

Ontario I.D. Guide Workshop

Presented by *Dana Rosamund Teagle* (she/her)

Slides and documents are available for download at <https://idguide.ca/downloads>



- Legal name changes
- Birth certificates
- Health cards
- Driver's licenses & photo cards
- Travel documents

& more

<https://idguide.ca>

February 2026

I.D. Guide

A quick background on me

I'm Dana Rosamund Teagle, and I'm a designer and web/software developer based in Toronto, Ontario. I've led workshops on name and gender marker changes since 2021, and I now run I.D. Guide: a free, community-driven resource designed to help people navigate legal name, gender marker, and identity document changes in Canada.

Everyone deserves clear, accurate, and up-to-date information—but government agencies often make these processes confusing or hard to access. I.D. Guide brings together practical, step-by-step instructions and forms in one place to help you navigate these changes confidently.

Our itinerary today

Over the next 45 minutes or so, I will give an overview of:

- ***Ontario legal name changes***
- ***Requests for Ontario birth registrations & certificates***
- ***Sex designation changes on Ontario driver's licenses & photo cards***
- ***Ontario health card updates***
- ***Passport updates***
- ***Permanent residency card updates***
- ***Updates to the S.I.N. registry and the C.R.A.***

I will also point to resources I recommend for commissioning and notarizing, and other information and assistance for making these changes.

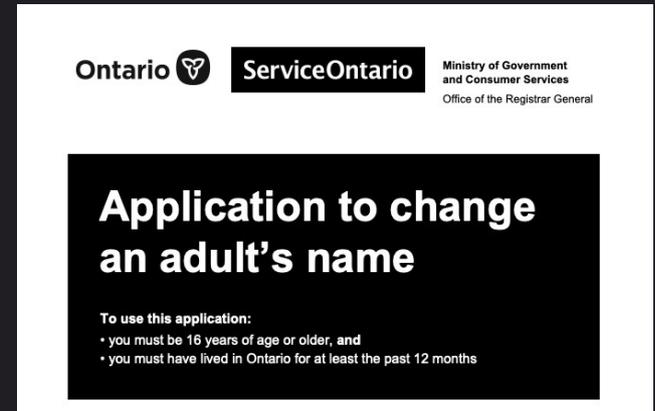
Ontario legal name changes

<https://www.ontario.ca/page/change-name>

<https://idguide.ca/on/name>

You will need to fill out the *Ontario Application to Change an Adult's Name (11155E)*.

The application is nineteen pages long, and divided into seven parts, but you may not need to fill out all of them. You must also submit a fee of \$137 with your application.



Note: This is based on 2024 edition of the application. Always make sure you are filling out the most recent version of any given document.

Ontario legal name changes

Requirements

This application requires you to fill out a lot of your personal information, including:

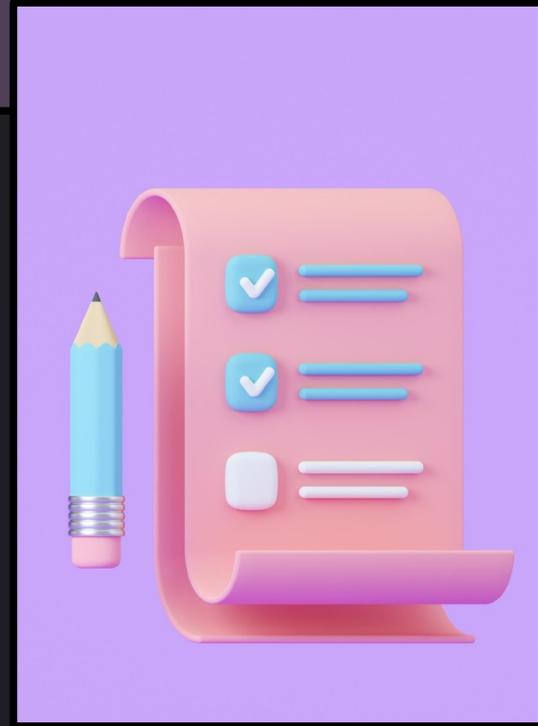
- Full current legal name
- New chosen name
- Mailing address
- Date and location of birth
- Marital/relationship status
- Parental information
- Details of any previous name change
- Information about any current or past criminal offences
- Information about any current or past financial judgments, fines, or bankruptcy



