

Record a change of sex or gender identity – application

Births Deaths and Marriages Registration Act 1996 (BDMR Act)

Who can apply

You can apply to record a change of sex or gender identity if you:

- are 18 years of age or older
- were born in SA or overseas
- have undergone a clinical treatment.

A child, younger than 18 years of age or their parent or guardian, can apply if:

- the child was born in SA or overseas
- the court has approved this application
- the child has undergone a clinical treatment.

See Part 4A of the *Births, Deaths and Marriages Registration Act 1996*.

You can change your sex or gender identity once in a 12 month period and three times in your lifetime – exceptions may apply.

Born in SA

After the record has been changed, your new birth certificate will not be marked in any way to suggest your sex or gender identity has been changed.

Born overseas

Following the registration of your change of sex or gender identity, you will be issued with an 'Identity Acknowledgement Certificate'.

Born interstate

If you are born interstate, you will need to apply in the state/territory of your birth.

How to apply

Complete all sections

Please write in BLOCK letters.

Initial all corrections and do not use 'white out' or correcting fluid.

Identification (ID)

You must provide the required identity documents. One must be a photo ID. Overseas documents need to be translated into English by an accredited translator.

An authorised witness must certify all photocopies of ID as 'true and correct copies' of the originals. Faxed applications and ID documents are not accepted.

Application and declaration

Have you changed your/your child's sex or gender identity under the law of another state/territory within Australia?

Yes (refer to part a)

No (refer to part b)

Part a) Certificate already issued under interstate law

18 years or older

- complete sections A & D

Attach:

- copy of the certificate relating to the recognition of change of sex or gender identity issued under interstate law
- the statement from the medical practitioner or psychologist certifying you have undertaken treatment in the state/territory where the certificate was issued
- ID documents and payment.

Child's application

- complete sections B & D

Attach:

- copy of the certificate relating to the recognition of change of sex or gender identity issued under interstate law
- the statement from the medical practitioner or psychologist certifying you/your child have/has undertaken treatment in the state/territory where the certificate was issued
- ID documents and payment.

Part b) All other applications

18 years or older

- complete sections A & D

Attach:

- a statement on letterhead from an Australian registered medical practitioner or psychologist certifying that you have undergone clinical treatment (refer to section C)
- ID documents and payment.

Child's application

- complete sections B & D



Attach:

- a statement on letterhead from an Australian registered medical practitioner or psychologist certifying that you have undergone clinical treatment (refer to section C)
- ID documents and payment

Your/your child's application is to be firstly submitted to Births, Deaths and Marriages for checking. Documentation will then be returned to you.

An application is to then be lodged with the Magistrates court, together with this application and supporting documentation.

Authorised witnesses for posted applications

Provide 'certified copies' of your documents if you are submitting your application by post – a photocopy that has been endorsed, advising it is a true copy of the original document. The following people can certify your identity documents:

- justice of the peace (JP)
- notary public
- practising solicitor/lawyer
- proclaimed police officer.

Fees

Visit sa.gov.au/bdm to find out the current fees relating to the 'Record a change of sex or gender identity – application'. Application fees also apply to:

- apply for a new birth certificate – born in SA
- apply for an identity acknowledgement certificate – born overseas
- register your name change.

How we deal with your information

Your privacy

Your information is collected under *Births, Deaths and Marriages Registration Act 1996*. The register is part of the civil records of SA and a permanent historical record.

Your information is used to prevent fraud and prove that you are eligible to:

- register a change of sex or gender identity
- be issued the related certificate.

The public do not have access to these records.

Information held in the registry can be used for statistics and uses provided for by law, eg – by law enforcement agencies. Access may be granted to other registries and certain government and authorised non-government agencies.

Disclosure of information

When you complete this application you are consenting to the release of the personal information you provide, to agencies that may be able to validate it.

The ID you provide may be verified through the online Certification Validation Service (CertValid) and the National Document Verification Service (DVS).

Documents issued by this office may be verified by other organisations using CertValid and DVS.

