Baker McKenzie.

I Am Here: obtaining your identification and vital documents

**United Kingdom** 

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# **National Identification Cards**

# What type of document can youth seek which will allow them to move around the country?

The United Kingdom does not issue a national identity card and typically does not require individuals to carry identification for domestic travel. However, the CitizenCard serves as a widely recognized, voluntary photo identification and proof-of-age card. It is endorsed by the Home Office, National Police Chiefs' Council (NPCC), and the Security Industry Authority (SIA) through the Proof of Age Standards Scheme (PASS). The CitizenCard is accepted across the UK for various purposes, including age verification and identity confirmation.

#### What is a CitizenCard?

#### About Us

# What is the process for getting a National ID card (CitizenCard)?

While the UK does not issue a government-backed national ID card, the **CitizenCard** can be obtained by:

- Completing an online application
- Uploading a passport-quality photo
- Verifying identity either via a referee (professional person) or digital ID (e.g., passport, biometric residence permit)
- Paying the application fee (or qualifying for a waiver if under 16)

#### Apply for a UK ID card Online

# Where can I find information online about getting a National ID (CitizenCard)?

The most accurate, up to date, and complete information about the CitizenCard - including eligibility, required documents, application steps, and pricing - is found on the official CitizenCard website.

#### National ID card for the UK

# What documents do I have to have to get a National ID (CitizenCard)? Is there any document that I must have to get an ID?

To get a CitizenCard, applicants must prove their identity through one of two methods:

Digital route: Submit an official government-issued ID (e.g., passport, BRP).

 Referee route: Provide no formal ID, but use a referee (teacher, doctor, social worker, etc.) to certify identity and application details.

Applicants must also submit a recent passport-style photo and, if not under 16, pay the fee.

#### Requirements for your first UK ID card

# What if my documents do not have my correct name/address?

The CitizenCard does not require proof of address from applicants, so no current address documentation is needed. However, name discrepancies should be resolved by ensuring that the referee or official document reflects the correct legal name. If there is a name mismatch, the applicant may need to provide supporting documents, such as a deed poll or court order.

# What if I only have foreign documents?

If you have a foreign passport or biometric residence permit (BRP), you can use these documents to verify your identity during the CitizenCard application process. The digital ID verification route supports these forms of ID. If you lack those, you can still apply using the referee method

# Requirements for your first UK ID card

# What happens if my documents are not accepted to get a National ID card (CitizenCard)?

If your digital documents are not accepted, CitizenCard will notify you and offer the option to:

- Submit alternate ID documents.
- Use the referee method, where a professional person confirms your identity.

In either case, your application will be held until suitable documentation or verification is provided.

# Apply for a UK ID card Online

# Do I have to be a resident of the country to get a National ID card (CitizenCard)?

Yes, the CitizenCard is issued only to residents of the United Kingdom. Applicants must provide a UK address for delivery, although it does not need to be a permanent residence.

# Apply for a UK ID card Online

# What does it mean to be a resident of this country? How do I prove residency?

For CitizenCard purposes, "resident" means you currently live in the UK. You do not need to provide separate proof of residency such as utility bills or tenancy agreements. Your residency is established by supplying a UK delivery address and being verifiable by a UK-based referee or having UK-compatible ID.

# Requirements for your first UK ID card

# What can I do if I do not have residency in this country?

You cannot obtain a CitizenCard if you are not a UK resident. Non-residents are not eligible to apply, as the card is intended for use within the UK and delivered to UK addresses only. If you move to the UK and can provide a UK address and verification, you may then apply.

#### Apply for a UK ID card Online

# Will I need a mailing address? What can I do if I am homeless?

You need to provide a mailing address when applying for a UK passport. If you're homeless you can provide an alternative or 'care of' address. It can be: where you are currently living (for example a homeless shelter or refuge) or an alternative delivery address (for example, a solicitor's office, a hospital, mental health facility or care home)

# Support Centre

#### What is the application process? Can I complete it online?

Yes, the entire CitizenCard application can be completed online. The process includes:

- 1. Creating an account at citizencard.com
- Uploading a passport-style photo
- 3. Choosing either digital ID verification or the referee method
- 4. Submitting the form and making payment (unless waived for under-16s)

No paper forms or physical appointments are required.