Ontario legal name changes

Additional sections

- If you are married or in a joint conjugal relationship, you are required to notify your partner or spouse about your name change and must complete Part 2
- If you are 16 or 17 and changing your own name, you will require the consent of every individual who holds legal custody over you and must complete Part 3
- If you have any outstanding law enforcement orders against you, have ever been convicted of a criminal offence, or have any pending criminal charges against you, you will need a police record check as part of your application
- If you were born in another part of Canada and want a new birth certificate, you must contact the province or territory where you were born after you receive your change of name certificate



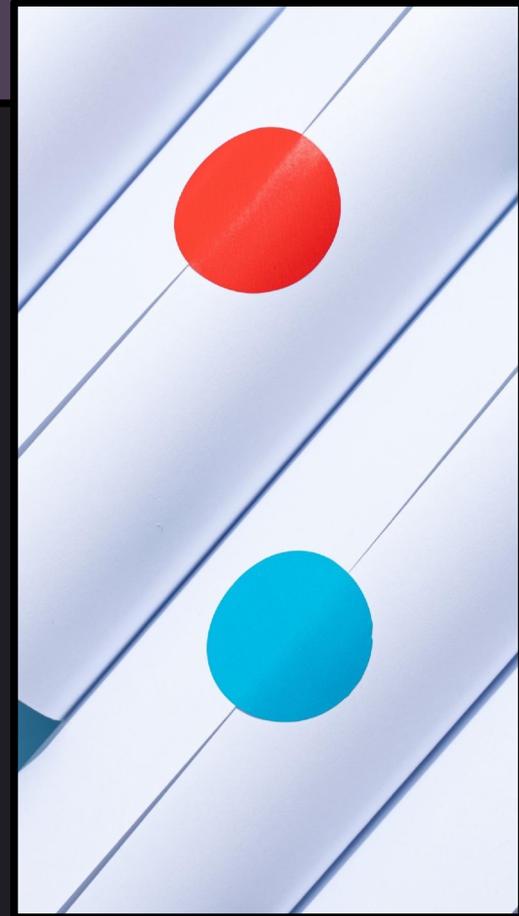
Ontario legal name changes

Guarantor statement

You will also require ***a guarantor who can prove that you have lived in Ontario for 12 months prior*** to your application.

Most people use a medical professional, but other options include provincial judges, justices of the peace, chiefs of Indian bands, marriage officiants, medical practitioners, lawyers, municipal heads/clerks, school principals, and bank managers/signing officers. If you can't find someone who meets the requirements, you can use a non-relative who has known you for at least five years and can confirm your Ontario residency.

Make sure you remove the Guarantor's statement section and have the chosen individual complete and return it to you before you submit the application.



Ontario legal name changes

Previous identity documents and additional requirements

If you were *born in Ontario and have a valid birth certificate*, you must include the originals of all previously issued short- or long-form certificates with your application

If you were *born outside of Ontario but within Canada*, you can submit either an original birth certificate or certified copy issued by the province or territory of your birth

If you *do not have a birth certificate*, you will likely need to apply for a new certificate before you can submit this application

If *all or part of a document sent in support of your change of name application is not written in English or French*, you must send an English or French translation

Ontario legal name changes

Request for non-publication

All name changes registered under Ontario's Change of Name Act are generally published in The Ontario Gazette, however you can request non-publication if you are transgender, First Nations, Inuit, or Métis by submitting a completed Request for Non-Publication form with your change of name application.

They currently publish information both in paper and online, so if publication of your previous name is not desirable, I would strongly recommend adding this into your process.

Ontario  **ServiceOntario** Office of the Registrar General
PO Box 3000
189 Red River Road
Thunder Bay ON P7B 5W0

Request for Non-Publication in The Ontario Gazette
Section 6, Regulation 68, *Change of Name Act*, 1990

To be completed and signed by the **applicant** and included with the **Change of Name application form**.

