

## Change of Gender or Display Name Request Form

To begin a change of display name and/or gender 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. **Please note that this form may only be used to change your “display” name, not your legal name.**

Please complete **Section 1** of this form and submit it to your Divisional HR Office or Business Officer.

### 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 DISPLAY NAME to be updated in HRIS

Form of Address	Display First Name (“Known as”)
<small>Note: display name will be used wherever possible on materials visible to the University community, including Employee Self-Service, Campus Mail, and other employee communications. To change your email address, see page 2 of this form.</small>	
<b>Gender (leave blank if you are not making a change of gender request)</b> <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X	
<small>Note: Gender is disclosed to Green Shield Canada, U of T Pension Services, and internal reports used for statistical purposes.</small>	

#### Sign and Date

<p>By signing below you acknowledge that when any changes to your name are made, the display name will be used wherever possible on University correspondence and reports. If your display name has been changed to something other than your legal name, please note that your legal name will still be used on official payroll documents and correspondence with the government (e.g. your T4 slip, ROEs, etc.). Your previous TCard must be surrendered to the TCard office. See page 2 of this form for more details.</p> <p>Any changes to your name or gender will be effective on or after the date indicated below.</p> <p style="text-align: center;"><input type="checkbox"/> I have read and understood the information provided on this form.</p>	
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 display name to something different from your formal legal name
- 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 by email](#) or call 416-946-5624.

**Name and Gender Changes at the University of Toronto**

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

As of November 30, 2017, the following services will reflect display name changes: Green Shield Canada, U of T Pension Services, Employee Self-Service, Campus Mail, and most Human Resources reports and programs.

Over the course of 2018, more services and resources will be modified to reflect name and gender changes. During this interim period, please forward any instances where your name and / or gender is not appearing correctly to [hrandequity@utoronto.ca](mailto:hrandequity@utoronto.ca) for resolution.

Once you submit this form, please connect with your Divisional HR Office and / or Business Officer to ensure that other materials (such as departmental contact directories and business cards) are updated and changed appropriately. Please note that reports and communications generated independent of HRIS may not reflect the changes requested by this form and manual updates may be required.

It is important to know that changes to your display name will be reflected wherever possible on your official HRIS record, correspondence, award certificates, and reports. It is the sole responsibility of the employee to resolve or deal with issues resulting from a name change. As requested, the University can provide documentation with an employee's legal name.

**TCard Issuance**

Your TCard must match your current display name in HRIS. Valid government-issued photo identification matching a current or previous registered name in HRIS must be presented when you visit the TCard office to obtain a replacement card with your new display name. Your previous TCard must be surrendered in order to avoid replacement fees. Please see the [TCard Terms and Conditions](#) for more information.

**UTORid**

Please visit the Information Commons Help Desk for more [information about changing your UTORid](#).

**Email Address**

If you are considering [changing your email address after you have changed your display name](#), please refer to the UTORid website.

**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 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.