**](#_heading=h.2u6wntf)

[**Submitting your application 12**](#_heading=h.19c6y18)

# Introduction

***Hello all and thank you for joining us! I’m excited to walk you through this presentation today, and I will make sure to leave time at the end for any questions you may have. If you would like a copy of my script or the slideshow I’ve prepared, you can download them right now at danateagle.com/trans-id-resources, and they will be available at that web address for at least the next two weeks.***

***I would first like to take a moment to acknowledge the land from which I am delivering this virtual presentation:***

Although many of you may be joining us from across Ontario, I am speaking to you today on the traditional lands of the Haudenosaunee Confederacy, the Anishinaabeg, the Wendat, and the treaty territory of the Mississaugas of the Credit. I acknowledge them and any other Nations who care for the land as the past, present, and future caretakers of what is referred to as Tkaronto. I would also like to take a moment to acknowledge the legacy of Two-Spirit individuals on Turtle Island. Before colonization, Two-Spirit people were respected as valued community members. As part of the ongoing colonization process, there has been an attempted elimination of Two-Spirit people. The settler values and beliefs imposed by so-called Canada have resulted in the tragic deaths, forced assimilation, and hiding of Two-Spirit people historically and today, and I want to honour their legacy and continued significance as we have these conversations about the reality of being gender non-conforming in this country.

***Now for a quick background on me:***

I’m Dana Rosamund Teagle, and I’m a queer trans woman and software developer based in Toronto. I’ve been doing workshops like these for several years now, and my mission is to provide information and guidance for individuals looking to change their legal name and/or gender marker in Ontario. The level of bureaucracy currently in place across the country for these vital services and processes makes them fundamentally inaccessible. It’s very clear that none of them were built by marginalized people, or even with us in mind, but I believe that communities coming together to share our experiences and resources with one another is an act of resistance, and that mentality is embedded in the way I approach this work. I believe in the importance of trans people helping trans people with trans-related issues whenever possible.

Although in the past, I have run a 1-on-1 consultation service to assist folks virtually and walk them through each step, I’ve more recently had to stop offering this service due to my employment situation. However, I am currently in the process of spearheading development on a free web application called Trans I.D., built by trans people for trans people, which will serve as a volunteer-moderated resource and information hub where users will be able to suggest tips, tricks, services, and methods they’ve had personal success or struggles with. I am hoping to launch this service in Ontario in early 2024, with the hopes to later expand across the country. If you would like to get involved with any aspects of its design, development, research, or moderation, or if you would like to hear updates about the project as it progresses, you can connect with me at dana.r.teagle [at] gmail.com.

***And now for the presentation; over the next 45 minutes or so, I will give an overview of:***

Ontario legal name changes, requests for Ontario birth registrations & certificates, sex designation changes on Ontario I.D.s, Ontario health card updates, travel document updates, and updates with the Social Insurance Registry and the Canadian Revenue Agency. I will also point to resources I recommend for commissioning and notarizing, and other trans-led resources that offer information and assistance for making these changes.

# Ontario legal name changes

<https://www.ontario.ca/page/change-name>

## Process

To change your name, you will need to fill out the **Ontario Application to Change an Adult’s Name (11155E)**. This part of the presentation is based on the application updated as of October 2022. Please make sure you are filling out the most recent version of this form.

The application is nineteen pages long, and divided into seven parts, but you may not need to fill out all of them. You must also submit a fee of $137 with your application.