To the **Registrar General**:

Complete this section if you are submitting a **Request to Change an Adult's Name** (subs. 4(1), *CNA*)

I, _____, am the person applying for a
Full name of applicant

name change for myself. I request that notice of the change of name **not** be published in The Ontario Gazette because I am
(select the applicable boxes):

Transgender* (at the time of the application)

First Nations, Inuit or Métis

Ontario legal name changes

Commissioning

You must sign the statutory declaration on page 16 in front of ***a commissioner for taking affidavits***, who will seal or stamp the document at that time to verify your identity and the accuracy of the information as written. ***The commissioner does not have to know the person signing the application.***

Several notary/commissioner's offices in Ontario will commission these documents for trans individuals for no charge; however, ***the typical charge if applicable is \$30-45.***

Ontario legal name changes

Submitting your application

If possible, we recommend sending the entire application in a tracked envelope using Canada Post, to ease the stress of your application getting lost in the mail, and to allow for an update when it is likely beginning to be processed.

Send your completed form, payment, and required documents to:

Office of the Registrar General
P.O. Box 3000
189 Red River Road
Thunder Bay, ON
P7B 5W0

Ontario legal name changes

Submitting your application

If it is more accessible for you to submit the application in person and you are located in Toronto, you can bring your completed form, payment, and required documents to:

ServiceOntario
47 Sheppard Avenue East, Unit 417, 4th Floor
Toronto, ON
M2N 5N1

If your application is complete and accurate, ***you should receive a certificate of name change in 18-24 weeks.*** This document will show your previous name and your new name. ***You can use this certificate to change your name on other personal documents.***



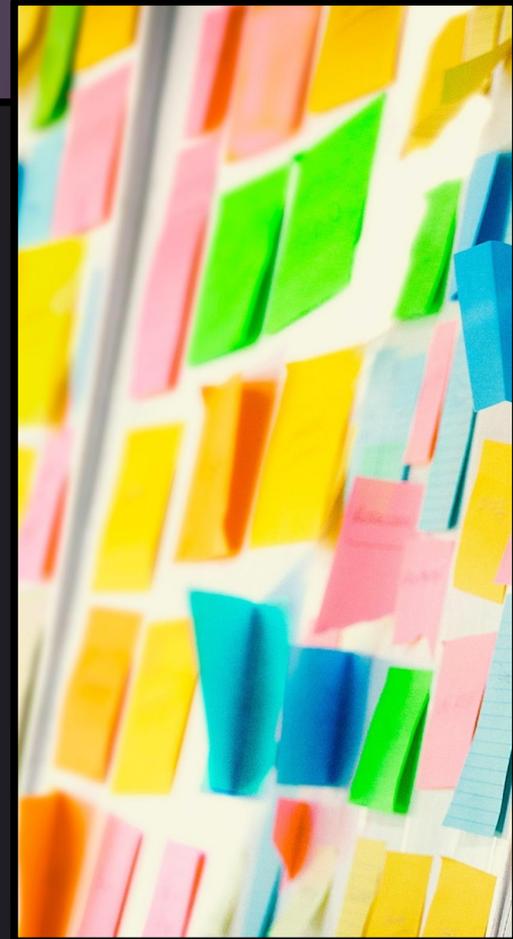
If possible, I recommend sending ***the entire application in a tracked envelope using Canada Post***, to ease the stress of your application getting lost in the mail, and to allow for an update when it is likely beginning to be processed.

