

# Change of Gender or Form of Address Request



## Submission Instructions

- 1) From the **Catalogue**, go to **General Inquiry**
- 2) Indicate the form name in the field "What is your question?"
- 3) Click **Add attachments** to attach your form
- 4) **Submit**

To begin a change of gender or form of address request, the University of Toronto requires one piece of **valid government-issued photo identification** that matches the employee's **current** human resources record. Only Canadian-issued photo identification or a foreign passport will be accepted.

Faculty, staff, and librarians who wish to specify or update their display name may do so using the [My Auth online application](#). Newly specified or updated display names will appear in (Quercus, Email [UTMail+] and HRIS) within 24 hours.

Please complete **Section 1** and submit this form using the instructions above.

### Section 1: To be completed by employee

#### CONFIRMATION OF INFORMATION currently recorded in U of T Human Resources Information System (HRIS)

Surname		Legal First Name(s)	
Middle Name(s) or Middle Initial(s)	Date of Birth (dd/mm/yy)	Department or Division	
Personnel Number		University of Toronto Email	

### Gender and/or Form of Address to be updated in HRIS

Form of Address
Gender (leave blank if you are not making a change of gender request) <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X
Note: Gender is disclosed to Green Shield Canada, U of T Pension Services, and internal reports used for statistical purposes.

#### Sign and Date

By signing below, you acknowledge that when any changes to your name are made, the form of address will be used wherever possible on University correspondence and reports.  Any changes to your form of address or gender will be effective on or after the date indicated below.  <input type="checkbox"/> I have read and understood the information provided on this form.	
Signature of Employee	Date (dd/mm/yyyy)

### Section 2: To be completed by University of Toronto STAFF

<input type="checkbox"/> Proof of Identity Confirmed	<input type="checkbox"/> This form has been retained in the employee's personnel file	Type of Identification Presented
Processed by	Signature of Staff	Date (dd/mm/yyyy)

**You may use this form to make one of the following changes in your official Human Resources record:**

- Change your gender identity
- Change your form of address

For assistance completing this form or for more information about the resources available to trans people, please contact the Sexual & Gender Diversity Office (SGDO) at [sgdo@utoronto.ca](mailto:sgdo@utoronto.ca) or (416) 946-5624.

The SGDO supports staff, faculty, and librarians who are considering these changes, and provides information and education related to sexuality, gender identity, and gender expression in the workplace to managers and colleagues. Should you have questions or concerns about the impact of these changes on one's workplace, please contact the SGDO.

## **Form of Address and Gender Changes at the University of Toronto**

The University of Toronto is currently working to ensure form of address and/or gender changes specified using this form appear on all University documentation, reports, and services.

Please forward any instances where your form of address and/or gender is not appearing correctly to [hrendequity@utoronto.ca](mailto:hrendequity@utoronto.ca) for resolution.

## **The University of Toronto respects your privacy.**

Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971.

It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government.

At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [utoronto.ca/privacy](http://utoronto.ca/privacy) or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.