# Apply for a UK ID card Online

# Is there an application fee? Is there a waiver option if I cannot afford to pay it?

Yes, the standard application fee is:

■ £18 for regular service (within 21 days)

£35 for urgent service (1–2 working days)

Applicants **under 16 years old** can apply **for free** using a voucher code. Some schools, councils, and charities may also provide vouchers or subsidized applications for vulnerable youth.

# Apply for a UK ID card Online

#### How old do I have to be to apply for a National ID (CitizenCard) card by myself?

There is **no minimum age** to apply for a CitizenCard, and applicants **of any age** can apply directly. However, those under 16 may need assistance completing the application or may benefit from support through school or community organizations.

# What is a CitizenCard?

# What can I do if I do not have a parent or guardian who can go with me (and the application says I have to have one)?

A parent or guardian is **not required** to accompany or co-sign the application. If you do not have government-issued ID, you can use the **referee method**, where a professional (e.g., teacher, social worker, support worker) confirms your identity and supports your application.

# Requirements for your first UK ID card

#### At what age can I get a National ID card (CitizenCard) by myself?

There is no age restriction for applying for a CitizenCard independently. Young people of any age can apply for a CitizenCard using the referee method if they do not have another ID. The application does not require a parent or guardian's signature or presence.

# What is a CitizenCard?

# Are there any special provisions for foster youth (children in custody of the government)?

There is no designated application process for foster youth, but social workers, youth workers, or support staff can act as referees in a professional capacity. Local authorities and care providers frequently assist foster youth in acquiring identification documents such as the CitizenCard as part of transition planning.

#### Requirements for your first UK ID card

# Are there any special provisions for homeless youth?

CitizenCard applications do not specifically reference homeless youth, but the application does allow for the use of a professional referee (such as a housing support worker or

outreach worker), and a delivery address does not need to be a permanent residence. Many charities, shelters, and local councils facilitate CitizenCard applications for youth experiencing homelessness.

# Knowledgebase

# Will I have to take a test?

No test is required to obtain a CitizenCard. The application is based solely on documentation and identity verification via a referee or supporting ID, not on any knowledge or skills assessment.

Apply for a UK ID card Online

# **Driver's License**

# What organization issues a driver's license in this country?

Driver's licenses in the UK are issued by the **Driver and Vehicle Licensing Agency** (**DVLA**) in England, Scotland, and Wales, and by the **Driver & Vehicle Agency** (**DVA**) in Northern Ireland.

#### Driver & Vehicle Licensing Agency

#### **Motoring**

# What is the process for getting a driver's license?

To get a full UK driver's license, the process is:

- Apply for a provisional license (must be at least 15 years and 9 months old).
- Begin driving lessons with a qualified instructor or eligible adult once 17.
- Pass the theory test, which includes multiple-choice questions and a hazard perception test.
- Take and pass the practical driving test, which includes vehicle safety questions and real-world driving.

# Learn to drive a car: step by step

# Where can I find information online about getting a driver's license?

Official information is available through the UK government's website at

Driving tests and learning to drive or ride

For Northern Ireland:

Learn to drive

# What documents do I have to have to get a driver's license? Is there any document that I must have to get a driver's license?

To apply for a provisional license, you will need:

- Proof of identity: a valid passport or biometric residence permit
- National Insurance number

# Residential address (last 3 years)

If applying online, a digital photo from your passport can be used. If applying by post, a passport-style photo must be submitted.

# Apply for your first provisional driving licence

Proof of your identity using a UK passport or, if you previously used the "UK Immigration: ID Check" or "EU Exit: ID Document Check" app when applying for a UK visa or the EU Settlement Scheme in UK, you can use the identity share code. If you do not have a UK passport or a share code, you'll need to send an identity document by post to prove your identity. Send one of the following with your application:

- a current and valid foreign passport that's not from an EU or EEA country, with a visa sticker or stamp (called a 'vignette') showing you have permission to live in the UK
- a current and valid Irish passport it does not need to have a visa sticker or stamp
- a UK biometric residence permit (BRP)
- a travel document
- a UK birth, adoption or naturalisation certificate you'll need to send further proof of identity with this
- evidence you receive a state pension

For further identity proof lists, see here: <u>Identity documents needed for a driving licence</u> application

You must also have a recent passport size photo signed by someone (see requirements here: <u>Identity documents needed for a driving licence application</u>) to verify your identity. However, you do not need to get your photo signed by someone else if you proved your identity using a UK passport or a share code.

