REGISTRY OF BIRTHS, DEATHS AND MARRIAGES - Western Australia

Government of **Western Australia**
Department of **Justice**
Registry of Births, Deaths and Marriages

Application for a change of registration of sex or gender for an adult (18 years or older) born in Western Australia

- **The fee for this application is $195.** Refer to page 9.
- Read **all** the instructions inside this form and answer **all** the questions.
- A checklist has been provided on page 8 to assist you in completing this form.
- If you need help filling out this form or have any questions, contact us on **1300 305 021** (free call).
- To make an application to register a change of name, you must complete a BDM400. This form can be downloaded from **www.justice.wa.gov.au**

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Application for a change of registration of sex or gender for an adult (18 years or older) born in Western Australia

General Information

Eligibility

- You **must** be 18 years of age or older.
- Your birth **must** be registered in Western Australia (WA).
- You **must** have a statement from a doctor or psychologist certifying that you have received appropriate clinical treatment in relation to your sex or gender.
- **If** you are a Restricted Person, you **must** have the approval of a Supervisory Authority. See page 2

Multiple sex or gender changes

You can only register a change of sex or gender in Western Australia:

- **once** in any 12 month period and
- **three** times as an adult.

Successful application

If your application is successful, your change of sex or gender will be recorded within the Register of Births, Deaths and Marriages and your birth certificate will record the new sex or gender. Your original birth sex will still be recorded within the Register of Births, Deaths and Marriages.

Gender Reassignment (Recognition Certificate)

Recognition certificates that have already been granted by the Gender Reassignment Board will not be affected. The Registrar will still be able to register an update of sex or gender from a recognition certificate and issue a birth certificate showing your new sex or gender upon submission of an application. Please contact the Registry for further information.

Supporting documentation

- Your original WA Birth Certificate **must** be provided. All previously issued birth certificates must also be returned with this application.
- You **must** have a statement from a doctor or psychologist certifying that you have received appropriate clinical treatment in relation to your sex or gender.
- Provide at least three (3) forms of identification (ID) with this application. See page 3
- You **must** provide photo ID. See pages 3, 5, 6
- If you are applying in person, **original** documents **must** be provided.
- For postal applications, clear and legible copies **must** be provided.
- Proof of all previous sex or gender changes **must** be provided.
- Overseas documents **must** be translated into English by an accredited NAATI translator located in Australia. Overseas translations will not be accepted.
- Any other additional documents requested by the Registry.

Checklist

Incomplete applications will cause delays and may be refused. A checklist has been included to assist you meeting all the requirements prior to submitting this application. See page 8

Restricted Person

If you are a Restricted Person, as listed below, you are required to obtain the approval of your Supervisory Authority before submitting your application.

- **High risk serious offender** – the Chief Executive Officer of the department principally assisting in the administration of the *High Risk Serious Offenders Act 2020* Part 4 Division 2.
- **Detainee** – the Chief Executive Officer as defined in the *Young Offenders Act 1994* Section 3.
- **Person subject to an early release order** – the Prisoner's Review Board established under the *Sentence Administration Act 2003* Section 102(1).
- **Prisoner** – the Chief Executive Officer as defined in the *Prisons Act 1981* Section 3(1).
- **Supervised offender** – the Chief Executive Officer in the department principally assisting in the administration of the provision of the *Act* under which the supervised offender is supervised or monitored.
- **Supervised young offender** – Supervised Release Review Board established under the *Young Offenders Act 1994* Section 151(1).

Required Declarant

A Required Declarant in WA is a:

- **High risk serious offender.**
- **Detainee.**
- **Person subject to an early release order.**
- **Prisoner.**
- **Supervised offender.**
- **Supervised young offender.**
- **Reportable offender.**

You **must** advise the Registrar by completing the declaration on page 7.

Identification

You **must** provide at least **three (3)** forms of ID from the following lists:

- One document from List 1, 2 and 3 **or**
- One from List 1 & two from List 2 **or**
- Two from List 2 & one from List 3.

