



Gender Transition Guide for Utah State University

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## USU Transgender and Gender Non-Conforming Policy

## Gender Inclusive Restroom Policy

## Gender Inclusive Restroom Map

The Logan Main Campus of Utah State University has an interactive gender inclusive restroom map that shows all gender inclusive restrooms by building and room number. As per USU restroom policy, individuals are allowed to utilize a binary restroom that best aligns to their gender identity, but in the instance of someone wishing to use a gender neutral restroom, the individual has other options that can be found on the campus map. The map can be found at: <https://www.usu.edu/map/> and checking the “All Gender Restroom” selection box.

Below is a hardcopy listing of all gender inclusive restrooms currently available on campus:

- [Aggie Recreation Center](#): Rooms 115, 135, 136, \*210, 307
- [Agricultural Science Center](#): Room 145
- [Agricultural Systems Technology and Education](#): Rooms 122A, 122B
- [Bee Lab](#): Rooms 107, 109
- [Bullen Hall](#): Room 100K
- [Caine College of the Arts](#): Rooms 105, 205
- [Caine Performance Hall](#): Rooms 110, 112
- [Center for Persons with Disabilities](#): Rooms 8, 10, 118
- [Central Energy Plant](#): Rooms 2, 104
- [David B Haight Center](#): Room 208
- [Distance Education Building](#): Room 102
- [Distribution](#): Room 1
- [Eccles Business Building](#): Rooms 202C, 301, 401, 501, 601, 701, 801, 902
- [Eccles Science Learning Center](#): Rooms 244, 246
- [Edith Bowen Laboratory School](#): Rooms 107E, 110, 110H, 117B, 139C, 210B, 224
- [Education](#): Rooms 176B, 274, 417
- [Engineering](#): Room 111
- [Family Human Development West](#): Room 101, 115
- [Family Life](#): Room 106, 206
- [Fine Arts Center](#): Room 125H, 228A
- [Fine Arts Sculpture Lab](#): Rooms 102, 106
- [Forage and Range Research Lab](#): Rooms 1, 2, 119D
- [Geology](#): Rooms 109, 409, 411
- [Human Resources](#): Rooms 117, 123
- [Huntsman Hall](#): Rooms 140D, 240D, 340D, 440E
- [Icon Sports Performance Center](#): Room 103
- [Janet Quinney Laweson](#): Rooms 129, 152
- [Life Sciences Building](#): Room 104
- Logan-Cache Airport: Rooms 102, 103, 204

## Gender Inclusive Restrooms (Cont.)

- [Lundberg Hall](#): Rooms 101A, 102A, 105
- [Maverik Stadium](#): Rooms 102, 109, 119
- [Merril-Cazier Library](#): Rooms 13, 134, 231, 331, 408
- [Merrill Hall](#): Room 100J
- [Motor Pool and Storage](#): Room 106
- [Multimedia & Distance Learning Services](#): Room 116
- Nora Eccles Harrison Art Museum: Rooms M118, M119
- [Public Relations](#): Room 104, 203
- [Quinney Library \(Natural Resource Research\)](#): Rooms 102, 210
- [Research Greenhouses](#): Rooms 118, 120
- [Richards Hall](#): Room 100H
- [Sorenson Center for Clinical Excellence](#): Room 103
- [Student Health & Wellness Center](#): Rooms 103, 117, 118B, 119H
- [Taggart Student Center](#): Rooms 101A, 101 B
- [The Shed](#): Rooms 107, 108
- [University Inn](#): Room 119
- [Wayne Estes Center](#): Rooms 105, 108

## Gender Inclusive Housing on Campus

At the start of Fall 2022, Utah State University (Logan Campus) introduced a gender inclusive housing pilot program for on campus undergraduate and graduate students located in the Student Living Center.

If a student does not wish to living in the gender inclusive housing option, but rather in a binary male/female option, they may contact USU Housing Services at (435) 797-3113 and request to be placed in the housing option of their gender identity depending on occupancy/availability at the time of their request. Additional documentation such as a court appointed sex marker change is not required. To learn more about the various single housing options on campus, please visit: <https://www.usu.edu/housing/single/index>

### Policy Description

Gender inclusive housing will be available in the Student Living Center through the 2022-2023 academic year as a pilot program to fully assess the needs of the campus community. The option will be available to self-select on the Housing Services website for students who are applying for campus housing. The following guiding principles apply:

- Students may choose to request a roommate of any sex or gender.
- Students will not be assigned to gender-neutral housing unless they have elected to do so.
- Students will not be required to reveal their reasons for opting to live in gender inclusive housing.
- This program is intended for students who wish to share a room, suite, or apartment with students of a different sex, gender identity, or gender expression. It is not intended for romantic couples.
- Gender inclusive housing highly discourages students to room with romantic partners and will utilize an honor system for the residents to not live together for relationship purposes.
- We encourage students to maintain an open dialogue with their families. Students over 18 are legally able to make decisions about their housing placements. Student under the age of 18 will need guardian approval to sign up for this housing as they have legal authority to make that determination for their student.

## Policy Description (cont.)

### **Vacancies**

When there is a vacancy in a gender inclusive room or suite, the students remaining in that space may elect to identify any new roommate. If the resident(s) want to maintain gender inclusive space but cannot identify a new roommate, Housing Services with collaboration from the Gender and Sexuality Coordinator will try to identify a student interested in gender inclusive housing. All parties must agree to live together.

In the event there is a housing shortage, and a new roommate is not identified, Housing Services reserves the right to default the housing space back to single-sex status; however, Housing Services and the Gender and Sexuality Coordinator will make every effort to ensure the safety and wellbeing of all students utilizing gender inclusive housing. If Housing Services needs to maximize use of all available spaces on campus and defaulting the space back to single-sex status is not possible, then Housing Services in partnership with Residence Life staff, will work closely with the student residents to determine next steps.