Ontario legal name changes

Some suggestions

- ***Give yourself time*** (it will likely take several weeks to gather all the information you need, and to complete, double-check, and submit the forms)
- ***Print clearly*** using a pen with blue or black ink
- ***Do not use correction fluid*** on any forms

- ***If you make a mistake or want to change information***, you must do the following:
 - Put brackets around the wrong information
 - Enter the correct information
 - Put your initials beside each change
 - Have the commissioner initial each change before it is sworn



Ontario legal name changes

Checklist

- **Fill out the Application to Change an Adult's Name** (all relevant sections, excluding Guarantor's Statement) and Request for Non-Publication in the Ontario Gazette (**DO NOT SIGN YET**)
- **Collect all required identification** photocopies and/or original documents, including translations, if necessary
- **Receive consent from every person who has legal custody of you**, if applicable
- **Give your partner/spouse notice** that you are changing your name, if applicable
- **Receive a police check**, if necessary
- **Secure the \$137 + shipping** to submit the application
- Secure a guarantor and have them **fill out the Guarantor's statement**
- **Make an appointment with a commissioner**, having them witness you sign and then commission the document
- **Mail the document** to the Office of the Registrar General in Thunder Bay, ON **or submit in person** in Toronto, ON

Ontario birth certificates

<https://www.ontario.ca/page/changing-your-sex-designation-your-birth-registration-and-birth-certificate>
<https://idguide.ca/on/birth>

To update the sex designation on your Ontario birth registration or certificate, you will need to complete the **Ontario Application for Change of Sex Designation on a Birth Registration of an Adult (11325E)** as well as the **Statutory Declaration for a Change of Sex Designation on a Birth Registration of an Adult (11324E)**.

The application is two pages long, and the declaration is a single page. **They can be submitted at the same time as your Ontario name change**, if applicable.

Ontario  ServiceOntario

Office of the Registrar General
PO Box 3000
189 Red River Road
Thunder Bay ON P7B 5W0

Application for a Change of Sex Designation on a Birth Registration of an Adult
Section 36, Vital Statistics Act

Important Information: Only use blue or black ink as this is a permanent legal record. Do not use correction fluid or tape on any of the documents.

Mailing Information of Applicant

Last Name or Single Name		First Name	Middle Name(s)
Unit/Buzzer Number	Street Number	Street Name	PO Box
City/Town/Village	Province/Territory/State	Country	Postal/Zip Code
Daytime Telephone Number		Alternate Telephone Number	

Note: A 16 or 17 year old may apply on their own using this application process or through the child application process by having their legal custodian apply on their behalf. All forms are available at [ServiceOntario.ca](https://www.ontario.ca/service) or by calling 1-800-461-2156 (outside Toronto but within North America), 416-325-8305 (in Toronto or outside North America), or 416-325-3408 TTY/Teletypewriter (for the hearing impaired).

Documents to be Submitted

* Limited-Time Fee Waiver *: The fee to change the sex designation on a birth registration will be waived for applications received by April 30, 2021. Fees still apply for requests for an updated birth certificate, birth certificate with parental information or certified copy of birth registration.

Note: This is based on 2022 edition of the application. Always make sure you are filling out the most recent version of any given document.

Ontario birth certificates

Requirements

When changing your sex designation, *you have the options of M (male), F (female), or X (gender neutral) or not to display the sex designation field* at all. Depending on your chosen designation, your process will be different.

You must be *born in Ontario, and 16 years of age or older* to complete this application. Along with the forms, you must provide:

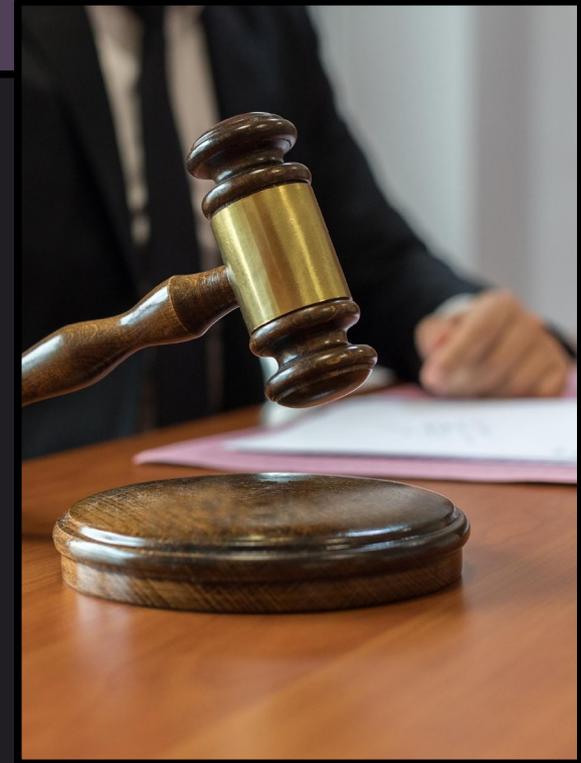
- 1) A letter from a licensed doctor or psychologist** in good-standing, written on the doctor's letterhead, stating that the doctor has examined or treated you and they can attest that the updated designation is appropriate, and signed by the doctor
- 2) All previously issued short- and long-form birth certificates** and certified copies of your birth registration
- 3) A completed application form and declaration**, along with any applicable fees