Note

- All forms of identification must be current (not expired).
- Documents from List 3 must show your current residential address and have an issue or expiry date displayed.
- Bank statements, utility accounts or rates notices must have been issued within the last six months.

List 1 – Link between photo and signature

- Australian Driver's Licence (front & back).
- Australian Passport.
- Australian Firearm's Licence.
- Defence Force/Police ID card.
- WA Photo Card, Over 18 or Proof of Age Card.
- Australian Learner Driver's Permit Card.

If you can't provide photo ID see pages 5, 6.

List 2 – Evidence of name in the community

- Debit/credit card (one or the other, not both).
- Entitlement card issued by Commonwealth/ State Government (Centrelink, Health Care Card, Veteran Card etc).
- Full Birth Certificate issued in Australia.
- Medicare Card.
- Security or Crowd Controller Licence (Australian).
- Student identity document or statement of enrolment issued by an educational institution, including Tertiary (include photo and/or signature).
- Working with Children Check card.

List 3 – Proof of your current residential status

- Driver's Licence Renewal Notice.
- Motor Vehicle Registration.
- Financial institution statement.
- Property lease or tenancy agreement.
- Shire/water rates notice.
- School or other educational report or certificate less than 12 months old.
- Utility account (gas, electricity, phone etc).

Identification Requirements

The Registry of Births, Deaths and Marriages uses a third-party system for verification of identity.

If the applicant **does not consent:**

- **Applications submitted by post** must include certified copies of identity documents. One identity document **must** contain a photograph
- **Applications lodged in person** must be accompanied by original identity documents. One identity document **must** contain a photograph

For further information:

- **On verification of documents,** visit **www.justice.wa.gov.au/bdm**
- **On who can certify your identification documents,** visit **www.wa.gov.au**

Refer to **www.justice.wa.gov.au** for more information.

Privacy & Disclosure

Information requested on this form is collected under the provisions of the *Births, Deaths and Marriages Registration Act 1998* and forms the basis to determine your eligibility to apply for a change of registration of a sex or gender. For more information about how we use, protect, and may share this information, please read the Department of Justice Information Privacy Statement.

Information held by the Registry may be provided to government and non-government organisations for the purpose of statistical and medical research and to law enforcement agencies as well as other uses provided for by law.

Any documents provided with this application may have their authority verified through an approved online verification service.

Documents issued by this office may also be verified by other organisations using this service.

Refer to **www.justice.wa.gov.au** for more information.

Options To Lodge

Submit this application form, payment, and all supporting documents either -

By mail

Registry of Births, Deaths and Marriages
PO Box 7720, Cloisters Square
PERTH WA 6850

Provide clear and legible copies of each identity document. Do not send original documents with your application unless requested by the Registry. See page 2

In person

Registry of Births, Deaths and Marriages
Level 10/141 St Georges Terrace, PERTH
9.00am to 4.00pm, Monday to Friday

Original documents must be provided.

Processing Times

Allow a minimum of 15 business days to process your application, and a further 10 business days if paying by personal cheque.

Contact Details

Phone

1300 305 021 (free call)

Website

www.justice.wa.gov.au

Faxed or emailed application forms will not be accepted

Application starts here

Application for a change of registration of sex or gender for an adult (18 years or older) born in Western Australia

False information

It is an offence to make a false or misleading statement in any application or document under the *Births, Deaths and Marriages Registration Act 1998*. Penalties of a fine up to $10,000 apply.

Instructions for completing this application

- Symbols and abbreviations are **not** to be used.
- To make an alteration, cross out the mistake and **initial the change**.
- Do not use correction fluid or tape.
- If any requirements are not met, this application may not be accepted.
- If you do not provide any additional information requested by the Registry within the time frame provided, this application will be cancelled and retained. Any certificate payments will be refunded.