### **Housing Location**

Gender inclusive housing will be designated on a floor within the Student Living Center with the goal of filling the first apartment before a second apartment can become available to students wishing to pursue a gender inclusive housing option. Once a second apartment becomes filled, a third apartment will open and this process will continue for the fourth apartment. If the designated floor does not become filled by Housing Services by June 15, 2021, unused apartments will go back online as designated single sex apartments and careful consideration will be used on filling the remaining spaces in the gender inclusive apartments.

The gender inclusive housing option space is subject to change from year to year and will be updated accordingly. More information about the amenities of the perimeter buildings of Student Living Center apartments can be found on the Housing website at:

<https://www.usu.edu/housing/single/wasatch>

### **Roommate Conflicts**

If a student has a conflict with a roommate in their gender inclusive housing space, they can utilize their Resident Assistant as a resource. If the student should need further help, they can see their Residence Director (RD) or Graduate Assistant. Due to limited spaces, room switches to another gender inclusive space may not be possible. Other resources available include the Gender and Sexuality Coordinator at the Inclusion Center.



## Gender Inclusive Housing Frequently Asked Questions

### **Why is USU offering gender inclusive housing?**

Traditional, same-sex room assignments are not ideal or appropriate for some students. We believe it is important that housing procedures evolve to meet the needs of students to create an inclusive, welcoming environment. Gender inclusive housing provides options for a variety of students: Those who feel uncomfortable rooming with members of the same sex; transgender and gender non-conforming students; students who feel they would be more compatible with a roommate of a different sex or gender; and students who do not want sex or gender to be a primary factor in choosing a roommate. This procedure helps create a climate that acknowledges, appreciates, and respects the diverse nature of the USU student body, while giving students more options in finding a roommate who is truly compatible.

### **Is this a permanent change in policy?**

The intent is for the proposal to be reviewed and discussed during the Fall 2021 semester and, if approved, implemented during the Spring 2022 housing selection process for the 2022-2023 academic year. A formal review of the policy, practice, and student experience will be conducted in January 2023. Information gathered during this review will be used to make changes to the housing selection process and implementation of the program for the 2023-2024 academic year. As with all Residence Life policies, gender inclusive housing will be continuously reviewed and improved to most effectively meet students' needs.

### **Who will be eligible for gender inclusive housing?**

This option will be available to all full-time, degree-seeking, undergraduate, and graduate students through the housing selection process. Students are eligible to apply for housing once they have paid their housing deposit by the established deadline, and agree to a one-year housing contract. Information about payment options and fees can be found on the Housing website: <https://www.usu.edu/housing/index>.

### **Can students be randomly assigned to a roommate of the opposite sex?**

No. Students who wish to take advantage of the new policy must enter into any roommate arrangement as willing partners.

### **Will I have a roommate?**

Each student can select their own roommate through the selection process, but that will depend on the availability of spaces at the time of their request. Students who do not select a roommate will be assigned one after room selection has concluded.

### **Can couples live together under this policy?**

The Office of Residence Life and Housing Services strongly discourage couples of any sexual orientation from living with each other. We respect and honor the privacy of our students, so we do not require students to disclose the reason for their roommate request.

## Gender Inclusive Housing Frequently Asked Questions (cont.)

### **What if a student chooses to live with someone in a gender-neutral arrangement and becomes uncomfortable with the situation?**

The University's established room change process allows for reassignment in any living situation where there is a problem that cannot be resolved.

### **What if parents don't want their child to live in a gender-neutral housing space? Will parents be notified if their child opts for gender-neutral housing?**

We encourage students to maintain an open dialogue with their families so they can be supportive of a student's housing decision. Students over the age of 18 are legally able to make decisions about their housing assignment. It is the student's choice whether or not to tell their parents or guardians. Students under 18 should discuss housing plans with their families, as they must provide parental consent.

## Gender Inclusive Healthcare Directory

In 2022, project organizers, Rachel Wishkoski (USU Libraries) and Erika-Danielle Lindström (Gender & Sexuality Coordinator, USU Inclusion Center) created an LGBT+ inclusive health care provider (medical, mental health, dental, etc.) directory for Cache Valley.

Recommendations were provided by local members of the LGBT+ community and the referral list is actively updated.

If you identify as part of the LGBT+ community and would like to provide feedback on a healthcare provider located here in Cache Valley or learn more information, please visit:

<https://bit.ly/3pjl1Yl>

If you would like to receive recommendations on current referred healthcare providers, please email Erika-Danielle Lindström at [Erika.lindstrom@usu.edu](mailto:Erika.lindstrom@usu.edu) for the most up to date list of providers.

## Updating Banner Account

Banner SSB is used by students, faculty, and staff to manage their personal information.

### To change preferred first name, pronouns, and gender identification in Banner:

1. Log in to [MyUSU](#)
2. Click on Banner
3. Vies/Edit Personal Information
4. You can now add preferred first name, select your pronouns, and gender identification.

Note that this will not change the name appearing on class rosters or the last name appearing on your student, staff, or faculty ID card. To change your last name, you will need to submit legal documentation relating to a name change to the Registrar's Office or Office of Human Resources depending on your role at Utah State University.

## Updating Pronouns on Canvas Account

Canvas is used to provide course materials to students and to allow students to interact with the instructor and each other. All USU students have access to Canvas and can login at [canvas.usu.edu](https://canvas.usu.edu).

If you need any additional information take a look at [Instructure's Canvas Guides](#), or [search our website](#).

If you need any help navigating your Canvas account, contact the IT Service Desk at 435-797-HELP (4357).

### To change pronouns in Canvas:

1. Log into [canvas.usu.edu](https://canvas.usu.edu)
2. Click on Account in top left corner
3. Click on Settings
4. Click on Edit Settings on the right hand side
5. Click on drop down list

Note there are currently sixteen pronoun options to select from, but pronouns are always being updated. If your pronouns are not reflected on the Canvas options, please email [Erika.lindstrom@usu.edu](mailto:Erika.lindstrom@usu.edu) with your pronouns so that they can be updated on Canvas.

