Legally Changing One’s Sex on Vital Records in North Dakota

North Dakota’s Department of Vital Records states that in order to change an individual’s sex on their vital record, a person must:

- Submit a certified doctor’s statement with details regarding any relevant procedures and medical treatment (e.g., hormone therapy) provided, along with a certified copy of your original North Dakota birth certificate.

- Vital Records states that it is “up to the doctor’s letter to determine if the change in sex on a vital record is warranted.” This indicates that the doctor’s letter must be very thorough and should recommend the change in gender on your birth certificate. The statement should be certified by the hospital or clinic where the doctor practices and include the physician’s name, signature, medical license number, and date.

- If no doctors have been seen, then a letter from psychologists or psychiatrists detailing treatments should be used, using the same level of detail mentioned above. All signed documents from professionals should be certified by the hospital or clinic where the therapist works or notarized if they are in private practice.

Ultimately, Vital Records policy states that only a letter from a physician is required to change the sex on a birth certificate. Although Vital Records states that no other documents are technically required, there seems to be no harm in sending supporting documentation with your letter from your doctor to ensure that Vital Records approves your request.

Examples of additional documentation include, but are not limited to: hospital-certified letters from additional physicians, copies of prescriptions and hormones being taken that relate to your preferred sex, notarized letters of support from you community members regarding how long you have lived as your preferred sex, and/or notarized letters of support from your parents or other family members about their recognition of your preferred sex. No matter what you submit, make sure all documents are certified or notarized to make them official.

Once all relevant documents have been collected, make a copy of what you intend to send to vital records, and send the originals via Certified Mail to:

North Dakota Division of Vital Records
600 E. Boulevard Ave., Dept. 301
Bismarck, ND 58505-0200