# What if my documents do not have my correct name/address?

If your official documents have outdated name or address information:

- Name changes: You must send supporting documents such as a marriage certificate or deed poll.
- Address changes: You must update your address during or after the application process.

Change the name or gender on your driving licence

Change the address on your driving licence

# If you cannot update Documents:

If you are unable to correct your documents before applying, contact the DVLA directly, they may

- Accept a letter of explanation alongside other supporting documents.
- Advise on additional forms of proof, such a letter from a parent, guardian, or employer. Educational records (if you are under 18). A signed declaration or affidavit (is a legal document where you formally declare that you are now using a new name, typically after changing it through marriage, a court order, or a deed poll, and you sign the document with your adopted name to officially verify the change; it is often used to notify organizations like banks or employers about your new identity).

# **Legal Framework**

The DVLA operates under the authority of the *Road Traffic Act 1988* and associated regulations. Ensuring that your application matches their requirements is critical for compliance.

# What if I only have foreign documents?

You may apply for a UK provisional driver's license using a valid foreign passport with a valid UK immigration status or visa.

If you do not have a UK-recognized form of ID (such as a foreign passport), your application will not be accepted.

Applicants must also have at least **185 days of residency in Great Britain** in the past 12 months to qualify.

Identity documents needed for a driving licence application

# What happens if my documents are not accepted to get a driver's license?

If your identity documents are rejected:

- The DVLA will return your application and inform you (Letter of Refusal) of the missing or incorrect information.
- You may submit alternate documents if requested (e.g., corrected ID or proof of legal name change).
- If you fail to meet residency or ID requirements, you will not be issued a license.

Identity documents needed for a driving licence application

# Do I have to be a resident of the country to get a driver's license?

Yes. To apply for a UK provisional driver's license, you must normally reside in the UK and have lived in Great Britain for at least 185 days in the past 12 months.

#### Apply for your first provisional driving licence

# What does it mean to be a resident of this country? How do I prove residency?

"Resident" means your **normal place of living** is in the UK. The DVLA requires:

- A UK residential address
- Proof of at least 185 days of residency in Great Britain in the last 12 months

No specific utility bills or tenancy documents are required to prove this during the application, but your eligibility is self-declared and legally binding.

#### Right to reside

# What can I do if I do not have residency in this country?

If you are not a UK resident, you are not eligible for a UK (provisional) driving license. Foreign nationals staying temporarily (e.g., on a tourist visa) cannot apply. Once you meet the residency requirement (185 days/year), you may apply.

#### Driving in Great Britain on a non-GB licence

# Will I need a mailing address? What can I do if I am homeless?

Yes, the DVLA requires a UK mailing address to process and deliver a driver's license. If you are homeless, you may:

- Use the address of a trusted family member, friend, or shelter.
- Contact your local council's homelessness services, who may help with registering an address for official correspondence.

There is no formal DVLA policy for applicants without fixed addresses, so support from a local authority or homelessness charity is recommended.

Help from your council if you're homeless or at risk of homelessness

Change the address on your driving licence

# What is the application process? Can I complete it online?

Yes, the application for a provisional driving license can be completed online if you:

- Are at least 15 years and 9 months old
- Can provide a valid UK passport or other identity document
- Have a UK address
- Have your National Insurance number (if applicable)

Those without a UK passport must apply by post using **form D1**, available at most post offices.

When you pass your practical driving test, DVLA will usually send you your full license automatically.

Apply for your first provisional driving licence

Getting your full driving licence

# Is there an application fee? Is there a waiver option if I cannot afford to pay it?

Yes, there are application fees.

**First provisional license**: There is an application fee to apply for your first provisional driving license. The fee for an online application is £34; the fee for an application sent by post £43, which can only be paid by cheque or postal order.

**First full driving license**: There is no fee to apply for a full driving license once you pass your driving test.

**Renewing an expired license**: Both your provisional license and your full driving license will expire after 10 years. If you obtain a full driving license before your provisional license expires, you do not need to renew your provisional license.

When your license expires, you need to apply for a new license. There is an additional fee if you need to renew your driving license when it expires. The fee for online renewal is £14; the fee for renewal at a Post Office is £21.50; and the fee for renewal by post is £17, which can only be paid by cheque or postal order.

**Replacing a license**: If you lose, damage or destroy your driving license or it is stolen, you need to apply for a new license. There is an additional fee of £20 for a new license. You can apply for a new license online, by phone or by post.

