

# How to change your passport

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Along with the form (which you can pick up from the passport office) and fees, you just need **ONE** of the following plus your Deed-poll or Statutory Declaration:

- A birth or adoption certificate in your acquired gender
- A Gender Recognition Certificate
- A letter from your doctor or medical consultant confirming that your change of gender is to be permanent. So a letter from your GP along with your Deed-poll will suffice. (see below)

**PLUS:** Evidence of using name, such as a bank statement or medical letter - something official basically.

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## Template for GP Letter

To whom it may concern,

This is to confirm that my patient, previously known as Miss Jane Bloggs (edit as appropriate), is currently undergoing gender reassignment and as part of this process has changed their name by statutory declaration/deed-poll to Mr Joe Bloggs (edit as appropriate). Mr Bloggs (edit as appropriate) now lives as male and this change is intended to be permanent. Your assistance in making the relevant changes to your records and in preserving full confidentiality will be appreciated. Yours faithfully Dr G Practitioner (edit as appropriate)

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## Dual Nationality/non-UK residents with UK residence permits

If you have dual nationality, or you have a non-UK passport but have other documents from the UK home office (e.g. travel documents, residence permit), the UK home office usually expects people to have all their documents in the same name. As a result, you may not be able to be issued a UK passport/residence permit in your new name and gender until you have either changed your documentation from the other country, or produced a letter from the relevant embassy explaining why your details cannot be changed. Recent experiences within our trans community suggest that this can be a slow process, so it is sensible to allow extra time for this.

The Home Office policy does make an exception for trans people from countries which do not allow trans people to change their names or genders on passports. In these situations, the Home Office will allow people to have

UK documents in their new details, as long as they are using those details in day to day life. The policy can be found [here](#).

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Additional helpful links:

[Changing Passport Information - Gender](#)

[Applying for a passport - Additional information for transgender and transsexual customers](#)

*Please note that all 'How to' information sheets are only a guide. Links and information are correct, to the best of our ability, at the time of creating but things can change over time. It is your responsibility to check the current process. If any of these guides need updating or if you notice any mistakes please let us know and we can update them.*

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