

KANSAS GENDER MARKER CHANGE PROCESS

1. Complete, signed, and notarized [affidavit](#) (attached to this document) requesting a change in gender marker on a birth certificate.
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.
4. A copy of the front and back of the applicant's legal photo ID.
5. A check or money order (NOT CASH) payable to Kansas Vital Statistics (\$20 for the change; \$20 for each additional 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*

***Note: If you have completed a legal name change and want to correct the name on your birth certificate, simply add a certified copy of your name change court order to this packet.

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>.

Kansas Legal Services has a comprehensive guide for changing your name and gender marker on a KS driver's license or photo ID. You can find this information at this link: <https://www.kansaslegalservices.org/node/2525/correct-name-and-gender-marker-your-kansas-drivers-license>

Kansas Legal Services has a comprehensive guide for changing your name and gender marker on Social Security Administration records: <https://www.kansaslegalservices.org/node/2526/change-your-name-and-gender-marker-social-security-administration>

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

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,” 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.

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

As of Fall 2022, the Kansas Office of Vital Statistics says an amendment should take from 4-6 weeks, depending on the request volume.

What name should I list under "Name of Requestor?"

List your current legal name under "Name of Requestor. List the name currently on your birth certificate as the "Name on Birth Certificate" line below.

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 \$20.00 fee for any search of files necessary for preparing an amendment to a birth certificate.
IF THE CERTIFICATE IS NOT LOCATED, THE \$20.00 FEE MUST BE RETAINED BY THIS DEPARTMENT FOR THE DOCUMENT SEARCH.
In addition, the fee for each certified copy is \$20.00. 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: \$ _____

***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.

Kansas Office of Vital Statistics
1000 SW Jackson, Suite 120
Topeka, KS 66612-2221

OFFICE USE ONLY

Typed/ID# _____

Payment Type CASH CHECK CCARD MO

INITIAL

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 _____

My commission expires _____

Affix Seal

**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**