The DVLA does not formally waive any of these fees for any reason. If you cannot afford to pay any of the application fees below, you can contact the DVLA to discuss your circumstances with them.

Apply for your first provisional driving licence

# Renew your driving licence

Replace a lost, stolen, damaged or destroyed driving licence

# How old do I have to be to apply for a state driver's license by myself?

You must be at least **15 years and 9 months old** to apply for a **provisional license**, but you **cannot drive a car** on public roads until you are **17**. You can apply for and hold a license independently at that age—no parental involvement is required.

You need to apply for your full license if you:

- didn't give your provisional photocard driving license to the examiner after the test
- changed your name or address
- have an old-style provisional driving license (issued before 1998)

Otherwise, it will be sent automatically.

How to apply - to get a full license, you must:

- Sign the declaration on your driving test pass certificate.
- Fill in form D1 'application for a driving license' (order online or get at post offices).
- Include original documents confirming your identity.
- Include a passport photograph (if you have a paper provisional license).
- Include your provisional license.

Learn to drive a car: step by step

Getting your full driving licence

# What can I do if I do not have a parent or guardian who can go with me (and the application says I have to have one)?

You do not need a parent or guardian to apply for a provisional license in the UK. The application is entirely individual once you meet the age and residency requirements.

Apply for your first provisional driving licence

# At what age can I get a driver's license card by myself?

You can apply for a provisional driving license at age 15 years and 9 months, but you must be at least 17 years old to drive a car and hold a full driver's license independently in the UK. No parental or quardian involvement is required at that age.

Driving lessons and learning to drive

Apply for your first provisional driving licence

# Are there any special provisions for foster youth (children in custody of the government)?

There are **no special provisions under DVLA rules** for foster youth. However, local authorities and leaving care services often assist foster youth with the costs and process of applying for a provisional license, as part of their transition to independence.

Leaving foster or local authority care

# Are there any special provisions for homeless youth?

The DVLA does not provide official accommodations for homeless youth in its application system. However, some local councils or charities may help youth experiencing homelessness by:

- Providing a mailing address
- Assisting with ID documentation
- Supporting application fees through discretionary funding

Help from your council if you're homeless or at risk of homelessness

# Will I have to take a test?

Yes. To obtain a full UK driver's license, you must pass:

- A theory test (multiple choice + hazard perception)
- A practical driving test (including independent driving, vehicle safety questions, and a driving exam)

Driving lessons and learning to drive

Book your driving test

#### If applicable, do I have to make an appointment to take the test?

Yes. You must book both the theory test and the practical driving test in advance through the official DVSA booking service. Tests are scheduled by appointment only, and you must attend an approved testing centre.

#### Book your theory test

# Book your driving test

# Where can I take the driving test? What can I do if I cannot get to a testing location?

Driving tests are conducted at Driver and Vehicle Standards Agency (DVSA) test centres throughout the UK. You choose a centre during the booking process based on your location.

If you cannot get to a test centre due to mobility, financial, or geographic barriers, there is no formal provision for remote testing.

#### However:

- You may request reasonable adjustments for a disability or health issue.
- For transport-related hardship, local charities or social workers may assist with arrangements.

# Driving test: cars

# Do I need to get a permit or authorization to practice driving before I get my driver's license?

Yes. In the UK, you must hold a provisional driving license before you can practice driving on public roads. With this license:

- You must be supervised by someone over the age 21 who has held a full UK license for at least 3 years.
- You must display L plates (or D plates in Wales) on the vehicle.
- The car must be insured for a learner driver.

# Driving lessons and learning to drive

Apply for your first provisional driving licence

# **Birth Certificate**

# What is the document detailing a person's birth called in this country?

In the UK, the official document that details a person's birth is called a birth certificate. It is issued by the General Register Office (GRO) in England and Wales, National Records of Scotland, or the General Register Office for Northern Ireland, depending on the place of birth

There are two types of Birth Certificate in England and Wales:

- A short version, which only contains the details of the baby, and;
- A long version, which also contains the details of the parents.

