



rev. October 2019

## Request to Change Gender Designation on a Birth Certificate

### Who may request a change?

An individual who was born in New Mexico, is 18 years of age or older and wants to change the gender designation on their birth certificate may request the change using this form.

### What is required under NMSA 24-14-25?

- The request form must be completed by a person requesting to change the gender designation on their birth certificate
- The request form must be signed in the presence of a Notary Public.

### Applicable Fees

There is a \$20 fee to amend the record and to change the name, if applicable, this fee includes one certified copy of the new birth certificate. If you want additional certified copies of the new birth certificate, complete a [Birth Record Search Application](#) and include an additional \$10 for each certified copy requested. Make check or money order payable to New Mexico Vital Records.

### Additional Information

If your full current legal name is different than the full name listed on your birth certificate, you must provide a certified legal name change court order with this request form. If you want your full current legal name amended on your birth certificate, indicate by checking the appropriate box. Additional proof documentation might be requested. For information on legally changing your name, please visit our website at [www.vitalrecordsnm.org](http://www.vitalrecordsnm.org).

### Use by government agencies

At this time we are unsure if other agencies, such as Passport, will accept these amended certificates. For those that include change of gender, nothing on the record will indicate a change was made. This will make it difficult to connect the current record with the previous name on other documentation. In some cases, a court order might be needed for full use of the new name and gender designation.

#### Submitting the form in person:

1105 S. St. Francis Drive Santa Fe, NM 87505  
8:30 a.m. – 4:00 p.m.

#### Mailing the form:

New Mexico Vital Records  
PO Box 25767  
Albuquerque, NM 87125

**Phone:** 1-866-534-0051

**Web:** [www.vitalrecordsnm.org](http://www.vitalrecordsnm.org)



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CLEARLY PRINT OR TYPE INFORMATION. This request form must be signed in the presence of a Notary Public. See the front page *Information Sheet* for instructions and further details. **WARNING:** Willfully providing a false statement to the Department of Health for a certificate is a violation of New Mexico law. (NMSA 24-14-25).

### Applicant's Information

First name <i>(as appears on Birth Certificate)</i>	Middle name <i>(as appears on Birth Certificate)</i>	Last name <i>(as appears on Birth Certificate)</i>
Full current legal name <i>(if different, submit certified legal name change court order)</i>		Amend name on birth certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Birth <i>(MM/DD/YYYY)</i>	Place of Birth <i>(City or County)</i>	
Father/ Parent 1 name as it appears on Birth Certificate <i>(First, Middle, Last)</i>		
Mother/ Parent 2 name as it appears on Birth Certificate, if applicable <i>(First, Middle, Last)</i>		
Mailing Address <i>(Address, City, State, ZIP code, Country)</i>		
Phone number (     )     -	Email Address	
What sex designation is currently shown on your birth certificate?.....		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X
What gender designation are you requesting to show on your birth certificate?.....		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X

By signing and submitting this document to the Department of Health, you certify under penalty of perjury under the laws of the State of New Mexico (NMSA 24-14-25) that the foregoing is true and correct.

Applicant \_\_\_\_\_

Signed and sworn to before me on \_\_\_\_\_ by \_\_\_\_\_

*Void without*

Signature of Notary Public \_\_\_\_\_

*Notary Seal here*

Print Notary Name \_\_\_\_\_

My appointment expires \_\_\_\_\_

