

INSTRUCTIONS FOR FILING A PETITION FOR CHANGE OF GENDER ON BIRTH CERTIFICATE

If the Petitioner has completed a name change through our office, assign the Petition for Change of Gender on Birth Certificate the SAME case number, and there is NOT an additional fee, per Court Ops. The Petitioner will then need to complete the following steps:

- Fill out a Petition for Change of Gender on Birth Certificate;
- Provide a Certified Copy of his/her birth certificate for the Court's review;
- Provide a notarized letter from his/her treating physician regarding his/her gender reassignment surgery for the Court's review;
- The Civil Clerk will then take the Petition, Certified Copy of the Petitioner's Birth Certificate, Physician's Letter and Order, to the Judge for review and signature.
- Once the Judge has signed the Order, the Clerk will return to the Petitioner, the Birth Certificate and Physician's Letter, and have the Petitioner complete the Sex Designation Portion of the Report of Order to Change Name & Sex on Birth Certificate Due to Surgical Sex-Change Procedure form to mail to the State of Wisconsin Vital Statistics Office.
- The Clerk will collect the fees to be paid to the State Vital Statics Office for filing and for the new birth record to be mailed to the Petitioner by the State Vital Statics Office.

If the Petitioner has undergone the surgical sex-change procedure and is changing his/her name and sex all at the same time, he/she will need to complete BOTH the Petition for Name Change AND the Petition for Change of Gender on Birth Certificate. They will be given the SAME case number, charged ONE fee, and will be heard at the name change hearing. The Clerk will ONLY complete the Report of Order to Change Name & Sex on Birth Certificate Due to Surgical Sex-Change Procedure, rather than both Vital Statics Forms.