England

#### Register a birth

Order a birth, death, marriage or civil partnership certificate

Scotland

# Registration

Order a copy of a birth, death or marriage certificate

Northern Ireland

# Order a birth certificate online

# I'm not sure I have a birth certificate, what can I do to find out if I have one and where to get it?

If you were born in the UK, your birth should have been registered within 42 days (21 in Scotland). You can check whether a birth was registered and request a certificate by contacting the appropriate registry:

- GRO (England/Wales)
- National Records of Scotland
- GRO NI

If you don't know where you were born, the GRO may still assist you in tracing the record with approximate details.

To check if you have a birth certificate in England and Wales, you can check the General Register Office.

You can also order a birth certificate here.

#### Research your family history using the General Register Office

#### Order a birth, death, marriage or civil partnership certificate

To check if you have a birth certificate in Scotland, you can search the birth registers online. You can also order a birth certificate through this link: Explore your Scottish heritage.

To check if you have a birth certificate in Northern Ireland, you can check the General Register Office NI website. A name check is free, but further searches come at a cost. Search GRONI's online records

You can order a birth certificate online, on the government website: Order a birth certificate online

# How do I get a copy of my birth certificate?

You can order a certified copy of your birth certificate online or by post. You will need:

- Full name at birth
- Date and place of birth
- Parents' full names (if known)
- Registration district or approximate location

Certificates are sent by post. Priority options are available.

# Order a birth, death, marriage or civil partnership certificate

#### Explore your Scottish heritage

#### Order a birth certificate online

England and Wales - you can order a copy online. You will need a debit or credit card and it will cost £12.50.

The certificate will be sent to you 4 days after your application is received.

You can also order a certificate over the phone, by post or from the local register office where the birth was originally registered.

Scotland - You must first create an account, and the certificate will cost £12. The certificate will usually be sent to you 15 days after receipt of your application. You can also order a certificate from your local council registration service.

Northern Ireland - you will need a debit or credit card and the certificate will cost £15. You can also order a certificate by phone or, if you do not have a debit or credit card, you can order a certificate by post or in person at:

The General Register Office NISRA Colby House Stranmillis Court Belfast BT9 5RR

# Can I order my birth certificate online?

Yes. All UK regions provide an online ordering service:

- England & Wales: Order a birth, death, marriage or civil partnership certificate
- Scotland: Explore your Scottish heritage
- Northern Ireland: Order a birth certificate online

Standard and priority (express) options are available depending on urgency.

# What documents will I need to get my birth certificate?

If ordering your own certificate, you generally do not need to provide documentation - just accurate birth details (name, date, place of birth, and parents' names if possible).

If ordering on behalf of someone else, especially in Northern Ireland or for a short-form certificate, proof of identity or relationship may be required.

General Register Office

Birth certificate application form

Order a certificate

Order a birth certificate online

Confirm birth registration

# What happens if I don't have some or all of the documents that are required?

For most UK birth certificate orders, you do not need to provide supporting documents if you're requesting a certificate of your own birth - just sufficient identifying information (name, birthdate, place of birth, parent(s)' names). If the details are incomplete or unclear, GRO may contact you for more information.

If ordering on behalf of someone else or in more restricted cases (e.g. Northern Ireland), some documentation may be requested.

# Frequently Asked Questions

Confirm birth registration

# How old do I have to be to get a copy of my birth certificate by myself?

There is **no minimum age** to request a copy of your own birth certificate in the UK. Anyone can request their own certificate if they can provide the required details (and payment). There is no requirement for parental involvement in the request.

Order a birth, death, marriage or civil partnership certificate

Explore your Scottish heritage

Order a birth certificate online

# What can I do if I do not have a parent or guardian who can go with me to get a birth certificate (and the application says I have to have one)?

You do not need a parent or guardian to request your own birth certificate in the UK. If you're old enough to complete an online or postal application and pay the fee, you can request it yourself. There are no legal or procedural barriers requiring a parent or guardian to accompany you. However, you do need information about your birth details. If you don't have these details you need to fill in an application for Birth certificate Information Before Adoption (BIBA) service.

Getting your birth certificate information before adoption

# What is the cost to get a birth certificate?

Costs vary by region and service level:

- England & Wales (GRO Standard):
  - £12,50 per certificate
  - Priority service: £38,50
- Scotland:
  - £12 for a certificate via ScotlandsPeople
  - Additional £3 for priority handling
- Northern Ireland:
  - £15 standard
  - £20 priority

Frequently Asked Questions

# Order a certificate

#### Fees

#### Is there a waiver if I cannot afford the fee?

There is no official fee waiver offered by the GRO or other registry offices. However:

- Local authorities, charities, or social workers may help cover the cost for youth in care or vulnerable situations.
- Some local councils or advocacy groups may subsidize document access as part of support services.