Processing times

Check the estimated processing time for your application at cbs.sa.gov.au/processing-times

Lodge your application

Apply by post:

SA Registry of Births Deaths and Marriages
GPO Box 1351
Adelaide SA 5001

Apply in person:

Consumer and Business Services
Ground floor (street level)
91 Grenfell Street
Adelaide SA
Monday to Friday 9.00am - 5.00pm

Incomplete applications may cause delays, be returned or be denied.

Enquiries

Phone: 131 882

Interpreting services are available by phoning the Translating and Interpreting Service (TIS National) on 131 450

Website: sa.gov.au/bdm

Identification and residency documents – adult applicants only

You must provide **one different form of identity from each list**. Expired documents are not accepted.

Applying in person – bring the original documents.

Applying by post – enclose certified photocopies of each identity document. Do not send original documents unless it is your SA birth certificate or change of name certificate.

Adult born in South Australia

List 1: Proof you were born in SA

SA Birth certificate (original)

You must return your original SA Birth Certificate and SA Change of Name Certificate(s) (if applicable).

List 2: Link between photo and signature

Australian passport

Australian driver's licence

Australian firearm licence

Photo card issued by an Australian government agency

List 3: Evidence of name used within the community

Medicare card

Private health care card

Credit/debit card or ATM card

Centrelink card

Australian Department of Veteran's Affairs card

Australian security guard licence or crowd control licence

School or tertiary identity card

List 4: Proof of your current residential address

Australian driver's licence

Utility account (electricity, gas, water)

Rates notice

Centrelink concession card

Current tenancy or lease agreement

Superannuation fund statement

PO boxes and bank statements are NOT accepted.

If you don't have all of the required identification documents, please contact us to ask for assistance - phone 131 882

Adult born overseas and residing in SA for the last 12 months

List 1: Proof of your right to reside in Australia

Australian Citizenship Certificate

Australian visa supported by overseas passport

Visa status from the Department of Immigration and Border Protection

ImmiCard

List 2: Link between photo and signature

Australian or overseas passport

Australian Titre de Voyage

Australian driver's licence

Australian firearm licence

Photo Card issued by an Australian government agency

List 3: Operation in the community

Medicare card

Private health care card

Credit/debit card or ATM card

Centrelink card

Australian Department of Veteran's Affairs card

Australian security guard licence or crowd control licence

School or tertiary identity card

List 4: Proof you have been residing in SA for at least the last 12 months before applying

A total of four (4) different documents required. See page 6 for details

For people who are not born in SA

One identification document must show your place of birth. If you cannot provide this on one of the above listed documents, you can provide an expired passport or an overseas birth certificate that shows your place of birth

Identity of the child – child application only

You must provide **one different form of identity from each list**. Expired documents are not accepted.

Applying in person – bring the original documents.

Applying by post – enclose certified photocopies of each identity document. Do not send original documents unless it is your/your child's SA birth certificate or change of name certificate.

Child born in South Australia

List 1: Proof you/your child were/was born in SA

SA Birth certificate (original)

You must return you/your child's original SA Birth Certificates and SA Change of Name Certificate(s) (if applicable).

Child born overseas and residing in SA for the last 12 months

List 1: Your/your child's overseas birth certificate

Overseas birth certificate or travel identity document of the child – if not in English, provide a translated version as well

List 2: You/your child's right to reside in Australia

Australian Citizenship Certificate

Australian visa supported by overseas passport

Visa status from the Department of Immigration and Border Protection

ImmiCard

List 3: Proof you/your child have/has been residing in SA for the last 12 months before applying

A total of four (4) different documents required.
See page 6 for details

For children who are not born in SA

One identification document must show your/your child's place of birth. If you cannot provide this on one of the above listed documents, provide an expired passport or an overseas birth certificate that shows the place of birth

Identity of parent(s)/guardian(s) – child application

Each parent/guardian must provide **one different form of identity from each list**. Expired documents are not accepted.

Applying in person – bring the original documents.

Applying by post – enclose certified photocopies of each identity document. Do not send original documents with your application.

Parent or guardian ID is not required if a child is making their own application.