PART 1: Eligibility

1. Are you a Restricted Person as defined on page 2 of this application?

YES ☐ Go to Question 2

NO ☐ Go to Question 3

2. Have you obtained the approval of your Supervisory Authority to make this application?

YES ☐ Go to Question 3. You must attach authorisation from your Supervisory Authority

NO ☐ Cease application. Contact your Supervisory Authority

3. Have you recorded a previous change of sex or gender anywhere in Australia?

- Within the last 12 months **or**
- 3 times or more as an adult

YES ☐ Cease application. You may wish to contact the Registry for further information

NO ☐ Go to Question 4

4. Do you have a statement from a doctor or psychologist certifying that you have received appropriate clinical treatment in relation to your sex or gender?

YES ☐ You **must** include the statement with your application. Go to PART 2

NO ☐ You **must** obtain a statement from a doctor or psychologist before submitting an application

PART 2: Your personal details

1. Current name

Your current surname (family name)

Your current given name(s)

2. Name at birth

☐ As above

OR

Your surname (family name) at birth

Your given name(s) at birth

3. Date of birth

D D / M M / Y Y Y Y

4. Sex at birth

☐ Male

☐ Female

5. Place of birth

Suburb/Town

State

Country

PART 3: Details of proposed sex or gender

1. Current sex or gender

- ☐ Male
- ☐ Female
- ☐ Non-binary
- ☐ Other (please specify) _____

2. Proposed sex or gender

- ☐ Male
- ☐ Female
- ☐ Non-binary

PART 4: Previous changes of sex or gender

1. Have you previously recorded a change of sex or gender in Australia or overseas?

NO ☐ Go to PART 5

YES ☐ You must provide details below of all changes of sex or gender. Proof of all previous changes of sex or gender **must** be provided. Failure to list all previous changes may result in your application being declined.

Sex or Gender changed from	Sex or Gender changed to	Date changed	Where changed (Suburb/Town, State, Country)

PART 5: Photo and ID

1. Are all your identity documents in your current name? (eg Driver's Licence, Passport, Medicare Card)

YES ☐ Go to Question 2

NO ☐ Please specify why not. If not enough space below to write your explanation, additional space provided on page 10.

2. Have you supplied a photo ID document from List 1?

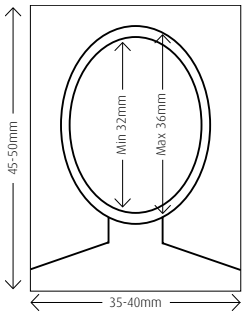
YES ☐ Go to PART 6

NO ☐ You must provide **two (2)** recent passport sized photographs signed on the back by a Guarantor

Photographs must

- Be a professional passport photo standard.
- Be no more than three months old.
- Show only head and top of shoulders.
- Be between 35mm and 40mm wide and between 45mm and 50mm high.
- Be printed on photographic paper, with no marks on the image.
- Show you without any hat or other head covering (if you wear a head covering for religious reasons, the photos must show your face from bottom of chin to top of forehead and both edges of your face).
- Be attached to this form with a paperclip.
- Be signed on the back by a Guarantor along with your name and signature.

Front of photo size
DO NOT ATTACH



Guarantor must endorse on the back of the photo

This is a true photo of

_____
full name of subject

_____
signature of subject

_____
signature of Guarantor

Guarantor's details

The Guarantor must

- Not be related to you by birth or marriage.
- Not be a de facto partner.
- Not live at the same address as you.
- Be 18 years of age or over.
- Have known you for at least one (1) year.

Surname (family name)

Given name(s)

Current residential address (PO Boxes not accepted)

Street number and name

Suburb/Town

State

Postcode

Daytime phone number

How do you know the applicant? (eg doctor, friend)

How long have you known the applicant?

Y Y years M M months

Guarantor's declaration

- I declare that the information I have provided is true and correct to my knowledge and that I qualify to be a Guarantor for the person named in this application.
- I understand that the WA Registry of Births, Deaths and Marriages may make enquiries with any organisation or individual to verify the information I have provided on this form.

Guarantor's signature

Date D D / M M / Y Y Y Y

PART 6: Declaration

I declare that:

- the information I have provided in this application is true and correct.
- I wish to record my sex or gender as what is stated in **PART 3** of this form.
- I understand that I will not be able to make another application again within 12 months and that I can only change my sex or gender in the registration of my birth three (3) times as an adult.
- at the time of this application **I am** ☐ /**I am not** ☐ a Required Declarant as outlined on page 2 of this form.

