

## Identity Documents

At GeMS, we're happy to provide guidance and support for identity documents as a courtesy to our patients. We do require a *minimum* of two weeks once we have received the official request. This is primarily due to the limitations of having much of our staff currently work from home and our access to hospital Notary Public providers.

Please be advised that these guidelines are subject to change and are not intended as legal advice.

For any document that you will need signed and/or notarized:

1. Fill out and print the letter or form EXACTLY as you would like it to appear (using the websites below).
2. Send it to us. Our preferred route of communication is the MyChildren's patient portal; you can attach documents through this. Please be specific with regards to how many copies of each you would like, and include the mailing address to send it to.
3. To sign up for the portal: <https://apps.childrenshospital.org/mychildrens/index.html>
4. If you cannot do this electronically, please send a hard copy to:

GeMS documents  
c/o Endocrinology, Boston Children's Hospital  
333 Longwood Avenue, 6<sup>th</sup> floor  
Boston, MA 02115

5. We will mail the letter back to you through the Boston Children's mail service. Please note that this is slower than the USPS. For faster service, we recommend sending a self-addressed stamped envelope.
6. Please consider a donation to GeMS to help defray the costs of providing this service. No donation is too small!  
[http://fundraise.childrenshospital.org/site/Donation2?5322.donation=form1&df\\_id=5322&mfc\\_pref=T](http://fundraise.childrenshospital.org/site/Donation2?5322.donation=form1&df_id=5322&mfc_pref=T)

During this process, you will need several documents to change gender markers, names, driver's license, birth certificates and medical certifications. *These vary state-to-state*. For specific state requirements, please see: <https://transequality.org/documents>

If you live in New England, GLAD offers free legal representation for this process:

<https://www.glad.org/id/>

In Massachusetts, you can also visit the MA Transgender Political Coalition, whose *ID Project* matches volunteers with families to assist with these steps: <https://www.masstpc.org/identity-documents/>

*Federal documents*, like passports and social security, are not state specific and information about changes can be accessed at:

<https://travel.state.gov/content/passports/en/passports/information/gender.html>

<http://www.transequality.org/know-your-rights/social-security>

We strongly suggest you contact your insurance company to discuss their policy and procedure on name and gender marker changes. Changing the name or gender of a patient with the insurance company prior to changes in the Boston Children's system may result in claims issues.

Once you have completed these changes, please complete the *Master Patient Index Demographics Change Form for Boston Children's Hospital*, which is available through medical records or from GeMS.