

INSTRUCTIONS FOR CHANGING GENDER DESIGNATION

ALL FORMS MUST BE TYPEWRITTEN

These instructions are being provided as a public service of the Butler County Probate Court and are intended as a guideline only; depending on the circumstances of each case, additional steps may be required that are not listed below.

Please review the packet for Change of Gender Marker, the clerks are not attorneys and therefore cannot answer legal questions or assist you in completing the forms or deciding which forms apply to your situation. **Forms that are handwritten, illegible, or incomplete may be refused for filing or if filed, could result in your application being denied, delayed, or dismissed.**

The purpose of this packet is to allow an individual under the guidance and direction of a qualified and licensed professional to change their gender designation. Per the Ohio Department of Health, the Bureau of Vital Statistics will only change the sex marker for male or female (See attached letter).

A deposit of \$85.00 is required at the time of filing. Additional costs may be due at the hearing, please note, copies of the Entry will not be made or sent to the Ohio Department of Health until all court costs are paid in full.

If you were born in the **State of Ohio** and you have chosen to change the gender marker on your birth certificate, you must apply:

1. In the Probate Court in the county where you were born.
2. In the Probate Court in the county where you reside.
3. In the Probate Court of the county in which your mother resided at the time of your birth.

Required Documents:

1. Self-Representation Acknowledgment (BCPC 638)
 - a. Applicant must file this form if not being represented by an attorney
2. Application for Correction of Birth (BCPC 30.0L)
3. Application Addendum (Contact Information) (BCPC 639)
4. Consent to Gender Designation Change, if Application is for a minor (BCPC 619)
5. Journal Entry Ordering Correction of Birth Record (BCPC 30.0E)

In addition to the documents listed above, you must provide the following:

- A Statement from a Licensed Professional (BCPC 618-A) signed by your physician or a licensed professional whose practice includes the treatment and/or counseling of persons with gender identity concerns. In lieu of the courts form, a typewritten letter from your physician or licensed professional will be accepted if meets the following criteria:
 - It must be typed on the physician's office letterhead
 - Full legal name of the patient and date of birth
 - Printed full name of physician and medical license/certificate number and what state issued the medical license
 - Signature of physician and date of signature
 - Address and telephone number of physician
 - Language that he or she is the patient's attending physician and that he/she has a doctor/patient relationship with the applicant
 - Language stating both the gender currently listed on the birth certificate and what it is being changed to.
 - Language stating that under penalty of perjury all information contained in the letter is true.

- A certified copy of your existing birth certificate and any amendments that have been made to it.
- Government issued picture ID (Driver's License, Passport, State ID)
- Additional documentary evidence as provided by law. See instructions for Correction of Birth for samples of acceptable documentation.
- Any previous orders changing your name, including but not limited to, Marriage License, Divorce or Dissolution Orders, or any prior Name Change Orders.

After presenting your paperwork, a clerk or Magistrate will review your paperwork and a clerk will contact you to schedule a hearing, if required. The hearing will be scheduled no less than seven (days) after the filing of the paperwork unless dispensed with by the court.

If filed simultaneously with a name change, a hearing will be required. Both applications will be scheduled at the same time. Due to the statutory requirements of a Name Change, a hearing will be scheduled 6-8 weeks from the date of filing.

After the Entry is granted you will need to send a certified copy of the Entry to:

**Ohio Department of Health
Office of Vital Statistics
P.O. Box 15098
Columbus, OH 43215-0098**

Once the Office of Vital Statistics receives the certified copies they will then seal the old birth certificate and create a corrected one. The Ohio Department of Health will then send you and the local registrar a copy of your new birth certificate. If you have not received your new birth certificate in a reasonable amount of time, please contact the Ohio Department of Health at (614) 466-2531.



Department
of Health

Mike DeWine, Governor
Jon Husted, Lt. Governor

Stephanie McCloud, Director

June 11, 2021

Dear Probate Court Administrator:

To comply with the court decision in Ray v. McCloud, Case # 2:18-cv-00272, the Ohio Department of Health will make changes to the sex marker on a birth certificate with a probate court order. Due to recent inquiries, we would like to clarify the processing of these court orders when received from the probate courts.

The court orders that are submitted to the Ohio Department of Health, Bureau of Vital Statistics (ODH/VS), will be processed the same as a Correction of Birth Record. The original birth record and the court order will be sealed, and a new birth record will be created reflecting the court order changes. If a request to change name is included with this correction, it shall be processed and sealed with the sex marker change request. **The Bureau of Vital Statistics will only accept court orders that change the sex marker to male or female.** Our office will not prescribe a form for this process.

If you have any questions please feel free to email me at rena.boler@odh.ohio.gov.

Thank you
Rena Boler
Administrative Officer
Ohio Department of Health, Bureau of Vital Statistics