No published fee waiver from GRO, but discretionary help may be available through:

#### Find your local council

# Are there any special laws or provisions that can help get a birth certificate if I have been in the foster care system (children in custody of the government)?

There is no statutory exemption or special law for obtaining a birth certificate if you are or were in care. However, local authorities (as corporate parents) are required to assist care leavers and looked-after children with documentation, including obtaining a birth certificate as part of transition and pathway planning.

#### Children Act 1989

#### Leaving foster or local authority care

For a child in care in Scotland, records of the child should be kept - councils should have clear steps to help a child in care get access to their records. Young people under 16 have the right to access their own records (section 66, Data Protection Act 1998). Data for children in care is governed by <a href="Data Protection">Data Protection (Subject Access Modification)</a> (Social Work) Order 2000, SI 2000/415.

In Northern Ireland, no special provisions for children in care found.

# Are there any special laws or provisions that can help get a birth certificate if I am homeless?

There is no formal waiver or legal provision for homeless individuals to obtain a birth certificate free of charge. However, local councils and support services for the homeless may:

- Help gather necessary details
- Provide a secure delivery address
- Help cover the cost using discretionary funds

Charities and organizations such as Shelter, Crisis, and The Salvation Army can support homeless individuals in obtaining essential documents.

Various organizations offer assistance to homeless individuals for acquiring identification documents, providing support through the application process, financial aid, and advocacy. Notable organizations include:

- Shelter: A charity that provides advice and support on housing and homelessness issues
- Crisis: A national charity for homeless people offering practical support, education, and training.
- The Salvation Army: Offers services, including help with obtaining identification documents.

Applying for a birth certificate typically involves a fee. Assistance may be available, and homeless individuals may consider the following:

- Contact Local Charities: Some charities and organizations provide financial assistance or can cover the cost of obtaining a birth certificate.
- Look for Government Programs: Check if there are government programs available that offer fee waivers for essential documents.
- In-Person Application: Visit your local register office to apply in person. This method can be helpful if assistance with the application process is needed.

#### **Address Requirement**

One of the main challenges for homeless individuals is providing an address for correspondence.

Options that may assist homeless people include:

- Use a Friend or Family Member's Address for the application if possible.
- Use a Homeless Shelter or Support Service Address: Many homeless shelters and support services allow clients to use their address for official correspondence.
- Post Office Box: Some charities and organizations may offer the use of a PO Box for homeless individuals.

#### Sources:

- Help from your council if you're homeless or at risk of homelessness
- How to open a bank account if you're homeless

# Where do I get my birth certificate if I was born in another country?

If you were born outside the UK, you must request your birth certificate from the civil registry of the country where the birth occurred. If the birth was registered with a **British** 

consulate, you may be able to order it through the Foreign, Commonwealth & Development Office (FCDO).

Options include:

- Local Registration Authority: The birth should be registered with the local registration authority in the country where the birth took place. This authority will issue the birth certificate.
- 2. **British Consulate or Embassy**: Parents can also register the birth with the nearest British consulate or embassy. This will result in a Consular Birth Registration Certificate, which serves as an official record of the birth under UK jurisdiction.
- General Register Office (GRO): If the birth was registered with a British consulate or embassy, a copy of the birth certificate can be obtained from the General Register Office in the UK.

# Overseas birth certificate

# Is there a way to get my birth certificate without going somewhere in person?

Copies of birth certificates can be requested online.

Links below:

Birth certificate application form

**GRO Birth Certificate Application Form** 

# Where can I find information online about getting a birth certificate?

Information is available on the official government websites for each UK nation:

- England and Wales: Order a birth, death, marriage or civil partnership certificate
- Scotland: Explore your Scottish heritage
- Northern Ireland: Order a birth certificate online

# **Making Changes to Government ID Documents**

# What vital doc should I start with to change my name?

The UK does not require name changes to begin with a specific document. However, it is most common and strategic to start with a Deed Poll, which is an official legal document confirming a change of name. This can then be used to update your name on a birth certificate (in limited circumstances), passport, driving licence, and other documents.

#### Change your name by deed poll

Different rules apply to changing your name in Scotland:

# Changing your name

For Northern Ireland see

# Recording a change of name

# How do I change my name on my birth certificate?

Generally, it is not possible to change the original details on a UK birth certificate. It is a historical record of the facts at the time of birth.

