

## KANSAS GENDER MARKER CHANGES FOR MINORS

1. Complete, signed, and notarized [affidavit](#) (attached to this document) requesting a change in gender marker on a birth certificate. See sample document for how to fill this out.
2. One of the following as evidence of gender change:
  - a. Passport with the updated gender marker; **OR**
  - b. Driver's license with the updated gender marker (valid state-issued ID from Kansas Driver's License Bureau also accepted); **OR**
  - c. Certification issued by a healthcare professional or mental health professional with whom the person has a doctor-patient relationship stating that based on his or her professional opinion the true gender identity of the applicant and that it is expected that this will continue to be the gender with which the applicant will identify in the future.
3. A signed [Application](#) (attached to this document) to Amend a Kansas Birth Certificate. See sample document for how to fill this out.
4. A copy of the front and back of the parent's legal photo ID.
5. A check or money order (NOT CASH) payable to Kansas Vital Statistics (\$15 for the change; \$15 for each certified copy).
6. A self-addressed stamped envelope.
7. Applications can be submitted in person or by mail to:  
*Kansas Office of Vital Statistics  
1000 SW Jackson, Suite 120  
Topeka, KS 66612-2221*

## FREQUENTLY ASKED QUESTIONS KANSAS GENDER MARKER CHANGE

**Who should I contact if I have questions about the gender marker change process?**

Birth Certificate Amendment Unit Supervisor, Kansas Office of Vital Statistics, 785-296-1438.

**What steps should I take after changing my birth certificate gender marker?**

If you have a passport and/or driver's license, and your gender marker on these documents does not currently align with your gender identity, you can have your gender marker changed on these documents.

The National Center for Transgender Equality has a comprehensive guide for changing your gender marker on a U.S. passport:  
<https://transequality.org/know-your-rights/passports>.

The Kansas Department of Motor Vehicles has a comprehensive guide for changing your gender marker on a driver's license and other state-issued IDs. You can find this information attached at the end of this document, or at this link: [http://transascity.org/files/Kansas Gender Reclass Memo 051011.pdf](http://transascity.org/files/Kansas_Gender_Reclass_Memo_051011.pdf).

The NCTE has a step-by-step guide on the Kansas ID gender marker change process as well: <https://transequality.org/documents/state/kansas>.

**What should I do if I was not born in Kansas, and my birth certificate is in another state?**

If your birth certificate is not issued by Kansas, you should research your state's gender marker change requirements and follow the procedure outlined by their laws.

The National Center for Transgender Equality has a comprehensive guide to the gender marker change procedure in each state:  
<https://transequality.org/documents>.

**On the Application to Amend a Kansas Birth Certificate, what should I write under “Reason for Request?”**

“Personal reasons” is a sufficient explanation for reason for gender marker change. This document will not become a public record.

**If I am only applying to amend my gender marker, do I need to fill out the entire “Birth Information on Legal Certificate” section of the Application?**

Yes. This information is required to locate your birth certificate.

**If I am a minor requesting a name change, does my legal guardian have to approve and sign off on my gender marker change?**

Yes. The legal guardian should sign the application and affidavit on behalf of the minor requesting a name change and provide a copy of their state-issues ID.

**Where I can find a notary public to notarize my affidavit?**

- You can go to UPS and have your affidavit notarized by one of their notary publics, at a small cost.
- Many banks employ notary publics at no or small cost to their customers.
- If you are a college student, your university may have a legal services student who is a notary public.

**Will my birth certificate now read “Amended Birth Certificate?”**

Yes, your birth certificate will say “Amended Birth Certificate” in the upper left-hand corner. This is typical for any amendment of a birth certificate. This amendment notification will look the same for both name changes and gender marker changes.

**Will my birth certificate become a public record once it is amended?**

No. The Office of Vital Statistics is not an Open Records office, and your birth certificate and amendment are not public records.

### **What gender markers are available on Kansas birth certificates?**

Only “female” and “male” gender markers are available on Kansas birth certificates. Kansas currently does not recognize a third gender marker, like “X” or “-” on birth certificates.

### **Does my application have to be mailed, or can I submit it in person?**

You can submit your application in person or by mail. You should visit the Office of Vital Statistics at 1000 SW Jackson, Topeka, KS Suite 120. You should ask for the amendment division, where you will submit your application materials.

### **Where can I look for more information about gender marker changes in Kansas?**

The National Center for Transgender Equality has a comprehensive guide to gender marker and name changes in every state. Here’s the website for Kansas: <https://transequality.org/documents/state/kansas>.

The Kansas Department of Health and Environment houses information for the Office of Vital Statistics. You can visit them here: [http://www.kdheks.gov/vital/amendments\\_and\\_corrections.html](http://www.kdheks.gov/vital/amendments_and_corrections.html).

