A person can apply to have their preferred gender recognised by the State. If you are issued with a Gender Recognition Certificate, your gender and name (if changed) will be updated on the record associated with your PPS number on the Department’s central records database.

You need a Personal Public Service Number (PPS No.) before you apply.

**How to complete this application form.**
- Please use **BLACK** ball point pen.
- Please use **BLOCK LETTERS** and place an X in the relevant boxes.
- Please answer **all questions**. If you do not answer all the questions we may not be able to process your application.

**How to apply**
Complete **Part 1** of this application form.
Sign the declaration at **Part 2** of this form and have it witnessed by one of the following: Peace Commissioner/Notary Public/Commissioner for Oaths/Solicitor.
Send the completed application form, along with the relevant required documents from the list below, to:

**Client Identity Services, Department of Social Protection, Shannon Lodge, Carrick-on-Shannon, Co Leitrim, N41 KD81.**

If you need any help to complete this form, please contact Client Identity Services, Telephone: 071 9672588.

**Required documents**
- Birth Certificate or Adoption Certificate.
- Proof of residency in Ireland, if you were not born in Ireland.
- If you have had your preferred gender recognised in another jurisdiction and wish to have that recognition validated here, a copy of the relevant decision, order or certificate.
- If you are aged between 16 and 18, a Court Order from the Circuit Family Court exempting you from the requirement to be at least 18 years of age in order to apply for a Gender Recognition Certificate.
- If you wish to have a name other than that on your original birth certificate shown on the Gender Recognition Certificate, we require evidence of “use and repute” over two years or a Deed Poll for a change of name which has been enrolled in the High Court.

For more information, log on to [www.welfare.ie](http://www.welfare.ie).

**Warning:** If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term or both.
Application form for a Gender Recognition Certificate

Part 1: Your personal details

1. Your PPS No.: 

2. Surname: 

3. First name(s): 

4. Preferred title: (insert an ‘X’ or specify) 
   - Mr. 
   - Mrs. 
   - Ms. 
   - Other 

5. First name(s) which will be shown on the GRC: 

6. Surname which will be shown on the GRC: 

7. Your date of birth: 
   - D: 
   - M: 
   - Y: 

Contact Details

8. Your address: 

   County: 
   Postcode: 

9. Your telephone number: 
   - MOBILE 
   - LANDLINE 

10. Your email address: 

11. Your country of birth: 

I solemnly and sincerely declare that I

(i) have a settled and solemn intention to live in the preferred gender of male/female (delete as appropriate) for the rest of my life,

(ii) understand the consequences of the application,

and

(iii) make this application of my own free will.

I declare that details given above are correct and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1938.

Signature of Person making Declaration (not block letters)

Date: D D M M Y Y Y Y

Signature of witness (not block letters)

Date: D D M M Y Y Y Y
Part 2 continued

Statutory Declaration

This part to be completed by a Peace Commissioner/Notary Public/Commissioner for Oaths/Solicitor.

Declared before me:

(Name in Capitals)  

a *Notary Public/Commissioner for Oaths/Peace Commissioner/Person authorised by (insert authorising statutory provision)

Feed as applicable to take and receive Statutory Declarations by (name of person making declaration)

*Delete as applicable

1. Who is personally known to me or

2. Who is identified to me by (one of the following documents)

   a) Passport - Passport Number:  Issued on:  

   b) National Identity Card - Identity Card No:  Issued on:  

   c) Aliens Passport - Passport No:  Issued on:  

   d) Refugee Travel Document issued by the Minister for Justice and Equality - Document No:  Date of Issue:  

   e) Travel Document (other than Refugee Travel Document) issued by the Minister for Justice and Equality:  Document No:  Date of Issue:  

at  (place of signature), this  day of  (date)

(Signature of Witness)  (Contact details/Seal or Stamp, if held)

DELETE 1, 2 (a), 2 (b), 2 (c), 2 (d) or 2 (e) AS NECESSARY

Official stamp

Data Protection Statement

Personal data is required to determine eligibility for payments and services, administered for Ireland’s social protection system. It may be shared with other Government Departments/Aencies where provided for by law. Data protection policy available at www.welfare.ie/dataprotection or hard copy.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.