Ontario birth certificates

Commissioning

Just like the name change application, you must sign the statutory declaration of this application in front of a commissioner for taking affidavits, so please factor that into your plan as you begin to work through your documents.



[Clear Form](#) [Print Form](#) [Save Form](#)

Ontario  **ServiceOntario**

Office of the Registrar General
PO Box 3000
189 Red River Road
Thunder Bay ON P7B 5W0

Statutory Declaration for a Change of Sex Designation on a Birth Registration of an Adult
Section 36, *Vital Statistics Act*

In the matter of the birth registration of:

Name on Birth Registration:

Last Name or Single Name First Name Middle Name(s)

Formerly
(If name has been legally changed since birth, enter name before the change. Otherwise leave this blank.)

Date of Birth: / / Place of Birth:

Year Month Day City/Town/Village in Ontario

List the full birth names of all parents as listed on the applicant's birth registration:

Parent's Last Name or Single Name (at the time of their birth)	Parent's First and Middle Name(s)
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>

Ontario birth certificates

Submitting your application

While there used to be a fee for changing your sex designation, ***ServiceOntario began waiving this fee back in 2021.*** They have continued to periodically extend the window for free applications, and currently do not list a fee, however ***please make sure to double-check this policy is still in standing*** at the time of submission.

There also may be fees applicable for copies of short- or long-form birth certificates or registrations (unless submitting at the same time as an Ontario name change for an individual born in Ontario, which will be included in that fee).

You can mail your application to:
Office of the Registrar General
189 Red River Road, P.O. Box 3000
Thunder Bay, Ontario
P7B 5W0

If mailing at the same time as a name change, you can mail all documents in one envelope to the address listed under that section.

If being filed without a name change, I recommend a tracked envelope as with that application. Photocopied, faxed, or e-signed documents will not be accepted.

Ontario birth certificates

Important considerations

Birth certificates with a sex designation of X or no sex displayed are recognized by the Government of Ontario, who claim they do not endorse any rejection of valid Ontario birth certificates by any official body. However, unfortunately they also claim they cannot guarantee that these documents will be accepted by organizations in Ontario or in other jurisdictions.

If your application is complete and all requirements are met, ***you should receive your new birth certificate or registration in 18-24 weeks.***



The image shows an Ontario Birth Certificate for Emily Wei Zhang. The certificate is bilingual, with English and French text. It includes the Ontario coat of arms, the Registrar General's signature, and the Deputy Registrar's signature. The certificate number is 14883092-001, and it was issued on June 30, 2014. The birth date is March 7, 1992, and the birthplace is Sault Ste. Marie. The registration number is 1992-05-365291.

