



rev. October 2019

Request to Change Gender Designation on a Birth Certificate - Parent/Legal Guardian

Who may request a change?

The parent or legal guardian of an individual under the age of 18 who was born in New Mexico and wants to change their gender designation on the registrant's (child's) birth certificate may request the change using this form.

What is required under NMSA 24-14-25?

- The request form must be completed and signed by a parent listed on the registrant's birth certificate or legal guardian on behalf of the individual wanting to change the gender designation on their birth certificate. Legal guardians acting on behalf of the minor must include proof of legal guardianship (i.e. certified court order).
- The request form must be signed in the presence of a Notary Public.
- If the minor is 14 years old or older, they must sign the Affidavit for consent to amendment of vital record by Registrant 14 years of age or over form (PDF), agreeing to the amendment of their birth record.

Applicable Fees

There is a \$20 fee to amend the record and to change the name, if applicable, this fee includes one certified copy of the new birth certificate. If you want additional certified copies of the new birth certificate, complete a [Birth Record Search Application](#) and include an additional \$10 for each certified copy requested. Make check or money order payable to New Mexico Vital Records.

Additional Information

If your child is under 18 years old and you have not legally changed their given first and middle names, you must provide a certified legal name change court order with this request form. If you want their full current legal name amended on their birth certificate, indicate by checking the appropriate box. Additional proof documentation might be requested. For information on legally changing their name, please visit our website at www.vitalrecordsnm.org.

Use by government agencies

At this time we are unsure if other agencies, such as Passport, will accept these amended certificates. For those that include change of gender, nothing on the record will indicate a change was made. This will make it difficult to connect the current record with the previous name on other documentation. In some cases, a court order might be needed for full use of the new name and gender designation.

Submitting the form in person:

1105 S. St. Francis Drive Santa Fe,
NM 87505 8:30 a.m. – 4:00 p.m.

Mailing the form:

New Mexico Vital Records
PO Box 25767
Albuquerque, NM 87125

Phone: 1-866-534-0051

Web: www.vitalrecordsnm.org



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CLEARLY PRINT OR TYPE INFORMATION. See the front page *Information Sheet* for instructions and further details.
WARNING: Willfully providing a false statement to the Department of Health for a certificate is a violation of New Mexico law. (NMSA 24-14-25).

Minor's Information

First name <i>(as appears on Birth Certificate)</i>	Middle name <i>(as appears on Birth Certificate)</i>	Last name <i>(as appears on Birth Certificate)</i>
Full current legal name <i>(if different, submit certified legal name change court order)</i>		Amend name on birth certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Birth <i>(MM/DD/YYYY)</i>	Place of Birth <i>(City or County)</i>	
Father/ Parent 1 name as it appears on Birth Certificate <i>(First, Middle, Last)</i>		
Mother/ Parent 2 name as it appears on Birth Certificate, if applicable <i>(First, Middle, Last)</i>		
Mailing Address <i>(Address, City, State, ZIP code, Country)</i>		
Daytime phone () -	Email Address	
What sex designation is currently shown on the birth certificate?..... <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X		
What gender designation are you requesting to show on the birth certificate?..... <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X		
<i>By signing and submitting this document to the Department of Health, you certify under penalty of perjury under the laws of the State of New Mexico (NMSA 24-14-25) that the foregoing is true and correct.</i>		
X _____ Parent/ Legal Guardian signature	_____ Relationship to minor	_____ Date signed

Signed and sworn to before me on _____ by _____

Signature of Notary Public _____

Print Notary Name _____

My appointment expires _____

Void without

Notary Seal here