Changing a name on a UK birth certificate is only allowed in limited circumstances, such as:

- Correcting a clerical or factual error
- Adding a parent's name (in some cases)
- Changing a child's forename within 12 months of registration (first name only)

After this period, you cannot change the name on the birth certificate except in exceptional legal cases (e.g., adoption).

#### Correct a birth registration

#### Changing your name

Birth certificate amendment form

Changing the name on your birth certificate

# How do I change my name on my National ID (CitizenCard)?

The UK does not issue a government national ID, but for CitizenCard (a widely used proof of ID and age), you can change your name by:

- Submitting a copy of your Deed Poll
- Requesting a reissue with the new name

# Replacement ID card

# How do I change my name on my driver's license?

To change your name on a UK driver's license:

- Complete the D1 form (for car/motorcycle licenses)
- Send it to the DVLA along with:
  - Your current license
  - Original name change document (e.g., Deed Poll, marriage certificate)

This service is free, and your new licence will be issued by mail.

#### Change the name or gender on your driving licence

# At what age can I change my name by myself?

#### In the UK:

- A young person aged 16 or over can legally change their name by Deed Poll without parental consent.
- Those under 16 need the consent of everyone with parental responsibility or a court order.

#### Change your name by deed poll

#### 1. Age requirement

In Scotland if you are over 16 you can change your name. If you are under 16 you need to have written agreement from your parents or legal guardians.

# Changing your name

For Northern Ireland the following applies - if you are under 18 years old, or a parent of a child under 18, and you want to record a change of name, you'll need to fill out an application form.

#### Recording a change of name

# What can I do if I do not have a parent or guardian with me to change my gender marker and do not have anyone else who can help me?

If you are 16 or older, you can legally change your name on your own using a Deed Poll - you do not need parental or guardian support.

If you are under 16 and do not have access to someone with parental responsibility, you will generally need to:

- Apply to the Family Court for a name change order.
- Seek support through a local authority or social worker, especially if you are in care.

# Change your name by deed poll

#### Change a child's name

Options available:

- Contact a legal aid organisation or a solicitor who specialises in family law. They can
  provide guidance on your rights and the potential options available to you. In some
  cases, a court may allow a name change.
- If you are in care or have involvement with social services, discuss your situation with your social worker. They may be able to help.
- Reach out to youth advocacy groups who can offer advice, support, and possibly act on your behalf.
- 4. Speak to a trusted teacher, school counselor, or college advisor. They may be able to offer support, guidance, or refer you to organisations that can help.

Changing your child's name without consent from everyone with parental responsibility

# What vital doc should I start with to change my gender marker? Is the process easier for one of the IDs?

Changing your passport or driving licence is generally the most straightforward place to start. Neither requires a Gender Recognition Certificate (GRC).

- Driver's license: Only requires a letter from a doctor confirming gender change.
- Passport: Requires a doctor's letter and supporting documents.

# Change the name or gender on your driving licence

#### Changing patient's NHS details

You are permitted to change your name, title, and gender marker at your GP surgery at any time.

No deed poll, Gender Recognition Certificate, birth certificate, or any other form of proof is required; a simple request suffices, although you may be asked to provide identification or respond to questions for identity confirmation.

Most GP surgeries accommodate these changes. However, some may not be familiar with the process, may not agree with it, or may believe additional evidence or checks are necessary. Should this occur, you can refer to the guidance from Primary Care Support England and/or the General Medical Council, which both advise that GPs should amend patient details upon request without requiring proof.

# Role of GPs in managing adult patients with gender incongruence

# How do I change my gender marker on my birth certificate?

To change the gender on a birth certificate in the UK, you must obtain a **Gender Recognition Certificate (GRC)** through the Gender Recognition Panel. Eligibility includes:

- Being at least 18
- Living in the acquired gender for 2 years
- Having a diagnosis of gender dysphoria (unless applying via the simplified route)

#### Apply for a Gender Recognition Certificate

The **birth certificate** requires a GRC, which involves a formal legal process and is more complex.

