

# Instructions for Changing Gender on WI Birth Certificate:

*(There is a \$164.50 Filing Fee if there is no Name Change Case in Chippewa County)*

## Forms:

- ☐ **CV-452: Petition for Gender Change**
- ☐ **CV-474: Order on Petition for Gender Change**

This information is not a substitute for legal advice or services. If you have legal questions, you should consult an attorney or make a decision based on your own study and conclusions of the law.

Wisconsin Statutes provide that the state registrar may change information on a birth certificate, including name and gender. The process for a name and gender change is generally two-fold, i.e., first there is a civil name change, then later a gender change.

Any person with a direct and tangible interest in a birth certificate registered in this state may petition a court to change the name and sex of the registrant on the certificate due to a surgical sex-change procedure.

The civil name change process can be located in the circuit court forms section under [www.wicourts.gov](http://www.wicourts.gov). The instructional material provides that commencement of a civil name change is to be done by petition in the county where the subject resides.

The gender change process begins by filing a petition through the civil name change case.

## **Starting the Process:**

To Change the Gender on your Wisconsin Birth Certificate, you must have been born in the state of Wisconsin. Applicants born out-of-state should contact vital records in the state of birth for further information on the gender reassignment process.

- ☐ File CV-452. Use your Name Change Case Number as your Case No. on the form. Complete the entire form.
- ☐ File CV-474. Complete the top portion of the form with your Name and Case No. and then complete lines 1 through 7.

## **Filing the Documents:**

File Forms CV-452 and CV-474 along with the following:

A notarized letter from the physician who performed the genital reassignment surgery, which specifies the date of the surgical sex change procedure.

Any other supporting documentation you would like to provide in support of the petition.

**Process:**

Once the petition is filed, the matter will be referred to a Judge. The Court will set a date and time for a hearing if a hearing is required.

Attend the Hearing. Failure to appear could result in the petition being denied.

If the petition is approved, the Court will sign the Order on Petition for Gender Change.

A copy of the signed order along with Wisconsin Vital Records Form F-05035, Report of Order to Change Name & Sex on Birth Certificate Due to Surgical Sex Change Procedure; and a letter reminding you to complete your portion of the Wisconsin Vital Record form and to return the form along with a check or money order made out to Wisconsin Vital Records in the amount selected will be mailed to you.