BIRTH - NAISSANCE

Ontario

Birth Certificate
Certificat de naissance

REGISTRAR GENERAL
REGISTRAR GENERAL

DEPUTY REGISTRAR GENERAL
REGISTRAR GÉNÉRAL ADJOINT

Name: ZHANG, EMILY WEI
Nom: ZHANG, EMILY WEI

Date of Birth: MARCH 7, 1992
Date de naissance: MARCH 7, 1992

Sex: F
Sexe: F

Birthplace: SAULT STE. MARIE
Lieu de naissance: SAULT STE. MARIE

Date of Registration: MARCH 20, 1992
Date d'enregistrement: MARCH 20, 1992

Registration No.: 1992-05-365291
No d'enregistrement: 1992-05-365291

Issue Date: JUN 30, 2014
Date de issue: JUN 30, 2014

Certificate No.: 14883092-001
No de certificat: 14883092-001

0 N 0 0 0 0 0 0 0 3

Driver's licenses and photo cards

<https://www.ontario.ca/page/change-sex-designation-your-government-ids>

<https://idguide.ca/on/id>

When updating the sex designation on your driver's licence or photo card, ***you have the options of M (male), F (female), or X (gender neutral)***. Depending on your chosen designation, your process will be different.

The driver's license changes are free for anyone with an existing license. For those who do not drive, ***the photo card comes with a \$35 fee.***

To change the sex designation on your driver's licence to an X (gender neutral), you can simply visit a ServiceOntario. You do not require any supporting documents.

For binary sex designation changes, you can go to a ServiceOntario and bring an original document that indicates the updated sex designation. This can be your short or long-form birth certificate or a certified copy of a birth registration.

Please bear in mind that by law in Ontario, if you have a driver's license, you must notify the Ministry of Transportation within 6 days of legally changing your name (i.e., receiving your change of name certificate/updated birth certificate).

Driver's licenses and photo cards

Other documentation

If you do not have a birth certificate or registration that represents the desired sex designation, you will need to bring the following two documents:

- 1) **A letter from a licensed doctor or psychologist** that is written on the doctor's letterhead, states that the doctor has examined or treated you and they can attest that the updated designation is appropriate, and is signed by the doctor
- 2) **A letter from you** that includes the change you want to make, your full name and current address, your driver's license number, and the name and address of the doctor or psychologist who has signed the other letter

Surgery is no longer required as a condition for sex designation changes. However, if you have had surgery, you are able to present documentation from a recognized specialist instead of a letter from a doctor or psychologist.



Ontario health cards

<https://www.ontario.ca/page/replace-cancel-or-change-information-your-health-card#section-3>

<https://idguide.ca/on/health>

To change your name on your health card, you must visit a ServiceOntario and bring a completed **Change of Information form (0280-82)** as well as an original copy of **one of the following documents:**

- 1) Canadian birth certificate
- 2) Canadian change of name certificate
- 3) citizenship/immigration status document in the name

Sex designation is no longer listed on health cards.



Ontario  Change of Information ServiceOntario [English Instructions](#) [Clear Form](#)

Collection of the personal health information on this form is for assessment and verification of eligibility for Ontario health insurance coverage, or related programs, health planning and research, and the administration of the Health Insurance Act and the Ontario Health Act. The activity for the collection and use of the information is subject to the Ontario Health Information Protection Act (R.S.O. 1990, c. 18) and the Health Information Protection Act (R.S.O. 1990, c. 18). The information may be used and disclosed in accordance with the Personal Health Information Protection Act as set out by the Ministry of Health and Long-Term Care. Requested information for the purpose of this form will be processed at your health care site. Information that is not returned cannot be substituted for this information. However, you may continue to use the information for your health care purposes. For information about the collection practices, call 1-800-387-1184 or write to the Director, Registration and Client Service, 4th floor, 100 King Street West, Toronto, Ontario M5X 1C6.

A. Personal Information – Complete all sections

Health Number: _____ Version: _____ Sex: M F Date of birth: ____/____/____

Last name: _____ First name: _____ Middle name: _____

Home telephone no. (____) _____ no telephone Work or other telephone no. (____) _____ ext. _____

B. Address

Mailing address: Apartment _____ Street number and name, or P.O. box number, R.R., General Delivery _____

City: _____ Province: _____ Country: _____ Postal code: _____ Effective date of change: ____/____/____

Residence address (if different from above): Apartment _____ Street number and name, or lot, concession, and township _____

City: _____ Province: **ON** **CANADA** Country: _____ Postal code: _____ Effective date of change: ____/____/____

C. New Information – Supporting document required for any changes in this section

Name: Last name _____ First name _____ Middle name _____

Date of birth: ____/____/____ Sex: Male Female Effective date of change: ____/____/____