## Utah State University ID Name Change Process

The USU ID Card is your official passport on campus while at USU. It is used to get into Athletic events, Campus Recreation facilities such as the HPER and Fieldhouse, USU theatrical performances, Computer labs, and other student activities. The card also acts as your library card, meal plan card, health center card, copy card, and a campus account card. Faculty and staff receive a 10% discount with a valid ID at the Campus Store and all Dining Locations when using Aggie Express.

If you are located at the Logan campus, you can obtain your card at the USU Card Office (Taggart Student Center 212). Before requesting a new USU ID name, you will need to update your Banner account with your updated name. Instructions can be found on updating Banner Account section of this manual.

If you would like to update your ID photo without entering the Card Office, please follow the instructions provided here: <https://www.usu.edu/card/blackboard-transact/online-photo-submission>

When you enter the USU Card Office, you can request to update your picture and name free of charge on your account. However, if you wish to have a new card printed, you will be required to pay all fees associated with the new card.

For more information about the USU Card Office, please visit: <https://www.usu.edu/card/index>

## Changing Documents that Require your Legal Name at USU

To be in compliance of the Department of Homeland Security standards, all documentation such as W2's, hiring documentation, current employee documentation, and internal USU documentation used to track your identity, must have your current legal name.

If you have completed the legal name change process, you will need to complete the Change of Personal Information form: <https://www.usu.edu/registrar/files/forms/change-of-information-sept-2021.pdf> If you have not completed the legal name change process, please refer to that section in this manual.

Once you have completed the legal name change process, you will need to bring a new Social Security Card with updated name information and the completed Change of Personal Information form to the Registrar's Office located at the Taggart Student Center 246.

## Utah State University Email Change Process

To update your official USU email address, you will first need to update your name in [www.myid.usu.edu](http://www.myid.usu.edu) and complete the section listed as “preferred name”.

After that has been changed and the system has had a while to notice the change (typically less than 24 hours), you can request a new name by going to: [https://usu.service-now.com/aggies?id=sc\\_cat\\_item&sys\\_id=70f42ae51bdce4509a319607b04bcb73](https://usu.service-now.com/aggies?id=sc_cat_item&sys_id=70f42ae51bdce4509a319607b04bcb73)

Unfortunately, last names have to match records in Banner which require legal name change documentation. Previous emails will not be lost when an email address is updated to new name on the account.

### Informing Professors of Name/Pronoun Change Template

**If you would like to inform your professors of your name change and gender pronouns, below is a sample letter that can be used:**

*Dear [insert appropriate title and professor’s name],*

*I am a student in your [insert class name and time]. The purpose of this email is to inform you of something I would like you to know about me before the semester begins. I am getting in contact with you to let you know that I am transgender. What that means to me is...*

*My name will probably show up on your roster as [birth name], but I would prefer to go by [name] and to be referred to with [pronouns]. I would appreciate it if you called me [name] in class. If you have any questions for me regarding this, please don’t hesitate to contact me. Also, if you have any further questions feel free to contact Erika-Danielle Lindström, the Gender and Sexuality Coordinator at the Inclusion Center, [Erika.lindstrom@usu.edu](mailto:Erika.lindstrom@usu.edu). Thank you for your understanding.*

[Signature and A#]

## Tips for Coming Out at Work

Credit: Human Rights Campaign and Cornell University

Utah State University is committed to diversity and equality for all students, staff, and employees. The University acknowledges that the coming out process is a very personal and there is not one way to tell others that you are transgender. Whether, how or when you choose to share this information and who you choose to tell is entirely up to you. If you are not ready to come out, you are still valid and we are here to support you.

Coming out as transgender may mean that you tell others about your pronouns. It may also mean that you ask people to call you by a new name and to think of you by the gender identity that you are comfortable with. You may choose to come out to different people at different times, or to not come out to some people at all. All of this okay- only you can decide what's right for you.

Below are some tips for your consideration:

- Coming out can be a stressful experience for some people. Remember, you make the decision about when you are comfortable coming out.
  - What does safety and comfort look like for you?
  - Are you comfortable with your own understanding of your identity?
- If and/or when you are ready to share with others, determine what you want to say to your supervisor and/or colleagues.
  - What is important for them to know about you?
  - What is not important for them to know?
- Start with one individual who you believe will be an ally to you and ask them to support you as you come out to others. This might be a close colleague, your supervisor, or a friend. For a confidential resource, you may also contact the Gender and Sexuality Coordinator at [Erika.lindstrom@usu.edu](mailto:Erika.lindstrom@usu.edu).
- Consider developing a personal timeline for when you will tell various colleagues.
  - When do you want to start telling people?
  - Who will you tell first?
  - How will you do this? Email? In-person?
- Meet with your supervisor. Think of what support looks like for you and share this with them when you meet.
  - What do you need to make the workplace feel inclusive to you? This could be access to a restroom that aligns with your gender identity.
- The USU Inclusion Center and Human Resources can support you by helping you plan your first steps.

## Tips for Transitioning at Work

Credit: Human Rights Campaign and Cornell University

Whether or not you plan to medically transition, change your name or pronouns, or change your gender expression, Utah State University and the Inclusion Center is committed to supporting you. Transitioning can be a big step and there is not one right way to do it. Here are a few guiding questions you might want to consider:

- Have you created an action plan for transitioning?
  - What does support look like for you? Do you have a support system of friends and allies? Are you needing a support system? Are you familiar with local and national resources?
  - What does your transition look like for you? Ex: name, pronouns, hormone therapy, gender expression, voice therapy, surgeries, etc.
  - Are you looking for affirming healthcare providers and support groups? Have you found a mentor to talk to?
  - Remember, you don't need to push or rush yourself. Be patient with yourself. It's not necessary to tell everyone at once. Start small and on your terms.
  - However, your transition, is perfect for you. You are valid in all stages of your gender journey.
- Have you developed a personal timeline for your transition?
  - If you plan to medically transition, how long will you need to be away?
  - Do you have a timeframe for when this will take place?
  - Even if you don't plan to medically transition, will you want time away? How long?
- Have you scheduled a time to speak with your supervisor about your plans and what you might need in terms of support?
  - Do you want someone to accompany you to this meeting? Someone from Human Resources, Office of Equity, or the Inclusion Center is more than willing to attend with you.
  - What does support look like for you?
  - What do you need in order for the workplace to feel inclusive to you? (Ex: department-wide LGBT+ 101 or Trans 101 training by the Inclusion Center)
- Have you created an action plan with your supervisor?
  - Would you like an announcement made about your transition? If so, when should this be done?
  - Who should receive this announcement? Who will share this and how?
  - When would you like to start using different gender pronouns?
  - Will you take on a new name? When would you like to start using this name?
  - If not, how would you like future correspondence to be addressed?