## Requirements

### Information to disclose

This application requires you to fill out a lot of your personal information, including:

1. Full current legal name
2. New chosen name
3. Mailing address
4. Date and location of birth
5. Marital/relationship status
6. Parental information
7. Details of any previous name change
8. Information about any current or past criminal offences
9. Information about any current or past financial judgments, fines, or bankruptcy

### Additional sections and documentation

* If you are married or have signed a Joint Declaration of Conjugal Relationship, you are required to notify your partner or spouse about your name change and must complete Part 2
* If you are 16 or 17 and changing your own name, you will require the consent of every individual who holds legal custody over you and must complete Part 3
* If you have any outstanding law enforcement orders against you, have ever been convicted of a criminal offence, or have any pending criminal charges against you, you will need a police record check as part of your application (make sure to download the [Requirements for a Police Record Check for a Change of Name](https://forms.mgcs.gov.on.ca/en/dataset/002-5349) form to ensure the police force conducting the check performs one that meets all of the specific requirements)
* If you were born in another part of Canada and want a new birth certificate, you must contact the province or territory where you were born after you receive your change of name certificate

### Guarantor statement

You will also require a guarantor who can prove that any of your permanent addresses have been located in Ontario for the 12 months prior to your application. In my experience, most applicants will use a medical professional for this category. However, there are several other options such as municipal clerks, school principals, and First Nations chiefs (for the full list, please check page 13 of the application). If you cannot find anyone that meets the requirements, you can use someone other than a relative who has known you for at least five years and can speak to your residency in Ontario for the past year. Make sure you remove the Guarantor’s statement section and have the chosen individual complete and return it to you before you submit the application.

### Previous identity documents

* If you were born in Ontario and have a valid birth certificate, you must include the originals (or certified copies) of all previously issued short- or long-form certificates with your application
* If you were born outside of Ontario but within Canada, you can submit either an original birth certificate or a certified copy issued by the province or territory of your birth
* If you do not have a birth certificate, you will likely need to apply for a new certificate before you can submit this application
* If all or part of a document sent in support of your change of name application is not written in English or French, you must send an English or French translation. If this is the case for you, please review the requirements for a translator, also on page 13

### Request for non-publication

All name changes registered under Ontario’s *Change of Name Act* are generally published in The Ontario Gazette, however you can request non-publication if you are transgender, First Nations, Inuit, or Métis by submitting a completed [*Request for Non-Publication*](https://forms.mgcs.gov.on.ca/en/dataset/007-11320) form with your change of name application. The Ontario Gazette currently publishes information both in paper and online, so if publication of your previous name is not desirable, I would strongly recommend adding this into your process.

### Commissioning

You must sign the statutory declaration on page 16 in front of a commissioner for taking affidavits, who will seal or stamp the document at that time to verify your identity and the accuracy of the information as written. The commissioner does not have to know the person signing the application. Several notary/commissioner’s offices in Ontario will commission these documents for trans individuals for no charge; however, the typical charge if applicable is $30-45.

## Submitting your application

### By mail

If possible, I recommend sending the entire application in a tracked envelope using Canada Post, to ease the stress of your application getting lost in the mail, and to allow for an update when it is likely beginning to be processed.

Send your completed form, payment, and required documents to:

Office of the Registrar General  
P.O. Box 3000  
189 Red River Road  
Thunder Bay, ON  
P7B 5W0

### In person

If it is more accessible for you to submit the application in person and you are located in Toronto, you can bring your completed form, payment, and required documents to:

ServiceOntario  
47 Sheppard Avenue East, Unit 417, 4th Floor  
Toronto, ON  
M2N 5N1

### Delivery time

If your application is complete and accurate, you should receive a certificate of name change in 6-8 weeks, however it may take longer if you have requested a change to a single name or reclaimed name. If you were born in Ontario, you will also receive your updated birth certificate at that time. If you were born elsewhere in Canada, notice of your name change is generally sent to the vital statistics office in the province or territory where you were born. You will most likely need to apply to that vital statistics office to obtain a new birth certificate.

### Next steps and extra suggestions

When filling out these forms, make sure to give yourself time. It will likely take several weeks to gather all the information you need, and to complete, double-check, and submit the forms.

Additionally, ensure you print clearly using a pen with blue or black ink, do not use correction fluid on any forms, and if you make a mistake or want to change information, you must do the following process:

* Put brackets around the wrong information
* Enter the correct information
* Put your initials beside each change
* Have the commissioner initial each change before it is sworn

Your change of name certificate will show your previous name and your new name. You can use this certificate to change your name on other personal documents, such as driver’s licenses, photo cards, or health cards (as I will explain shortly).