Citizenship status: Canadian First Nations Permanent resident Conversion refugees/protected persons Other (specify): _____

Canadian passports

<https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/new-adult-passport/required-documents-photos>

<https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/change-sex>

<https://travel.gc.ca/travelling/health-safety/lgbt-travel>

<https://idguide.ca/passport>

There are 3 options for gender/sex identification on Canadian passports: *F (female), M (male), or X (another gender).*

Depending on whether your supporting documents have the gender/sex identifier you want, *the application process for your passport will vary.*

Canadian passports

Process with supporting documents

If your name or gender/sex identifier have already been changed on your proof of citizenship, you are not eligible for the Canadian passport renewal process and will need to apply for a brand new passport.

You can do so by filling out the ***Adult General Passport Application (pptc-153)*** and providing the required proof of citizenship. Learn more about passport applications at this link.

You will not need to provide any additional documentation of your new gender/sex identifier if:

- your proof of citizenship (such as a Canadian birth certificate or Canadian citizenship certificate), your proof of immigration status, or your previous passport has the gender/sex identifier that you want for your new passport
- your previous passport has the X marker

Canadian passports

Process without supporting documents

If your gender/sex identifier has not been updated on your proof of citizenship, you will need to provide a completed ***Sex or Gender Identifier Update Request Form (pptc-643)*** along with your application.

Important considerations

Unfortunately, the Government of Canada states they cannot guarantee that other countries you visit or travel through will accept the sex or gender identifier on your Canadian passport, especially in regards to the X marker, and you may still be asked to provide your sex as either male or female when travelling.

Permanent Residency cards

<https://idguide.ca/pr>

If you need to update the name on your permanent resident card, you are not eligible for a reissued card, and must apply for a new card. You can do so by filling out the PR Card Application (IMM 5445).

In addition to the identity documents requested in Step 1 of the online PR Card Application, you will need to provide a copy of your Record of Landing (IMM 1000) or Confirmation of Permanent Residence (IMM 5292 or IMM 5688), as well as a legal document proving your name change (such as the Ontario Change of Name certificate).

If your name change document was not issued by a province within Canada, then you will also need to provide a provincial I.D. in the name requested (including a driver's license/photo card or a health card).

Social Insurance Registry

<https://www.canada.ca/en/employment-social-development/services/sin/receiving-updating>
<https://idguide.ca/sin>

By law, ***you must update your SIN record when you change your name.***

To do this you will need to ***submit an application either online, by mail, or in person.***

There are several documents required for this process, which may vary greatly depending on your citizenship/residency. I recommend visiting the online portal for the requirement and submission guidelines: <https://www.canada.ca/en/employment-social-development/services/sin/apply.html>

If you are updating your sex designation, ***you may now choose an X marker or choose to not declare your gender.*** Service Canada will add a note to your record with your choice. However, please note that ***they have stated for the last 4+ years that until their computer systems are upgraded to register this information, "male" or "female" will still appear on your SIN record.***

Canada Revenue Agency

<https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/should-you-tell-cra-about-your-change-name>

<https://idguide.ca/cra>

You are currently able to update your information by phone, mail, or fax.

You will need to provide the CRA with a letter containing the following:

1) an original or certified true copy of one of the following documents:

- a name change certificate from a provincial/territorial vital statistics department
- a court order issued under an act on change of name