## Sample Workplace Transition Plan and Guiding Questions

Credit: Cornell University

This sample Workplace Transition Plan addresses some of the processes that you might consider discussing with your supervisor. It can be customized to fit your needs and vision for your transition.

1. You could first choose to share the news of your upcoming transition with a trusted ally. This person could be a colleague, someone in Human Resources, or a supervisor.
2. You could then contact someone in Human Resources to discuss your plans for transitioning. This would be an opportunity to learn about all policies related to inclusion, coverage for medical transition, if you are comfortable telling your supervisor, etc.
3. A meeting could be planned between you and your supervisor, as well as anyone else you would like to be present.
4. You, the HR Rep, and your supervisor could consider discussing how the announcement will be made. Will it just be sent to your immediate colleagues? Will it be department wide? Division wide? All three? What format? Who should employees with questions contact?

*Note: Depending on how widely communication about your transition will be shared, management staff beyond your supervisor should be made aware early so they can be prepared to support once the announcement is made.*

5. Consider a timeline for your transition. However, you may not know what this looks like right away. These are some questions to consider as you are planning:
  - A) When will you begin using a new name, if you choose to do so?
  - B) When will you begin to use your affirming gender pronouns?
  - C) If you choose to, when will you begin making changes to your gender expression?
  - D) If you choose to, when will you begin transitioning medically?
  - E) How long will you need to be away from work? What dates?
  - F) When will colleagues be made aware of your transition?
    - a. Do you plan to tell certain colleagues one-on-one? What date?
    - b. What date should the department announcement be made?
    - c. What date should the division be made aware?
  - G) By what date should your email address, employee ID, and name change go live?

*Note: This timeline can be changed, because it is YOUR process. Please remember that certain parts of your transition will take longer than others. Create a timeline that attempts to realistically and accurately predict how long each step might take.*

## Sample Employee Transition Announcement Email

Dear [Insert Name of Department],

I am writing to notify you of a change regarding one of our staff members in [Name of Department].

On [Date of Agreed Transition Plan], [NAME OF EMPLOYEE] will have a new name, thus moving forward would like to be address as [ENTER AFFIRMING NAME]. [AFFIRMING NAME] will be using [ENTER AFFIRMING PRONOUNS] as pronouns.

Leadership is working to support [AFFIRMING NAME], during this transition period, as well as with the performance of [AFFIRMING PROUN] job. You may address any questions or concerns to [CONTACT PERSON w/ way to contact them].

If you are interested in learning more about the LGTB+ community at Utah State University, please visit the Inclusion Center for information, education opportunities, events, and other ways to get involved: <https://www.usu.edu/inclusion/>. The Inclusion Center also offers trainings pertaining to LGBT+ 101, Allies on Campus, and Trans 101 seminars. You may also contact the Inclusion Center office at [inclusion@usu.edu](mailto:inclusion@usu.edu) or at (435) 797-1728. To speak with the Gender and Sexuality Coordinator, you may also email Erika Lindström at [Erika.lindstrom@usu.edu](mailto:Erika.lindstrom@usu.edu).

Thank you for your understanding and consideration in making Utah State University a safe and inclusive environment for everyone.

Sincerely,

[ENTER NAME OF PERSON SENDING EMAIL]

## Campus Recreation

Campus Recreation provides a diverse and intentional recreational program in a safe, inclusive, and accessible environment which enhances the social, mental, and physical well-being of the entire campus community. To update your name and pronouns in their computer systems, you need to visit the front desk of one of the campus rec buildings and speak with a staff member.

### **Locker Rooms**

Anyone utilizing Campus Recreation facilities shall have access to the changing, shower, and toilet facilities that correspond with their gender identity.

### **Intramural Programs**

All students, faculty, and staff can participate in the gender-specific league that affirms each participant's personal gender identity.

The participant's gender identity will also be applied when there are gender-specific rules or player ratio requirements in coed leagues.

Any matters that may arise in regards to gender identity within intramural participation can be subject to review on a case-by-case basis by the Campus Recreation administrative staff in conjunction with the Inclusion Center.

Participation in competitive extramural activities will be reviewed on a case-by-case basis as well, based on the applicable policies and procedures of the host institution or governing body.

### **Club Sports**

All students can participate in the gender-specific club sport that affirms each participant's personal gender identity.

The participant's gender identity will also be applied when there are gender-specific rules or player ratio requirements in coed sports clubs.

Any matters that may arise in regards to gender identity within participation can be subject to review on a case-by-case basis by the Campus Recreation administrative staff in conjunction with the Inclusion Center.

Participation in competitive sports club activities outside of USU Campus Recreation's purview will be reviewed on a case-by-case basis as well, based on the applicable policies and procedures of the host institution or governing body.

In addition to these various resources and initiatives, our staff is also dedicated to ongoing training to ensure we are equipped to provide safe and accessible spaces on campus.

# Human Resources and Office of Equity

## 303.2 POLICY

### 2.1 Equal Opportunity

Equal Opportunity in employment and education is an essential priority for Utah State University (USU) and one to which the University is deeply committed. Utah State University is dedicated to providing an equal opportunity climate and an environment free from discrimination and harassment for faculty, staff, students, applicants and participants in all programs/activities sponsored by USU. In accordance with established laws and University policies, the University prohibits discrimination and harassment based on race; color; religion; sex (including sexual harassment, pregnancy, childbirth, or pregnancy-related conditions); national origin; age; genetic information; sexual orientation or gender identity/expression; disability; status as a protected veteran; or any other status protected by University policy or local, state, or federal law.

