



Once granted, to amend a State of Alaska Birth Record per a Legal Name Change and Sex Change, Alaska Vital Records requires the following to be submitted *by mail* to the address below my signature (or in person at Juneau or Anchorage Vital Records Office):

- ❖ **Original** Certified Copy of Decree/Certificate of Name Change Signed & Sealed by the Court
  - Please put a note with **First, Middle, Last** clearly labeled for the new name
  - Please put a sticky note if you need us to send Original documents back to you
- ❖ **Original** of either:
  - signed Medical Certification of Sex Change letter (details below)
  - OR a Certified Copy of Court Ordered Judgment Change of Sex
- ❖ \*Birth Certificate Request form (attached)
- ❖ \*Photocopy of the ID of the parent requesting record (child if age 18+)
- ❖ \*\*Birth Certificate Request Form (attached) with payment

--> \*\*\$60 = Amendment/Correction Processing Fee +1 New Certified Copies

+ Optional: Additional Certificates, Expedited Processing, and S&H Fees

It will take up to 8 weeks to process the Affidavit of Correction and re-issue a new Birth Certificate—*unless you wish to Expedite the process by paying an additional \$11 fee.*

We follow Passport Standards for Sex Changes and therefore have the same documentation requirements to amend Vital Records. We will need a letter as explained below (copied from <https://travel.state.gov/content/travel/en/passports/apply-renew-passport/change-of-sex-marker.html>)

#### Medical Certification

A signed, original statement from a licensed physician must be on office letterhead and include:

- Physician's full name, address, and telephone number
- Medical license or certificate number
- Issuing state or other jurisdiction of medical license/certificate
- Language stating that:
  - He or she has treated you, or has reviewed and evaluated your medical history
  - You have had appropriate clinical treatment for transition to male or female, or are in the process of transition to male or female
- The statement must include, "I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct."
- Medical certification requirements are the same for a minor as an adult.

A [template medical certification](#) is available for download here.

A description of specific treatments is not required in the medical certification. The certification is based on your physician's clinical assessment of your treatment. The certification meets the standards and recommendations of the [World Professional Association for Transgender Health](#) which is recognized by the [American Medical Association](#).

A birth certificate will be amended to reflect a new sex upon presentation of a signed original statement, on office letterhead from a licensed:

\*Physician in Medicine or Osteopathy

\*Social Worker

\*Psychologist

\*Professional Counselor

\*Physician Assistant

or

\*Advanced Nurse Practitioner

The certification provided must be made under penalty of unsworn falsification. The letter must include the licensed provider's full name, address, telephone #, license issuing jurisdiction, original signature, and a statement certifying that:

\*The licensed provider has treated the applicant or reviewed and evaluated the medical history of the applicant with regard to the condition necessitating the requested change;

\*The applicant has had appropriate clinical treatment for the condition necessitating the change; and

\*The change is expected to be permanent.

If you have any further questions, *please call* (my direct number is below).

Thank you!