I understand that:

- the total fee for this application is $195 and will be retained regardless of the outcome of this application.
- this application is a legal process and once the change is recorded it cannot be cancelled.
- this application remains the property of the State of WA and that some or all of the information may be disclosed to persons or bodies with adequate entitlement to the information under the *Births, Deaths and Marriages Registration Act 1998* or the Registry's Access Policy.
- it is an offence to make an application if I am a Restricted Person without having obtained the approval of my Supervisory Authority. Penalty of imprisonment for 2 years and a fine of $12,000 applies.
- it is an offence to make a false or misleading representation in this application or its supporting documents and that penalties may apply.

I confirm that:

☐ **I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.**

I certify that:

I have read and understand the declaration above and the information on all previous pages.

Applicant's signature

Date D D / M M / Y Y Y Y

PART 7: Contact details

Your current full name

Postal address

Suburb/Town **State** **Postcode**

Daytime phone number

Email address

Your preferred method of contact

☐ Email ☐ Phone ☐ Mail

Checklist

I have completed the following

- ☐ **Part 1 -** Eligibility.
- ☐ **Part 2 -** Personal details.
- ☐ **Part 3 -** Proposed sex or gender.
- ☐ **Part 4 -** Previous changes of sex or gender – I have disclosed and provided copies of all current & previous changes of sex or gender.
- ☐ **Part 5 -** Photo and ID – I have supplied all required identity documents. If I don't have photo identification from List 1, I have supplied two (2) passport photos signed by a guarantor.
- ☐ **Part 6 -** Declaration – I have completed and signed the declaration on page 7.
- ☐ **Part 7 -** Contact details.
- ☐ **Order form -** Completed page 9.

I have also provided the following

- ☐ Certifying statements issued by a doctor or psychologist.
- ☐ Original WA Birth Certificate. **All** original Birth Certificates **must** be returned.
- ☐ Authorisation from my Supervisory Authority if I am a Restricted Person.
- ☐ All requested supporting documents.

If applying by mail

- ☐ I have included clear and legible copies of my identity documents and **not** included originals.
- ☐ I have included payment **or** completed the credit card payment details on page 9.

Order form

Fees

The fee for this application is $195 and will be retained regardless of the outcome. The fee is payable when submitting this application.

Birth Certificate

If you have a birth certificate you must return it with this application. It will be replaced free of charge upon registration of the new change of sex or gender. Otherwise, a separate fee is payable.

The birth certificate will record the **new** sex or gender. If you wish to apply for a certificate that includes your **former** sex or gender please contact the Registry.

Product/Service	Price*	Qty	Subtotal
Application for a change of registration of a sex or gender for an adult (18 years or older) born in Western Australia	$195		$195
Birth certificate recording **new** sex or gender only	$60		$
		Total	$

*All prices listed are subject to change. Confirm current fees at www.justice.wa.gov.au

Payment details

☐ **By mail** – enclosed is the following

- ☐ Credit Card – complete the credit card payment details.
- ☐ Money Order – payable to the Registry of Births, Deaths and Marriages.
- ☐ Cheque – payable to the Registry of Births, Deaths and Marriages.
  Allow an extra ten (10) working days for personal cheques.

☐ **In person** – the Registry accepts cash, credit cards, EFTPOS, money orders, bank and personal cheques.
Allow an extra ten (10) working days for personal cheques.

Credit card payment details

Applicant's surname

Card type ☐ MasterCard ☐ Visa Total $ ☐☐☐.☐☐

Card number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Expiry date ☐☐ / ☐☐

Name on card (please print)

Cardholder's signature

PART 5: Photo and ID continued

OFFICE USE ONLY

Registry of Births, Deaths and Marriages
Address: Level 10, 141 St Georges Terrace, PERTH WA 6000 | **Phone:** 1300 305 021 | **Website:** www.justice.wa.gov.au

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