### **When should I expect to hear back about my birth certificate amendment?**

As of Fall 2019, the Kansas Office of Vital Statistics says an amendment should take from 3-5 weeks, depending on the request volume.

# Application to Amend a Kansas Birth Certificate

Name of Requestor: PARENT NAME Today's Date: \_\_\_\_\_  
(Person requesting the amendment)

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Reason for Request (PLEASE BE SPECIFIC) "Personal reasons" or "gender marker / name change"

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature of Requestor:  PARENT SIGNATURE

**\*IMPORTANT:** The person requesting the amendment must submit a copy of their identification.

### Fees

K.A.R. 28-17-6 requires a \$15.00 fee for any search of files necessary for preparing an amendment to a birth certificate.

**IF THE CERTIFICATE IS NOT LOCATED, THE \$15.00 FEE MUST BE RETAINED BY THIS DEPARTMENT FOR THE DOCUMENT SEARCH.**

In addition, the fee for each certified copy is \$15.00. The correct fee(s) must be submitted with the request.

Make checks or money orders payable to Kansas Vital Statistics. For your protection, do not send cash.

### Birth Information on Legal Certificate

Name on Birth Certificate: FILL OUT INFO FROM CHILD'S BIRTH CERTIFICATE

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_  
City and County (must be in Kansas)

Hospital of Birth: \_\_\_\_\_

Full Maiden Name of Mother: \_\_\_\_\_ Birthplace of Mother: \_\_\_\_\_

Full Name of Father/Parent: \_\_\_\_\_ Birthplace of Father/Parent: \_\_\_\_\_

Number of Copies Ordered: \_\_\_\_\_ Total: \$ \_\_\_\_\_

#### **\*Requirements-Read before turning in application.**

- 1) This request form must be completed.
  - 2) Enclose a copy of both front and back of a current legal photo ID.
  - 3) Enclose appropriate fees.
  - 4) Person requesting the certificate must sign above.
  - 5) If submitting by mail, enclose a self-addressed stamped envelope.
- \*Request will be returned if the above steps are not completed correctly.

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Topeka, KS 66612-2221

#### **OFFICE USE ONLY**

Typed/ID# \_\_\_\_\_

Payment Type      CASH      CHECK      CCARD      MO

**INITIAL**

## Affidavit

I, PARENT NAME, hereby request that the Kansas Department of Health and Environment, Office of Vital Statistics, amend the sex from M or F to M or F on the birth record of **CHILD** \_\_\_\_\_, who was born on \_\_\_/\_\_\_/\_\_\_ in \_\_\_\_\_ County.

By: PARENT SIGNATURE  
Signature

PARENT NAME  
Print name

### NOTARY ACKNOWLEDGEMENT

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

*Affix Seal*

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**You must submit the original affidavit to:  
Kansas Department of Health and Environment  
Office of Vital Statistics  
1000 SW Jackson, Ste. 110  
Topeka, Kansas 66612**

**\*Faxed or scanned copies of the affidavit are not accepted**

# Application to Amend a Kansas Birth Certificate

Name of Requestor: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
(Person requesting the amendment)

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Reason for Request (PLEASE BE SPECIFIC) \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature of Requestor:  \_\_\_\_\_

**\*IMPORTANT:** The person requesting the amendment must submit a copy of their identification.

## Fees

K.A.R. 28-17-6 requires a \$15.00 fee for any search of files necessary for preparing an amendment to a birth certificate.

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In addition, the fee for each certified copy is \$15.00. The correct fee(s) must be submitted with the request.

Make checks or money orders payable to Kansas Vital Statistics. For your protection, do not send cash.

## Birth Information on Legal Certificate

Name on Birth Certificate: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_  
City and County (must be in Kansas)

Hospital of Birth: \_\_\_\_\_

Full Maiden Name of Mother: \_\_\_\_\_ Birthplace of Mother: \_\_\_\_\_

Full Name of Father/Parent: \_\_\_\_\_ Birthplace of Father/Parent: \_\_\_\_\_

Number of Copies Ordered: \_\_\_\_\_ Total: \$ \_\_\_\_\_

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# Affidavit

I, \_\_\_\_\_, hereby request that the Kansas Department of Health and Environment, Office of Vital Statistics, amend the sex from \_\_\_\_\_ to \_\_\_\_\_ on the birth record of \_\_\_\_\_, who was born on \_\_\_/\_\_\_/\_\_\_ in \_\_\_\_\_ County.

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

## NOTARY ACKNOWLEDGEMENT

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public \_\_\_\_\_

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