### 2.2 Affirmative Action

Affirmative Action is designed to redress imbalances of minorities and women in the workforce. U.S. Presidential Executive Order 11246 (as amended) requires federal contractors to take "affirmative" steps to recruit, hire, and advance minorities and women when incumbency is significantly less than estimated availability in the labor force. Utah State University proactively undertakes good faith efforts to reach affirmative action goals.

While affirmative action goals are not established for protected veterans or people with disabilities, the University undertakes affirmative steps to recruit, hire, and advance people with disabilities and certain protected veterans (disabled veterans, other protected veterans, recently separated veterans, and Armed Forces Service Medal veterans), as required by the Rehabilitation Act of 1973 and the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (VEVRAA) as amended by the Jobs for Veterans Act (JVA) of 2002.

The University's Affirmative Action Programs, including goals, are available for review at the MerrillCazier Library's reserve desk or the USU Affirmative Action/Equal Opportunity (AA/EO) Office.

#### **To File a Complaint:**

The university responds promptly when there is an incident report concerning [discrimination](#) or [sexual misconduct](#). When you file an incident report, the Office of Equity will contact the person who experienced the sexual misconduct or discrimination to provide information about options through the office, including [supportive measures](#), [resources](#), [reporting options](#), and the [investigation process](#).

To file a complaint and learn more about your rights, please visit:  
<https://www.usu.edu/equity/report>

## Legal Documents for the State of Utah

For the most up to date legal documents and processes required for the state of Utah, please always consult: [https://www.utcourts.gov/resources/forms/namechange/sex\\_change.html](https://www.utcourts.gov/resources/forms/namechange/sex_change.html)

### Legal Gender and Name Change Instructions

#### Requirements for a legal sex change

You must...

- Have lived, for at least one year, in the county in which you will be filing your sex change petition
- Have evidence of appropriate clinical care or treatment for gender transitioning or change by a licensed medical professional (for example, a letter from a doctor)

You cannot request a sex change...

- While you are involved in any kind of lawsuit, or while you are on probation or parole.
- If you are barred as a child abuse offender from changing your name. ([Utah Code Section 77-43-105\(7\)](#)).
- To avoid creditors, fines, or sentences in criminal cases.
- For an unworthy motive, or to commit fraud on the public.

#### Changing Your Name and Sex at the Same Time

You can also ask for an order legally changing your name. In addition to the requirements above, you cannot change your name to something bizarre, unduly lengthy, ridiculous, or offensive to common decency and good taste.

## Steps to legally change your sex

### Step 1 - Get a certification from the Department of Corrections

Fill out the Department of Corrections Certification Regarding Sex and Kidnap Offender Registry and Child Abuse Offender Registry form. It is available in the [forms](#) section below. Mail it and a self-addressed stamped envelope to the Offender Registration Program at the address listed on the form. If you don't include a self-addressed stamped envelope, the Offender Registration Program won't return the form to you. It may take some time for the Offender Registration Program to complete the form and return it to you.

- If you are on the Child Abuse Offender Registry you cannot change your sex.

### Step 2 - File your papers with the court

File the following with the district court in the county you have lived in for the past year:

- Cover Sheet for Probate Actions - [PDF](#) | [Word](#)
- Petition for Sex Change - [PDF](#) | [Word](#)
- Completed Department of Corrections Certification Regarding Sex and Kidnap Offender and Child Abuse Offender Registries - Adult - [PDF](#)
- Evidence of appropriate clinical care or treatment for gender transitioning by a licensed medical professional
- Order on Petition for Sex Change - [PDF](#) | [Word](#)

**NOTE:** If you want the record of your sex change sealed, you must add this request to your Petition and the Order. If you do not request this, your birth certificate will include a history that notes that your sex was changed.

### Step 3 - Attend a hearing

When you file your forms with the court, the court will schedule a hearing.

If you are on the Sex and Kidnap Offender Registry, you must send a Notice of Hearing on Petitioner for Name Change to the Offender Registration Program at least 30 days before the hearing. You can mail or email the notice of hearing to:

Offender Registration Program  
14717 South Minuteman Drive  
Draper, UT 84020  
[registry@utah.gov](mailto:registry@utah.gov)

You must go to the hearing. At the hearing, the judge may ask you questions about your request.

If the court denies your petition you read about how to appeal the decision on your [Appeals page](#). This can be complicated and you might want to get legal advice. See our [Finding Legal Help page](#).

## Step 4 - Present your order to Utah Vital Records and Statistics

Once the court signs the order for your sex change, you can give the order to [Utah Vital Records and Statistics](#). You will need to give them the following:

- Order on Petition for Sex Change signed by the court - you will need a certified copy of the order. There is a fee for this. Contact your court to get a **certified copy**, or ask for one at the hearing
- [Affidavit to Amend a Vital Record](#)

Vital Records will charge a fee for the amendment. If you asked for the record in your case to be sealed, Vital Records can do this, but will charge an additional fee. You can mail your request to:

Vital Records and Statistics  
PO Box 141012  
Salt Lake City, UT 84114-1012

It may take several weeks for them to process your request. If you have questions about their requirements, you [contact Vital Records](#).

For birth certificates issued in states other than Utah, consult the [Where to Write for Vital Records](#) page for contact information.

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## Fees

The court will charge a filing fee to file to process your petition. They will also charge a fee for a certified copy of the final order. If you cannot afford to pay the filing fee, you can file a Motion to Waive fees to ask the court to waive that fee. See our webpages on [Fees](#) and [Fee Waivers](#) for more information and forms.

Vital Records and Statistics will also charge a fee for processing the amendment and, if you requested that your case be sealed, a fee to seal your record of amendment.

