



Application form to amend a Gender Recognition Certificate

A person can apply to have their Gender Recognition Certificate amended by the State if it contains a clerical error or an error of fact. If your name, as it appears on your Gender Recognition Certificate, is amended your name 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.

Part 2 does not need to be completed in the case of a clerical error.

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

- Gender Recognition Certificate.
- Any other relevant documentation.
- If you wish to have a name other than that on your Gender Recognition Certificate shown on the Department's central records database 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.gov.ie.

Warning: If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term or both.

Statutory Declaration under section 16(1)(b) of the Gender Recognition Act 2015.

This declaration must be completed in the presence of a person authorised to take statutory declarations. This includes a Peace Commissioner/ Notary Public/ Commissioner for Oaths/Solicitor.

I -----

of (current address) -----

do solemnly and sincerely declare that:

- (i) the information accompanying this declaration refers to Gender Recognition Certificate No. _____.
- (ii) the error referred to is an error of fact,
- (iii) the information now provided by me is correct, and
- (iv) I wish to have the above Gender Recognition Certificate amended to reflect these facts.

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.

Date:

D	D

M	M

2	0		
Y	Y	Y	Y

Signature of Person making Declaration (not block letters)

(Must be signed in the presence of the witness to the declaration)

Date:

D	D

M	M

2	0		
Y	Y	Y	Y

Signature of witness (not block letters)

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)

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) Public Services Card No: Issued on:

b) Passport - Passport No: Issued on:

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

d) Aliens Passport - Passport No: Issued on:

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

f) 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), 2 (e) or 2 (f) AS NECESSARY

Official stamp

Data Protection Statement

The Department of Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments and benefits. Personal data may be exchanged with other government departments and agencies where provided for by law. Our data protection policy is available at www.gov.ie/dsp/privacystatement or in hard copy