2) your old and new names

3) your social insurance number

4) your signature

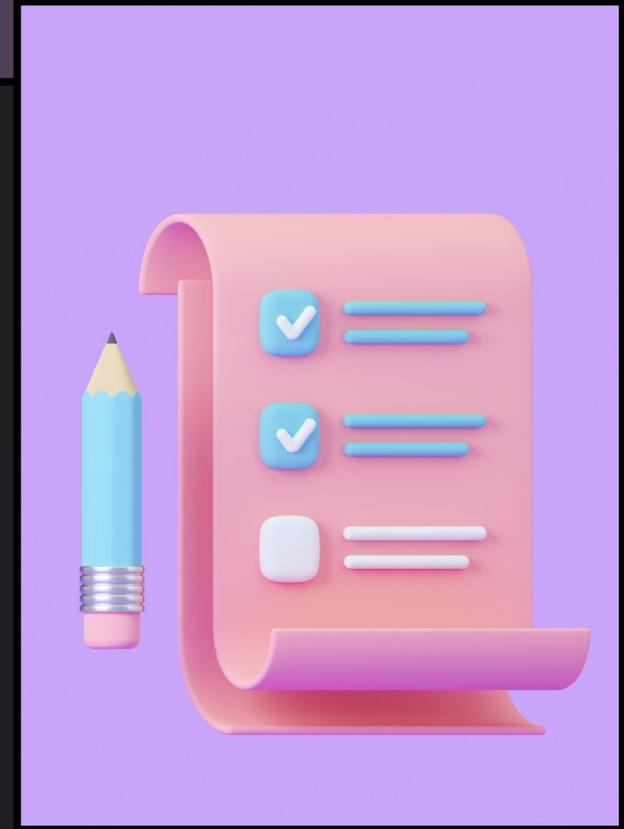
For information on the different processes for submission via phone, or mail/fax, I recommend visiting the online portal (link above) for addresses and phone numbers relevant to your area

Other important updates

Once you have legally changed your name, *remember to update:*

- *Elections Canada*
- *your electricity provider*
- *your phone provider*
- *your internet provider*
- *your bank*
- *anyone else who may possess your personal information*

All these companies and registries will have different methods of updating your information, but *generally require a valid Canadian Change of Name Certificate.*



I.D. Guide and other resources

I.D. Guide

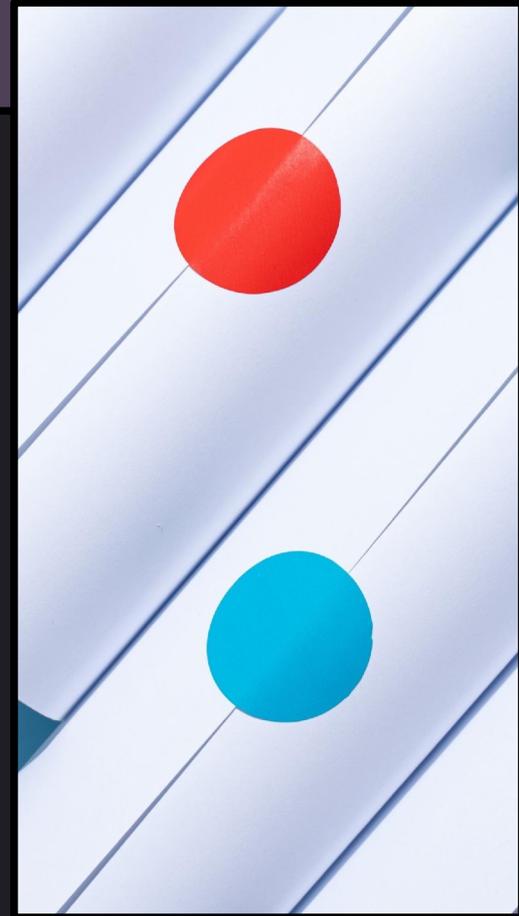
<https://idguide.ca>

My free, community-driven resource designed to help people navigate legal name, gender marker, and identity document changes in Canada. The site currently provides full support for Ontario and we're working to add more provinces and territories. Please stay tuned for expanded support across Canada.

JusticeTrans

<https://justicetrans.org/en/>

An organization founded by trans people for trans people providing accessible legal education by challenging transphobic policy and advocating for social justice. They have province/territory-specific & nation-wide resources including information on name changes and gender marker updates, and legal advice for trans people dealing with housing, policing, and employment inequalities.



This workshop was written and presented by *Dana Rosamund Teagle*. You can get in touch with her via email at contact@idguide.ca.

Please reach out if you have any questions or concerns about the materials presented today, and good luck with getting your IDs updated!

Slides and documents are available for download at <https://idguide.ca>.