## Forms

- Department of Corrections Certification Regarding Sex and Kidnap Offender Registry and Child Abuse Offender Registry - [PDF](#)  
(Start with this)
- Cover Sheet for Probate Actions - [PDF](#) | [Word](#)
- Petition for Sex Change - [PDF](#) | [Word](#)
- Notice of Hearing on Petition for Sex Change - [PDF](#) | [Word](#)
- Order on Petition for Sex Change - [PDF](#) | [Word](#)



# Physician's Letter Template

*[Physician's Letterhead Here]*

## **Physician's Letter Template Certifying Applicant's Gender Change**

I, \_\_\_\_\_ [physician's full name],  
\_\_\_\_\_  
\_\_\_\_\_ [physician's medical license/certificate number],  
\_\_\_\_\_ [issuing state/country of the medical license/certificate],  
am the physician of \_\_\_\_\_ [full name of patient],  
\_\_\_\_\_ [date of birth of patient] with whom I have a  
doctor/patient relationship and whom I have treated, or with whom I have a doctor/patient  
relationship and whose medical history I have reviewed and evaluated.

I affirm that \_\_\_\_\_ [Name of Patient] has had appropriate  
clinical treatment for gender transition to the new gender of \_\_\_\_\_ [male/female].

I declare under penalty of perjury under the laws of the United States that the foregoing is true and  
correct.

\_\_\_\_\_  
Signature of Physician Date

\_\_\_\_\_  
Typed Name of Physician

\_\_\_\_\_  
Physician's Address

## Guidelines for Physician Letter

A letter from your physician is one way you can change your gender marker on your Social Security record.

[This letter is a template that you can provide to your physician.](#) We recommend that they do not change the core text of the letter unless they have an objection to any specific content. Most physicians who serve the trans community will be familiar with this template.

The letter must:

- Be signed by a physician (not a physician’s assistant or nurse practitioner)
- Be printed on letterhead from the physician’s office
- Include the physician’s full name, address, and telephone number
- Include the physician’s medical license or certificate number and the issuing state or jurisdiction
- Include language stating that:
  - They have treated you, or have reviewed and evaluated your medical history
  - You have had “appropriate clinical treatment” for gender transition
    - There is no required standard clinical treatment, but the physician still needs to include that language
- Include, “I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.”

## Utah Birth Certificate

Utah Office of Vital Records will issue an amended birth certificate upon receipt of a court order. "The amendment shall be registered with and become a part of the original certificate and a certified copy shall be issued to the applicant without additional cost." UT Code Ann. § 26-2-11.

To apply for an updated birth certificate, applicant should submit:

1. a completed **birth certificate request form**
2. a certified copy of the court ordered name change to update the name, and/or the court ordered gender change to update the gender marker
3. payment of the applicable fees

To obtain a court order for gender change to update your Utah birth certificate, you must petition the court for a court order. There is no formalized court process, but advocates have created these **sample name and gender change forms** based on the name change forms. In order to get a birth certificate issued that is not marked as amended, ask the judge to specify on the order that a new birth certificate be re-issued. The petition must be accompanied by a **Certification Regarding Sex Offender Registry**. Along with the petition you should submit as evidence of your gender transition a statement or statements from medical and/or mental health providers. The standard for what is required depends on the judge and varies by county.

## U.S. Passport

In June 2021, the State Department announced that it would no longer require passport applicants to submit medical certification to change the gender marker on their passports. Under this policy, a transgender person can obtain a passport reflecting their gender by submitting an application with the chosen gender marker selected. This policy replaced the Department's old policy requiring certification by a physician of appropriate clinical treatment for gender transition, which had been in place since 2010.

As of summer 2021, applicants may self-select an M or F gender marker for their passport. In the same policy announcement, the State Department stated that an X gender marker would also be available for selection in the near future.

### Can I Get a Passport With My Current Gender?

Under the current policy, you can obtain a full ten-year passport with an updated gender marker upon request by filling out an application form and indicating whether you would like your gender marker to read "M" or "F." As of October 2021, those are the only gender markers available on a U.S. passport. However, the State Department has indicated that it intends to expand these options to include an "X" marker in 2022.

The State Department website explaining Sex Designation Changes is available here: <https://travel.state.gov/content/travel/en/passports/need-passport/selec...>

### Do I Need a Physician's Certification?

No. As of June 2021, State Department policy is that changing the gender marker on a U.S. passport does not require a physician's certification. You may select the gender marker you wish to appear on your passport by choosing one of the available options on an application form. **No additional documentation is necessary.**

### Does the State Department Need Other Medical Information?

You do not need to submit any details or documentation regarding your medical history or treatment in order to update your gender marker. Your doctor does not need to certify that you have undergone any specific treatment or procedure and we recommend, for the sake of your privacy and in order to not confuse the process, that you do not include any additional medical information with your passport application.

### Can Transgender Children Get Updated Passports?

The current gender change policy applies to both adults and minors. All passport applications for minors are subject to special parental consent requirements. (These requirements apply to all minors, not just transgender minors.) See the State Department instructions on applying for a passport for **children under 16** or for **applicants age 16 and 17**.

# How Do I Apply for a Passport?

## Updating Your Gender Marker on an Existing Passport or Getting a Passport for the First Time

If you are applying to change your gender marker, submitting a passport application for the first time, or applying for a passport when your old passport has expired, *you must apply in person*.

You will need to complete and submit:

1. Application for U.S. Passport (**Form DS-11**);
2. Proof of U.S. Citizenship (such as a previous U.S. Passport, certified Birth Certificate, Certificate of Naturalization, or Report of Birth Abroad);
3. Proof of Identity that contains your signature and photograph that is “a good likeness to you” (such as a previous U.S. Passport, a Driver’s License, a Certificate of Naturalization, Military Identification, or a Government Employee Identification Card). You must present the original AND provide a photocopy of the front and back side with your application;
4. A recent color photograph 2x2 inches in size;
5. If you are changing your name on your passport, an Order for Name Change (certified copy showing a seal and officiate/judge signature);
6. Fee (*See Department of State Passport Fees for cost*).

Take these documents and fees in person to any Passport Acceptance Facility. To find the acceptance facility closest to you, visit the State Department’s website, Passport Acceptance Facility Search Page, at <http://iafdb.travel.state.gov> or call the National Passport Information Center at **1-877-487-2778**.