# Ontario birth registrations & certificates

## Process

To update the sex designation on your Ontario birth registration or certificate, you will need to complete the **Ontario Application for Change of Sex Designation on a Birth Registration of an Adult (11325E)** as well as the **Statutory Declaration for a Change of Sex Designation on a Birth Registration of an Adult (11324E).** This part of the presentation is based on the application and declaration updated as of November 2022. Please make sure you are filling out the most recent version of these forms.

The application is two pages long, and the declaration is a single page. They can be submitted at the same time as your Ontario name change, if applicable.

When changing your sex designation, you have the options of M (male), F (female), or X (gender neutral). You also have the option to choose not to display the sex designation field at all. Any person with an Ontario birth registration has this option, regardless of their gender identity. Depending on your chosen designation, your process will be different.

## Requirements

You must be born in Ontario, and 16 years of age or older to complete this application. Along with the forms, you must provide:

1. A letter from a licensed doctor or psychologist in good-standing, written on the doctor’s letterhead, stating that the doctor has examined or treated you and they can attest that the updated designation is appropriate, and signed by the doctor
2. All previously issued short- and long-form birth certificates and certified copies of your birth registration
3. A completed application form and declaration, along with any applicable fees

### Commissioning

Just like the name change application, you must sign the statutory declaration of this application in front of a commissioner for taking affidavits, so please factor that into your plan as you begin to work through your documents.

## Submitting your application

### Fees

While there used to be a fee for changing your sex designation, ServiceOntario began waiving this fee back in 2021. They have continued to periodically extend the window for free applications, and currently do not list a fee, however please make sure to double-check this policy is still in standing at the time of submission. There also may be fees applicable for copies of short- or long-form birth certificates or registrations (unless submitting at the same time as an Ontario name change for an individual born in Ontario, which will be included in that fee).

### By mail

Send your completed form, payment, and required documents to:

Office of the Registrar General  
189 Red River Road, P.O. Box 3000  
Thunder Bay, Ontario  
P7B 5W0

If mailing at the same time as a name change, you can mail all documents in one envelope to the address listed under that section.

If being filed without a name change, I recommend a tracked envelope as with that application. Photocopied, faxed, or e-signed documents will not be accepted.

### Important considerations

Birth certificates with a sex designation of X or no sex displayed are recognized by the Government of Ontario, who claim they do not endorse any rejection of valid Ontario birth certificates by any official body. However, unfortunately they also claim they cannot ***guarantee*** that these documents will be accepted by organizations in Ontario or in other jurisdictions.

### Delivery time

If your application is complete and all requirements are met, you should receive your new birth certificate or registration in 6-8 weeks.

# Sex designation changes on Ontario I.D.s

<https://www.ontario.ca/page/change-sex-designation-your-government-ids>

## Driver’s licenses and photo cards

When updating the sex designation on your driver’s licence or photo card, you have the options of M (male), F (female), or X (gender neutral). Depending on your chosen designation, your process will be different.

### Fees and recommendations

The driver’s license changes are free for anyone with an existing license. For those who do not drive, the photo card comes with a $35 fee. Personally, I highly recommend the photo card for non-driving trans and non-binary people, as this can serve as a very helpful I.D. in proving your legal name, sex designation, and address, and may alleviate any issues or pushback you encounter while changing other documents, and working through bureaucratic processes in general.

### M to X and F to X changes

To change the sex designation on your **driver’s licence** to an X (gender neutral), you can simply visit a ServiceOntario. You do not require any supporting documents.

### M to F and F to M changes

For binary sex designation changes, you can go to a ServiceOntario and bring an original document that indicates the updated sex designation. This can be your short or long-form birth certificate or a certified copy of a birth registration.

