



Gender Recognition Certificate Guidelines

1. How to Apply for a Gender Recognition Certificate

In order to fill in this application form, a number of documents will be needed:

- A birth certificate or adoption certificate
- Proof of residency in Ireland (if not born in Ireland)
- A copy of any gender recognition documents from other jurisdictions or states
- If a person wishes to have a name other than that on their original birth certificate shown on the Gender Recognition Certificate, they will either be required to provide evidence of an enrolled Deed Poll or evidence of name “use and repute” over two years. “Use and repute” is proven by providing documentary evidence from two different sources (such as passport, driver’s license, college ID card, pay slip, utility bills, bank statements, or official correspondence from a public or private organisation) which shows at least two years usage of the preferred name.

Steps to apply:

1. Complete the Application Form.
2. Sign the declaration at part 2 of the form and have it witnessed by one of the following: Peace Commissioner, Notary Public, Commissioner for Oaths or Solicitor.
3. Submit the completed form via post to Client Identity Services, Department of Social Protection, Shannon Lodge, Carrick-on-Shannon, Co. Leitrim
N41 KD81.
4. Upon receiving your Gender Recognition Certificate, your family member will also receive: 1. An application form to be entered into the Register of Gender Recognition and 2. An application form for a new birth certificate.

If you have any questions about this process or need help with completing the application form, please contact Client Identity Services on 071 9672588.



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2. Apply to be registered in the Register of Gender Recognition

You may consider applying to the 'Register of Gender Recognition'. This is not a requirement; however for a certified copy of entry in the Register of Gender Recognition which will satisfy any situation where a birth certificate is required.

1. Apply to be registered in the Register of Gender Recognition by filling in the application.
2. Post the application to the General Register Office in Roscommon

3. Apply for a certified copy of entry in the Register of Gender Recognition

Apply for a certified copy of entry in the Register of Gender Recognition which will satisfy any situation where a birth certificate is required. The certified copy of entry can be obtained by writing to the General Register Office requesting a certified copy. The certified copy costs €20.00.