## Updating Your Legal Name Only (no gender marker update) on an Existing Valid Passport

When you already have a valid Passport, you may submit a *Passport Renewal Application* to change your legal name on the passport by mail. You will need to complete and submit:

1. A Passport Renewal Application (**Form DS-82**);
2. Your most recent Passport (book or card);
3. A recent color photograph 2x2 inches in size;
4. Order for Name Change (certified copy showing a seal and officiate/judge signature);
5. Fee (*See Department of State Passport Fees for cost*).

## What is a Passport Card and How Do I Apply For One?

A U.S. passport card is a wallet-sized card that looks like a driver's license. A passport card is significantly less expensive than a traditional passport book but cannot be used for international travel by air. A passport card may be used as everyday identification within the United States and may be used to enter the United States from Canada, Mexico, the Caribbean and Bermuda at land border crossings or sea ports-of-entry. Application forms and documentation requirements for a passport card are the same as for a passport book; simply check "passport card" instead of or in addition to "passport book" on the application form.

## How Do I Change a Limited Validity to a Full Validity Passport?

As of October 2021, it seems that the State Department no longer distinguishes between a transition that is "in process" and one that is "complete." This distinction was originally intended for applicants who had recently begun a gender transition and needed documentation to travel abroad, before the requirement for undergoing a surgical procedure was removed. As there is no longer any requirement to provide medical certification to justify a change in gender marker on a U.S. passport, these limited validity passports should no longer be issued in gender marker change cases.

If you have been previously issued a limited validity two-year passport, you should submit a completed [Form DS 5504](#), Application for a U.S. Passport (Name Change, Data Correction and Limited Passport Book Replacement) to extend to a full validity passport. No additional fee is required unless you request expedited service.

You may mail in your application to the National Passport Processing Center or drop off your completed application and required documentation to your local State Department Office. Note that any documents you mail in will be returned if not damaged.

By Mail, Routine Service: *National Passport Processing Center, P.O. Box 90107, Philadelphia, PA 19190-0107*

By Mail, Expedited Service (Additional Fee): *National Passport Processing Center, P.O. Box 90907, Philadelphia, PA 19190-0107*

In Person: To locate your local Passport Acceptance Facility, please visit <http://iafdb.travel.state.gov/>.

## Can I update a Consular Record of Birth Abroad?

Yes. A Consular Record of Birth Abroad (CRBA) is the equivalent of a birth certificate for American citizens born abroad. The policy for passports also applies for updating a CRBA. **No medical documentation is necessary to request a change to CRBA gender marker.**

**To Amend a Consular Report of Birth Abroad, You Must Submit:**

1. A notarized written (or typed) request detailing the amendment or correction needed;
2. Certified copies of documents justifying the amendment requested, in this case a court ordered name change, if applicable;
3. An **original or replacement consular report of birth abroad**: any birth record issued from the Department of State such as an FS-240 (for birth after January 3, 2011), replacement FS-240, Certification of Report of Birth DS-1350 (for birth Nov 1, 1990 - Jan 2, 2011) or Certification of Birth Abroad FS-545 (for birth prior to November 1, 1990); **or a notarized affidavit** stating the

whereabouts of the original or any replacement FS-240, DS-1350, FS-545 issued from the Department of State;

4. A copy of requester's valid identification;
5. A \$50.00 check or money order made payable to "Department of State". The Department will assume no responsibility for cash lost in the mail.

Mail to:

Department of State  
Passport Vital Records Section  
44132 Mercure Cir.  
PO Box 1213  
Sterling, VA 20166-1213

To check the status of your FS-240 request, call 202-485-8300. You can find information about amendments on the State Department website here: <https://travel.state.gov/content/passports/en/abroad/events-and-records/birth/replace-or-amend-consular-report-of-birth-abroad.html>.

## What If I Face Problems Updating my Passport?

The current policy specifically instructs passport specialists to treat transgender applicants with respect, including using appropriate pronouns and not asking unrelated questions. If you encounter improper requests for information, unprofessional behavior, or other difficulties obtaining a passport, you can call the National Passport Information Center at [1-855-865-7755](tel:1-855-865-7755) to make a complaint or submit a complaint online through the Department of State's [Customer Survey](#). You can also contact NCTE, your Regional Passport Office, or your U.S. Senator's Office. NCTE is consistently monitoring implementation of this policy.

If you encounter discrimination, harassment or other serious difficulties relating to being transgender while traveling abroad, contact the closest U.S. Consulate or Embassy immediately.

## Additional Resources

Full text of the gender change policy - US State Department Foreign Affairs Manual, 8 FAM 403.3 Gender Change:

<https://fam.state.gov/FAM/08FAM/08FAM040303.html>

US State Department Gender Designation Information:

<https://travel.state.gov/content/travel/en/passports/apply-renew-passpor...>

US State Department Passport Home:

[http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

US State Department, Change Your Name in Your Passport:

<https://travel.state.gov/content/passports/en/passports/services/correct...>

US State Department, Frequently Asked Questions on Passports and Citizenship Documents:

<https://travel.state.gov/content/passports/en/passports/FAQs.html>

Call the National Passport Information Center for Information or Complaints:

1-877-487-2778

## Utah Driver's License

### Utah Driver's License Policy & Procedures

In order to update the name and/or gender on a Utah ID, the applicant must submit (1) a court order certifying the name change (if applicable) and/or (2) a passport or birth certificate bearing the new gender. The Utah Department of Public Safety addresses name changes <https://dld.utah.gov/>.

### Social Security Administration

Your Social Security card only lists your name and Social Security number – not your gender. However, SSA maintains information in its computer records on everyone who has a Social Security number, including name, date of birth, and gender. Aggregated data about gender and other demographic factors from SSA records is used for statistical and research purposes. In addition, as discussed below, SSA gender data is still used for identity verification by some third-party organizations.

### Will Changing My Gender With SSA Affect My Social Security Benefits?

No. Social Security benefits do not depend on your gender.

### Will Changing My Gender With SSA Affect My Health Benefits?

Changing your gender marker with Social Security will typically not affect private health insurance. While some insurance plans may automatically refuse coverage of services that appear inconsistent with a gender marker in the plan's records, private plans generally do not base their gender data on, or match it with, Social Security records.

