



How to Update Common Identification Documents After a Name/Gender Marker Change

Congratulations! You have your new documents from Vital Stats. Now what?

Much like when you move, it's up to you to update all your info. Here's a list of common IDs/things to update and what you'll need for each one. If you need support with any of the processes, or want to come by Sunshine House to scan documents, let us know and we'll do our best to help.

Email us: 2stransid@sunshinehousewpg.org

DRIVER'S LICENCE/ PROVINCIAL ID

The official deadline for updating your Driver's Licence/Provincial ID is 15 days after receiving your birth certificate. However, there is no punishment or penalty for missing this deadline. The fee is \$10.

Steps:

1. Go to any [Autopac agent location](#).¹ It does not have to be an official MPI branch.
2. Bring your Certificate of Name Change.
3. The Autopac agent will take a new photo of you for your new licence.
4. Remember to ask to have the gender marker updated at the same time.

Note: You can update your gender marker on your Driver's Licence/Provincial ID before applying to change your gender through vital stats. This is currently the only Manitoba government ID that allows that.

Autopac agents are supposed to waive the \$10 fee for a gender marker change and for name changes for gender reasons, but most of them don't know this so you will probably have to ask. The clerk will have to call MPI to have the fee waived, and it may take a while, so be prepared to wait.

MANITOBA HEALTH CARD

You can apply for a change to your Manitoba Health Card through email, fax or by dropping the form off in person.

Steps:

1. Gather your documents. You must have:
 1. Your certificate of legal name change that shows both your old and new name, and
 2. Your birth certificate with updated gender marker (or change of sex designation certificate, if you were born outside Manitoba).
2. Download and complete the name change form found on the [Government of Manitoba website](#).²
3. Submit scans or photos of vital stats documents by email to insuredben@gov.mb.ca.

SERVICE CANADA

Within 60 days of a name change, you should update Service Canada to have the name attached to your SIN number updated. There is no fee to do this.

The easiest way is to go in person to a [Service Canada location](#).³ They'll ask for two forms of identification and your new birth certificate and legal name change certificate. Then they fill out some paperwork, ask a few simple questions and have you read and sign a consent for information sharing waiver. Once you talk to a representative it should take about 20 to 30 minutes.

Additional Note: If you change your name with Service Canada, they will update your Canada Revenue Agency (CRA) file, but it may take some time. You can call the CRA at 1-800-959-8281 to check on the status, and if you need it updated sooner, they have a process specific to the CRA, but it requires mailing in your original documents so we recommend just doing it through Service Canada and letting them handle it internally. Your social insurance number will stay the same, so it shouldn't affect your ability to file taxes, etc.

STATUS CARD (FOR THOSE WITH INDIAN STATUS)

If you are an Indian Status holder:

1. Complete [the same form](#)⁴ as when first applying for a status card and select "Changes to personal information" under "Reason for application."
2. Include a copy of your change of name/gender marker documents as well as a copy of your photo ID with your new name. Your birth certificate should have your parents listed.

If you are applying by mail, you will also need to:

3. Send a [guarantor declaration](#)⁵ and two passport-style photos.

CANADIAN PASSPORT

If you are a Canadian Passport holder, you have to apply for a new passport after a legal name change and/or gender marker change whether or not your previous passport has expired. This can be done in person or through the mail. It is processed the same way as any other passport application.

Whether you apply in person or by mail, you need to provide the following documents (if you are applying by mail you can send photocopies of both sides of each document, signed by your guarantor):

1. Valid photo ID issued by a Federal, Provincial, Territorial or State government authority that has your new name.
2. This additional form completed, if you changed your gender marker: <https://www.canada.ca/content/dam/ircc/migration/ircc/english/passport/forms/pdf/pptc643-eng.pdf>⁶.
3. Proof of citizenship (your new birth certificate or canadian citizenship certificate).
4. Your current passport, if it's still valid
5. New passport photos.

PERMANENT RESIDENT CARD (FOR THOSE WITH PR STATUS)

If you are a Permanent Resident, you will need to apply for a new PR card. The application and instructions are on the [Government of Canada](https://www.canada.ca)⁷ website. In addition to the regular application, you have to fill out [the form](#)⁸ to change your gender marker, and a copy/scan of your change of name certificate. The fee for a new PR card is \$50, plus the cost of photos (any passport-style photo will do).

BANKS AND FINANCIAL INSTITUTIONS

Each financial institution will have a slightly different process, but generally, if you go into a branch with your name change certificate and new photo ID they should be able to update it for you. For credit cards, you might need to email the card issuer a copy of your documents from Vital Stats and/or your updated ID.

LINKS

1. <https://www.mpi.mb.ca/Pages/StoreLocator.aspx?m=getlocations&category=Brokers&city=Winnipeg>
2. <https://www.gov.mb.ca/health/mhsip/update-requests/name-change.html>
3. <https://www.servicecanada.gc.ca/tbsc-fsco/sc-1st.jsp?prov=MB&lang=eng>
4. <https://www.sac-isc.gc.ca/eng/1462806841047/1572461062751#sec2>
5. <https://www.sac-isc.gc.ca/eng/1462806841047/1572461062751#gi>
6. <https://www.canada.ca/content/dam/ircc/migration/ircc/english/passport/forms/pdf/pptc643-eng.pdf>
7. <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/application-renew-replace-permanent-resident-card.html>
8. <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/irm0002.html>
9. https://www.electionsmanitoba.ca/en/Voting/Register_of_Voters

VOTER'S LIST

If you're already registered to vote, you can update your name through the [Elections Manitoba website](#)⁷ (if you're not sure, you can also check if you're on the voter's list at that site). You'll need to attach a scanned copy of your photo ID & attach your name change certificate as the second document. You can still go to a polling station with your updated ID and vote without changing your name on the voter's list, but they will keep mailing you voter cards with your old name until you go through this step.

EDUCATIONAL INSTITUTIONS, PROFESSIONAL ASSOCIATIONS, ETC.

The process will vary, but you may want to inform schools you've attended of the change to have any transcripts/records/etc. updated for the next time you need them, especially since it could take some time to process.