If you do not have a birth certificate or registration that represents the desired sex designation,you will need to bring the following two documents:

1. A letter from a licensed doctor or psychologist that is written on the doctor’s letterhead, states that the doctor has examined or treated you and they can attest that the updated designation is appropriate, and is signed by the doctor
2. A letter from you that includes the change you want to make, your full name and current address, your driver’s license number, and the name and address of the doctor or psychologist who has signed the other letter

Surgery is no longer required as a condition for sex designation changes. However, if you have had surgery, you are able to present documentation from a recognized specialist instead of a letter from a doctor or psychologist.

Please ensure you obtain original copies of these documents, signed in ink, as ServiceOntario will not accept e-signatures or photocopies.

# Travel documents

<https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/change-sex.html/>

## Process

To update the sex designation on your Canadian passport, you will need to fill out the **Sex or Gender Identifier Update Request Form (PPTC-643)**. As with other documents, when changing your sex designation, you have the options of M (male), F (female), or X (gender neutral).

## Requirements

You need to provide these supporting documents when you update your sex designation:

1. proof of citizenship, proof of immigration status, or a previous passport
2. completed sex identifier update request form

When you apply for your new passport or travel document, you don’t need to provide any other documentation if:

* your previous passport or your verification of status document has the X marker
* your proof of citizenship, proof of immigration status or previous passport has the same gender identifier as what you want

## Important considerations

Once again, unfortunately the Government of Canada states they cannot ***guarantee*** that other countries you visit or travel through will accept the sex or gender identifier on your passport or travel document, especially in regards to the X marker, and you may still be asked to provide your sex as either male or female when travelling. Find more information at [this link](https://travel.gc.ca/travelling/health-safety/lgbt-travel) about travelling abroad as a 2SLGBTQI+ Canadian.

# Ontario Health Card name changes

<https://www.ontario.ca/page/replace-cancel-or-change-information-your-health-card#section-3>

## Process

To change your name on your health card, you must visit a ServiceOntario and bring a completed Change of Information form (0280-82) as well as an original copy of one of the following documents:

1. Canadian birth certificate
2. Canadian change of name certificate
3. citizenship/immigration status document in the name

## Important considerations

### French language characters

As of August 3, 2022, you can now add French language characters to your name on your Ontario health card. To request a new health card and name change with French language characters at no cost, visit a ServiceOntario location with documents proving your legal name and showing those characters. If your Canadian citizenship or OHIP-eligible immigration document does not show your legal name with French language characters, you can show a proof of residency or proof of identity document showing French characters in your legal name.

# Social Insurance Registry updates

<https://www.canada.ca/en/employment-social-development/services/sin/receiving-updating.html>

## Process

By law, you must update your SIN record when you change your name. To do this you will need to submit an application either online, by mail, or in person.

## Requirements

There are several documents required for this process, which may vary greatly depending on your citizenship/residency. I recommend visiting [the online portal](https://www.canada.ca/en/employment-social-development/services/sin/apply.html) for more information on the requirements and submission guidelines.

## Important considerations

If you are updating your sex designation, you may now choose an X marker or choose to not declare your gender. Service Canada will add a note to your record with your choice. However, please note that they have stated for the last 4+ years that until their computer systems are upgraded to register this information, "male" or "female" will still appear on your SIN record.

# Canada Revenue Agency updates

<https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/should-you-tell-cra-about-your-change-name.html>

## Process

You are currently able to update your information with the CRA by phone, mail, or fax.

## Requirements

You will need to provide the CRA with a letter containing the following:

1. an original or certified true copy of one of the following documents

* a name change certificate from a provincial/territorial vital statistics department
* a court order issued under an act on change of name

1. your old and new names
2. your social insurance number
3. your signature

## Submitting your application

For information on the different processes for submission via phone, or mail/fax, I recommend visiting [the online portal](https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/should-you-tell-cra-about-your-change-name.html) for addresses and phone numbers relevant to your area.