



## REQUEST TO RECORD THE CHANGE OF GENDER IDENTIFIER ON THE INDIAN REGISTER (FOR PERSONS 16 YEARS OF AGE OR OLDER)

**Privacy Statement**

Personal information is collected, used and disclosed by Indigenous Services Canada in accordance with the *Privacy Act*. Only information needed to administer the Indian Registration and the Secure Certificate of Indian Status programs is collected. The authority to collect and use personal information is derived from the *Indian Act*. The information collected is used to determine entitlement to registration on the Indian Register and membership in a First Nation whose Band List is maintained by the Department, to issue a Secure Certificate of Indian Status to registered persons and for the provision of benefits and services to those who are registered. This personal information collection is described in Info Source (AANDC PPU 110, AANDC PPU 220), available online at <https://www.aadnc-aandc.gc.ca/eng/1353081939455/1353082011520>. You have the right to access and request corrections to your personal information by contacting the department's Privacy Coordinator at 819-997-8277. For more information on privacy issues, complaints and the *Privacy Act* in general, you may consult the Privacy Commissioner at 1-800-282-1376.

**SECTION 1: Applicant** (an identity document is required; review the instructions)

Family Name		Given Name(s)	
Date of Birth (YYYYMMDD)		Registration Number (10 digits) (if applicable)	
Telephone (daytime)	Telephone (other)	Email Address	
<b>Address</b> (number, street, apartment, P.O. box)			
City/Town	Province/Territory (Canada)	State (USA)	Postal/ZIP Code

**SECTION 2: Changes Requested**

Gender Identifier to be recorded on the Indian Register:       F       M       X

Have you legally changed your name?     No     Yes ► If yes, provide a legal name change document; review the instructions.

**SECTION 3: Declaration and Signature**

**Declaration:** I solemnly declare that the information provided on this form is true and request that the change of gender identifier (and legal name change, if applicable) be recorded on the Indian Register.

► **Applicant's Signature:** \_\_\_\_\_ Date (YYYYMMDD)

**SECTION 4: Guarantor** (if applicable; review the instructions)

Family Name		Given Name(s)	
Date of Birth (YYYYMMDD)		Occupation <b>OR</b> Secure Certificate of Indian Status (serial number)	
Telephone (daytime)	Telephone (other)	Email Address	
<b>Address</b> (number, street, apartment, P.O. box)			
City/Town	Province/Territory (Canada)	State (USA)	Postal/ZIP Code

**Declaration:** I solemnly declare that I have known the applicant personally for at least 2 years and that the information provided on this form is true. If applicable: I have signed and dated the copy of the front and back of the applicant's identity document(s) to confirm that I have seen the original document(s).

► **Guarantor's Signature:** \_\_\_\_\_ Date (YYYYMMDD)

**FOR DEPARTMENTAL USE ONLY** (section to be completed by trusted source, if applicable)

Full name		Organization	
First Nation/Band Number or Initiator Code		Email Address	
Telephone (daytime)	Date (YYYYMMDD)	► <b>Signature:</b> _____	



---

**INSTRUCTIONS**  
**REQUEST TO RECORD THE CHANGE OF GENDER IDENTIFIER ON THE INDIAN REGISTER**  
**(FOR PERSONS 16 YEARS OF AGE OR OLDER)**

---

- ▶ Complete the form electronically or write in block letters using black or dark blue ink.
- ▶ **Do not forget to sign and date section 3.**
- ▶ **Review the identity document requirements to determine if you need a guarantor (section 4).**
- ▶ Submit the request and supporting documents by mail or in person:

**By mail:** Indigenous Services Canada, **10 Wellington Street, Gatineau, Quebec, K1A 0H4.**  
Original documents sent by mail will be returned to you within 4 weeks of receiving your request.

**In person** at your First Nation/Band office or at an Indigenous Services Canada regional office.  
For the list of regional offices, visit [www.canada.ca/indian-status](http://www.canada.ca/indian-status) or call toll free 1-800-567-9604.

---

**DOCUMENT REQUIREMENTS**

---

- ▶ **IDENTITY DOCUMENT** – Provide a valid (not expired) identity document issued by a federal, provincial, territorial or State (U.S.) government authority.

Select one of the following options based on the documents that you have:

- 1) ONE identity document (other than your status card) that includes your name, date of birth, photo and signature.
- 2) Multiple identity documents (other than your status card) that, when combined, include your name, date of birth, photo and signature.
- 3) One identity document that does not include all the information elements required (name, date of birth, photo and signature), AND your status card (Secure Certificate of Indian Status or Certificate of Indian Status);
- 4) Provide your status card (Secure Certificate of Indian Status or Certificate of Indian Status) **AND have your guarantor complete SECTION 4.**
- 5) Provide ONE identity document that does not include all the information elements required (name, date of birth, photo and signature) **AND have your guarantor complete SECTION 4.**

**Note:** If you are submitting the request in person, it is recommended that you bring your original identity document(s) (not a copy). If you are sending the request by mail, enclose a copy of the FRONT and the BACK of your identity document(s), each copy **signed and dated by your guarantor. The guarantor must also complete, sign and date SECTION 4.**

- ▶ **LEGAL NAME CHANGE DOCUMENT** – If you legally changed your name, you must provide a legal name change certificate OR an amended proof of birth document with your current name and your parents' names. You may provide:

- 1) The original legal name change document; **OR**
  - 2) A copy of the legal name change document and a copy of a government-issued identity document with your current name (for example, a driver's licence, a health card).
- 

**ABOUT GUARANTORS**

---

A **guarantor** is a person who can confirm the identity of the applicant. A family member who meets all the criteria can act as your guarantor. The guarantor: 1) must have known the applicant personally for at least two years; 2) must be 18 years of age or older; 3) must live in Canada or the U.S.; 4) must be available to confirm information.

The guarantor must have a valid Secure Certificate of Indian Status (SCIS) and must have been at least 16 years old when they applied for the SCIS **OR** must be a person working in one of the following occupations:

- 1) Indian Registrar or Deputy Registrar; 2) elected or appointed official (Band Chief or councillor, **Indian registration administrator**, mayor, member of Parliament or of a Legislative Assembly); 3) medical professional (dentist, doctor, optometrist, pharmacist, chiropractor or registered nurse); 4) judge, magistrate or police officer (First Nations; RCMP; municipal, provincial or territorial police); 5) lawyer, notary, notary public; 6) minister of religion; 7) postmaster; 8) professor, teacher or senior administration official of a school, college or university; 9) professional accountant; 10) professional engineer; 11) registered social worker or registered social service worker; 12) an officer of the Regular Force may act as guarantor for a reservist or a member of the Regular Force.

A more detailed list of occupations is available at [www.canada.ca/indian-status](http://www.canada.ca/indian-status) (see section *About Guarantors*).

---