Having a certificate means you can update your birth or adoption certificate, if it was registered in the UK

A Gender Recognition Certificate (GRC) is needed for trans people to change their birth certificate and their sex marker with HMRC. Trans people also need a GRC if they want their marriage or civil partnership certificate to reflect their true identity

You do not need a certificate to

- update your driving licence
- update your passport
- update your medical records, employments records or your bank account

You can only apply to be recognised as male or female. Non-binary genders are not legally recognised in the UK.

# Apply for a Gender Recognition Certificate

# How do I change my gender marker on my National ID (CitizenCard)?

The CitizenCard does not include gender information. A change of gender marker is therefore not possible.

# How do I change my gender marker on my Passport?

# **Required Documents**

- A completed passport application form <u>Apply online for a UK passport</u> or You can pick up a paper passport application form from <u>your local Post Office</u> and apply by post.
- 2. Your current passport.
- 3. One of the following:
  - (a) letter from your doctor or medical consultant confirming your change of gender is likely to be permanent - all you need to do is ask your GP to give you one (see steps below);
    - we suggest this option, as this is the easiest, fastest and less bureaucratic one.
    - If you're changing your name as well, you'll also need to supply both of the following: evidence of your change of name (such as a deed poll) and evidence that you're using your new name (for example a payslip, or a letter from your local council)
  - (b) a Gender Recognition Certificate (GRC) you need to apply for it with the Gender Recognition Panel and the process involves submitting medical reports, proof that you've lived in your gender for two years and a declaration from your spouse if you are married or in a civil partnership (<u>Apply for a Gender</u> <u>Recognition Certificate</u>); or
  - (c) a new birth or adoption certificate showing your acquired gender you can
    apply for it online, but you will be asked at some point to also provide a GRC
    (Order a birth, death, marriage or civil partnership certificate).

<u>Process</u>: Send your application to HM Passport office, along with the required documents listed above or follow the online application process <u>Apply online for a UK passport</u>

# How to get a letter from your GP and update your NHS records:

- You can change your gender marker on your medical records, at your GP surgery at any time, without needing a deed poll (unless you're also changing your name), a Gender Recognition Certificate, a birth certificate, or any other kind of proof. You just need to ask for the change and request the letter confirming your permanent change of gender. You may be asked to show some ID or to answer a few questions to confirm your identity (<u>Information for health professionals for our gender identity clinic</u>).
- If more evidence or further checks are required, you can refer to the guidance from Primary Care Support England (<u>Process for registering a patient gender re-</u> assignment) and/or the General Medical Council (Role of GPs in managing adult

<u>patients with gender incongruence</u>), which advise that GPs should change patient details on request without requiring proof.

#### Fees:

- Passport Application Fee: Applying for a new passport to reflect a gender marker change incurs the standard passport application fee (new passports or renewals) -Passport fees. As of December 2024, the fees are:
  - (a) Adult (16 and over):
    - (i) Standard 34-page passport: £82.50
    - (ii) Jumbo 50-page passport: £93.50
  - (b) Child (under 16): £53.50
- Additional Costs: There may be a fee for obtaining a letter from a medical professional
  confirming that your change of gender is likely to be permanent. For example, some
  services charge around £50 for such a letter, but it depends on the medical
  professional.

# How do I change my gender marker on my driver's license?

Send the DVLA your old driving license along with the right application form and any supporting documents to change your name or gender. You'll get a new license. You can still drive while you wait for your new license.

It does not cost anything to change your name or gender on your driving licence.

You must also update your V5C vehicle registration certificate (log book) if you change your name, fill in the application form

# Fill in:

- form D1 'Application for a driving licence' if you have a car or motorbike licence
- form D2 'Application for a lorry/bus licence' if you have a lorry or bus licence

You can get them from most Post Offices.

Change the name or gender on your driving licence

#### At what age can I change my gender marker by myself?

If you're over 18, you can apply to change your gender marker independently on most documents without assistance. For under-18s or vulnerable youth:

- GPs or support workers can provide the required letter
- LGBT+ charities (e.g., Mermaids, Gendered Intelligence, Stonewall) offer guidance and advocacy

 No legal guardian is needed for changing gender on a CitizenCard or driving licence, but support may be helpful

There is no legal recognition offered to trans children and young people. Non-binary people in the UK are unable to obtain legal recognition of the fact that they are non-binary.

Trans people in the UK.

**Mermaids** 

Stonewall

What can I do if I do not have a parent or guardian with me to change my gender marker and do not have anyone else who can help me?

You will only be able to legally change your gender if you are 18 or over.

Trans people in the UK

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