However, if a person is enrolled in Medicare, or the Medicaid and Supplemental Security Income (SSI) programs, their insurance record will be based on Social Security data. In that case, they may experience automatic refusals for coverage of services that appear inconsistent with a gender marker in Social Security records. This type of denial can usually be resolved by having your provider's office either add a specific billing code, contact the plan, or help you request a formal coverage determination.

### What About “No-Match Letters”? Will My SSA Record Out Me on the Job or Elsewhere?

This could happen in some circumstances. The SSA administers several programs used by employers and public benefit providers to verify a person's identity. Through these programs, the SSA compares personal data submitted by a business or government agency with its own records and reports whether the data matches.



The largest system used by private employers, the Social Security Number Verification System (SSNVS), eliminated gender in 2011. However, some systems used by state government agencies will still match gender against SSA records. If a person’s recorded gender with the submitting agency does not match SSA records, the SSA may report this back to the submitting agency. In cases where gender data is submitted to the SSA and does not match, the submitting agency is under no obligation to respond in any way. So long as the other personal data matches with SSA records, the organization can simply ignore the gender mismatch.

## How Do I Change the Gender in My SSA Record?

Social Security will accept any of the following forms of evidence for a gender marker change:

- A full-validity 10-year U.S. passport showing the correct gender,
- A state-issued birth certificate showing the correct gender,
- A court order recognizing the correct gender, or
- A signed letter from a provider confirming you have had appropriate clinical treatment for gender transition

If you use a physician letter, it must come from a licensed physician with whom you have a patient relationship and who is familiar with your transition-related treatment. (This may be any physician who is familiar with your treatment, including a primary care physician or a specialist.) All certifications must be on the physician’s office letterhead and include all information seen in the sample letter below, including the physician’s license or certificate number.

The following is an example of a letter that meets all the Social Security requirements:

### *PHYSICIAN LETTERHEAD*

*I, Physician’s Full Name, Physician’s medical license or certificate number, Issuing U.S. State/Foreign Country of medical license/certificate, am the physician of Name of Patient, Date of Birth of Patient, with whom I have a doctor/patient relationship and whom I have treated, or with whom I have a doctor/patient relationship and whose medical history I have reviewed and evaluated.*

*Name of Patient has had appropriate clinical treatment for transition to (specify male or female).*

*I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.*

*Signature of Physician*

*Typed Name*

*Address*

*Telephone Number*

*Date*

You can download a [sample physician letter here](#).

## What is “appropriate clinical treatment for gender transition”?

People’s gender transition needs vary, and treatment options are decided between individuals and health care professionals on a case-by-case basis. The phrase “appropriate clinical treatment for gender transition” is meant to capture a range of treatments that may be appropriate, in each individual case, to facilitate gender

transition. Clinical treatment methods are outlined in the World Professional Association for Transgender Health Standards of Care, and treatment can include psychotherapy, changes in gender expression and role, hormone therapy, or surgery, or any combination thereof. No specific treatment is required, and details of your treatment need not be provided. In fact, NCTE encourages you and your provider to only state in the letter that you have had appropriate clinical treatment for gender transition. Details about surgery, hormone treatment, or other treatments are unnecessary and not helpful.

## How Do I Change My Name in My Social Security Record?

You can change the name on your Social Security card and record by applying through the mail or in person at a local Social Security office. This can be done separately from, or together with, applying for a gender change. You will need to submit an Application for a Social Security Card, proof of your identity and citizenship or immigration status, as well as acceptable proof of the name change.

In general, SSA will accept any of the following as proof of a name change:

- Name change court order (original or certified copy);
- Marriage, civil union, or domestic partnership certificate (original or certified copy);
- Divorce decree (original or certified copy); or,
- Certificate of citizenship or naturalization (original only).

The new card will be sent to you in the mail, as will any original documents submitted with your application.

**Note:** Marriage, civil union, or domestic partnership certificates showing a name change can be used so long as they are recognized by the issuing state. Locally-issued domestic partnership certificates not recognized by a state cannot be used for this purpose.

## How Does Social Security Treat Marriages Involving Transgender People?

Social Security recognizes as valid any marriage that was recognized under state law as being a valid marriage when it was entered into. Social Security looks to state law and government-issued documents (such as birth certificates and court orders) to determine marital status – it is not based on the gender marker in your Social Security record. For this reason, changing your gender marker with Social Security will not affect your or your spouse’s right to Social Security benefits. Any marriage that was valid when it was entered continues to be valid regardless of a spouse’s transition.

## What if I Have a Problem?

Social Security employees are instructed to treat transgender customers with respect, including using appropriate pronouns, and to not ask unrelated personal questions. If you encounter difficulties with local or other SSA employees, contact NCTE, your SSA Regional Office, or your U.S. Senator’s Office.

If you believe you have been subject to discriminatory treatment by an SSA office or staff, you may file a formal complaint of discrimination with SSA. SSA accepts complaints of discrimination in services and

programs based on race, color, national origin (including English language ability), religion, sex (including gender identity), sexual orientation, age, disability, or in retaliation for filing a complaint. The purpose of this process is not to provide compensation but to resolve unfair actions and prevent future incidents. The complaint form can be found at: <http://www.ssa.gov/online/ssa-437.pdf>.

## Additional Resources

SSA Gender Change Policy:

<https://secure.ssa.gov/poms.nsf/lnx/0110212200>

SSA FAQ on How to Change Gender on Social Security Record:

<https://faq.ssa.gov/en-us/Topic/article/KA-01453>

Application for Social Security Card:

<http://ssa.gov/ssnumber/ss5.htm>

Social Security Office Locator:

<https://secure.ssa.gov/ICON/main.jsp>

Social Security phone numbers:

1-800-772-1213 or, for TTY, call 1-800-325-0778 SSA

Discrimination Complaint Form:

<http://www.ssa.gov/online/ssa-437.pdf>

SSA Policy on Determining Marital Status:

<https://secure.ssa.gov/poms.nsf/lnx/0200305005>