Parents

List 1: Link between photo and signature

- Australian passport
- Overseas passport
- Australian driver's licence
- Australian firearm licence
- Photo card issued by an Australian government agency

List 2: Evidence of name used within the community

- Medicare card
- Private health care card
- Credit/debit card or ATM card
- Centrelink card
- Australian Department of Veteran's Affairs card
- Australian security guard licence or crowd control licence
- School or tertiary student identity card

List 3: Proof of your current residential address

- Australian driver's licence
- Utility account (electricity, gas, water)
- Rates notice
- Centrelink concession card
- Current tenancy or lease agreement
- Superannuation fund statement

PO boxes and bank statements are NOT accepted.

If you don't have all of the required identification documents, please contact us to ask for assistance - phone 131 882

Court appointed guardians

List 1: Proof of guardianship

- A custody order that allocates guardianship

List 2: Link between photo and signature

- Australian passport
- Overseas passport
- Australian driver's licence
- Australian firearm licence
- Photo card issued by an Australian government agency

List 3: Operation in the community – not applicable for children under the guardianship of the minister

- Medicare card
- Private health care card
- Credit/debit card or ATM card
- Centrelink card
- Australian Department of Veteran's Affairs card
- Australian security guard licence or crowd control licence
- School or tertiary student identity card

List 4: Proof of your current residential address – not applicable for children under the guardianship of the minister

- Australian driver's licence
- Utility account (electricity, gas, water)
- Rates notice
- Centrelink concession card
- Current tenancy or lease agreement
- Superannuation fund statement

PO boxes and bank statements are NOT accepted.

Residency requirements – born overseas only

If you were born overseas, you will need to prove you have been residing in SA for 12 consecutive months before the date of this application. The most current document must be less than three months old.

How to prove 12 months residency

You need to provide **four documents from the past 12 months from the list** below. Documents must show your residential address not PO box, business or third party address.

Bank statements are not accepted.

Examples of accepted proof

Do you own your home?

- Rates notices*
- Water rates*
- Utility bills*
- Land valuation certificate
- Home insurance paper*

* Please include proof of payment

Do you work?

- ATO Notice of Assessment

Do you own a vehicle?

- Insurance papers
- Registration papers*
- Infringement notice*

* Please include proof of payment

Do you rent your home?

- Agent lease agreement with rental history ledger
- Bond lodgement notice
- Content insurance papers*
- Utility bills*
- Housing SA rental ledger

* Please include proof of payment

Are you currently unemployed?

- Centrelink payment advice
- Centrelink ledger, with address history
- School reports
- University/TAFE transcripts

What other documents do you have?

- Other government letters
- Electoral enrolment confirmation
- Superannuation documents
- Private health insurance statements

Need help?

If you have been a resident of SA for 12 months but do not have all your documents, please contact us for assistance.

Born in SA

Adult Applicants

- Refer to page 3 for identity requirements
- Please complete **sections A and D**

Child Applicants

- Refer to pages 4-5 for identity requirements for child and parents or court appointed guardians
- Please complete sections B and D

False representation

If you knowingly provide false information in this application, you may be guilty of an offence under Section 51 of the *Births, Deaths and Marriages Registration Act 1996*.

Maximum penalty: \$1250

Born overseas

Adult Applicants

- Refer to page 3 and 6 for identity and residency requirements
- **Please complete sections A and D.**

Child Applicants

- Refer to pages 4, 5 and 6 for identity and residency requirements for child and parents
- **Please complete sections B and D.**

Section A – Adult applicant

Current family name

Current given name

Other given names

Date of birth

Sex at birth

Male

Female

Not determined

Your parents' details

Parent 1 details

Male

Female

Co-parent

Family name

Family name at birth

Given name

Other given names

Parent 2 details

Male

Female

Co-parent

Family name

Family name at birth

Given name

Other given names

I have undergone clinical treatment and enclose verification by an Australian registered medical practitioner or psychologist with my application. I apply to the registrar to have my change of sex/gender identity registered in accordance with section 29(i) of the BDMR Act. My new sex/gender identity is:

Male

Female

Non-binary

Indeterminate/intersex/unspecified

I understand that it is a punishable offence to:

- give false information in this application
- produce a birth certificate issued before my change of sex or gender identity with intent to deceive.

I understand that the SA Registry of Births Deaths and Marriages may confirm or verify the validation of any document provided with this application to establish my identity and eligibility for this change of sex or gender identity to be registered.

I have read and understand 'Your privacy' and 'Disclosure of information' and declare the information provided in this application is true and correct.

Has a change of name application been lodged with this application?

Yes

No

I certify that I have read and understood the information on the previous pages.

Signature of applicant

Date

Section B – Child's application

Child's current family name

Child's current given name

Other given names

Date of birth

Sex at birth recorded as

Male

Female

Not determined

Details of the person completing this application

(complete this section if you are the applicant, or are applying on behalf of your child – eg parent, legal guardian)

Family name

Given name

Other given names

Parents details

Parent 1

Male Female Co-parent

Family name

Family name at birth

Given name

Other given names

Parent 2 (if applicable)

Male Female Co-parent

Family name

Family name at birth

Given name

Other given names

I/my child have/has since undergone clinical treatment. I enclose verification by an Australian registered medical practitioner or psychologist with this application.

I apply to the registrar to have my/my child's change of sex or gender identity registered in accordance with section 29 (j) of the BDMR Act. I/my child wishes to have their sex/gender identity recorded as:

Male

Female

Non-binary

Indeterminate/intersex/unspecified

I understand that it is a punishable offence to:

- give false information in this application
- produce a birth certificate issued before my change of sex or gender identity with intent to deceive.

I understand that the SA Registry of Births Deaths and Marriages may confirm or verify the validation of any document provided with this application to establish my/my child's identity and eligibility for this change of sex or gender identity to be registered.

I have read and understand 'Your privacy' and 'Disclosure of information' thoroughly and declare that the information provided in this application is true and correct.

Has a change of name application been lodged with this application?

Yes

No

I certify that I have read and understood the information on the previous pages.

Signature of applicant 1

Date

Section C – Medical practitioner or psychologist statement

Section C is not required if the applicant has:

- a certificate relating to the recognition of sex or gender identity issued under the law of another state/territory; and
- a statement from a medical practitioner or psychologist certifying that they had treatment in that state/territory.

Certificate and statement must be provided (refer to page 1)

False information

If you knowingly provide false information in this application, you may be guilty of an offence under Section 51 of the *Births, Deaths and Marriages Registration Act 1996*.

Maximum penalty: \$1250

Statement from an Australian registered medical practitioner or registered psychologist

As a medical practitioner/psychologist who is registered in Australia, you are required to complete a statement certifying that you have provided clinical treatment to the person wishing to change their sex or gender identity. This statement must be on letterhead with your contact details and your Medicare provider number.

The following sample text is suggested for your statement. There is no requirement that these exact words be used, however the statement is required to cover all of the points outlined in the sample text below.

I <full name>, a medical practitioner or psychologist registered in Australia, have provided clinical treatment for <full name of applicant> whose identity I have confirmed from documents provided to me.

*The clinical treatment provided was <insert type of treatment> (at least three separate counselling sessions totalling 135 minutes **or** counselling sessions occurring over a period of at least 6 months **or** medical treatment other than counselling).*

<full name of applicant> identifies as the sex or gender identity of <insert sex or gender identity> (male, female, non-binary or indeterminate/intersex/unspecified).

I certify that the information provided is, to the best of my knowledge and belief, correct for the purpose of registering a change of sex or gender identity.

This is a confidential disclosure for the exclusive use of the SA Registry of Births, Deaths and Marriages and the court (in case of a child younger than 18 years of age).

<signature>

<signature block> (signature and signature block)

<Medicare provider number>

Section D – Payment details

The application fee to record a change of sex or gender identity must be paid when you submit this form. A birth certificate or identity acknowledgement certificate must also be purchased.

Applicant details – person completing this form

Current family name Current given name(s)

Residential Address Suburb/town/city

State/territory Postcode Country

Postal address (if different) Postcode

Phone number Email address

Details of the certificate required

Name of registered person

Family name Family name at birth

Given name Other given names

Date of birth

Place of birth (suburb/town/city/country)

Payment details – complete this section for all mail applications

Visit sa.gov.au/bdm or call 131 882 for current fees.

Total amount \$ Please debit

Mastercard Visa or enclosed cheque*/money order

Cardholder name

Signature of cardholder

X

Date

Card number

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Expiry date

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