

ELECTRONICALLY FILED
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CLERK OF THE DOUGLAS COUNTY DISTRICT COURT
CASE NUMBER: DG-2026-CV-000112
PII COMPLIANT

Exhibit 3

Gender Reclassification

At this time, the Kansas Department of Revenue has been permitted to resume processing gender reclassifications to qualified applicants on Kansas credentials.

What does this mean in practical terms?

Required Documents

In addition to the [regular documents required for service](#), to change the gender on a Kansas license, permit or identification card, applicants must provide one of the following:

- [Lawful presence document](#) showing correct gender
- Court order announcing a gender reclassification
 - Must state gender reclassification; cannot be a name change only
- Letter from driver's licensing management authorizing the gender change
 - Letters issued before July 10, 2023, are still acceptable

If needed, to obtain the letter from driver's licensing management, please email a request to KDOR_DL@KS.GOV or mail to PO Box 2188, Topeka, KS 66601. The request must include all three of the items below.

1. A photocopy of your Kansas credential
 - a. *If you do not have a Kansas credential, please send a copy of your lawful presence document*
2. A letter requesting the change in gender. The letter must include:
 - a. Full legal name
 - b. Requested new name (If applicable)
 - c. Current Kansas residential address
 - d. Separate mailing address (If applicable)
 - e. Gender classification currently on Kansas credential
 - f. Requested gender to be added on Kansas credential
 - g. Phone number
 - h. Email address
3. A letter from your licensed medical, osteopathic physician stating you have undergone the appropriate clinical treatment for change of gender, or that the physician determined that gender reclassification based on physical criteria is appropriate.
 - a. At this time, letters from therapists, psychiatrists, and psychologists cannot be accepted.

All medical records provided to the Division of Vehicles will be held in strict confidence per K.S.A 2010 Supp. 45-221(a)(1) and the Federal Driver's Privacy Protection Act, section 2721 et seq.

Fees

To change the gender on a valid Kansas credential, the fee will be \$8.00. If another service, such as a name change, replacement, or renewal, will be processed at the same time, the regular service fee will apply. Please see the [Kansas Credential Fee Chart](#).

Appointments

Appointments are required for gender marker change transactions. Please schedule an appointment at: [Kansas Department of Revenue - Appointment Information](#).

Questions

Please see [our frequently asked questions page](#). If you have additional questions, please email KDOR_DL@KS.GOV and a member of the DOV staff will be more than happy to assist you.



www.ksrevenue.gov/dovlicenses.html

DE-56A (Rev. 1/23)

Getting Started

Are you planning to obtain a Kansas license, permit, or identification card? Please follow these steps to ensure your visit to the driver's license office goes smoothly.

- Please use this checklist to verify you have all required documents. You must provide the documents from each number in the section of service needed.
Ex: Lawful presence document, 2 pieces of mail, SSC, and legal name change document (if applicable) would all be required to add the REAL ID indicator.
- Make sure your documents are original or certified copies. Faxed, photocopied, laminated, or electronic copies cannot be accepted.
- Verify mail has residential address, not a PO box or separate mailing address only. Mail is not limited to the 4 options on this list.
- When you have all required documents for the service you are needing, please visit www.ksrevenue.gov/DOVAppointmentInfo/ to schedule an appointment to receive priority service.

Please visit <https://www.ksrevenue.gov/dovgdl.html> for teen driver information and for online service options, <https://ksrevenue.gov/dovonlineservices.html>.

Renewal

1. Kansas Credential

- Driver's License
- Identification Card
- Learner's Permit

2. One Proof of Kansas Residential Address

Proof must be in your name

- Cancelled Mail
- USPS Change of Address Form
- Utility Bill
- Lease Agreement

Please note: If you surrendered your Kansas credential to another state, or your Kansas credential has been expired over 1 year, you will be required to present all documents from the First-Time Kansas Credential section.

Out of State Transfer or First Time Kansas Credential

1. One Proof of Lawful Presence

- State-Issued Birth Certificate
- Unexpired Passport
- Certificate of Citizenship or Naturalization
- U.S. Consular Report of Birth Abroad
- Valid Permanent Resident Card
- Valid Employment Authorization Card
- Foreign students must present I-20 or DS-2019 Birth registration cards, hospital certificates, foreign-born birth certificates, and Bureau of Census registrations cannot be accepted.

2. Two Proofs of Kansas Residential Address

Proof must be in your name

- Cancelled Mail
- USPS Change of Address Form
- Utility Bill
- Lease Agreement

3. One Proof of Social Security Number

- Social Security Card
- 1040, W-2, or Tax Return (*Must show full SSN*)

4. Legal Name Change Document (If applicable)

If the name on your lawful presence document is different than your current name, you will also need your legal name change document.

- Government-Issued Marriage Certificate
- Court Order of Legal Name Change
- Divorce Decree with Name Change Declaration
- Adoption Decree

5. Out of State Credential (If applicable)

If you have been issued a credential from another state, in addition to the above documents, you will need to present one document below.

- Most recently issued out of state credential
Temporary copies or photocopies cannot be accepted
- MVR or Clearance letter dated in the last 30 days
May be obtained by contacting the state that issued your out of state credential.

Replacement

1. Two Proofs of Identification

- State-Issued Birth Certificate
- Student or Employee Identification Card
- Expired License or Identification Card
- Medical or Immunization Records
- Unexpired Passport
- Department of Corrections identification
- Voter Registration Card
- Professional License
- W-2, Check Stub, or Tax Return
- Vehicle Registration or Title
- Disabled Identification Card
- Military ID, DD-214, or NGB22
- Certificate of Citizenship or Naturalization
- U.S. Consular Report of Birth Abroad
- Valid Permanent Resident Card
- Valid Employment Authorization Card
- Foreign students will also need to present I-20 or DS-2019

2. One proof of Kansas Residential Address

Proof must be in your name

- Cancelled Mail
- USPS Change of Address Form
- Utility Bill
- Lease Agreement

Address Change

1. Kansas Credential

- Driver's License
- Identification Card
- Learner's Permit

2. One Proof of Kansas Residential Address

Proof must be in your name

- Cancelled Mail
- USPS Change of Address Form
- Utility Bill
- Lease Agreement

Name Change

1. Kansas Credential

- Driver's License
- Identification Card
- Learner's Permit

2. One Proof of Kansas Residential Address

Proof may be in your previous name

- Cancelled Mail
- USPS Change of Address Form
- Utility Bill
- Lease Agreement

3. Legal Name Change Document

- Government-Issued Marriage Certificate
- Court Order of Legal Name Change
- Divorce Decree with Name Change Declaration
- Adoption Decree

Church or duplicate licenses cannot be accepted

Concealed Carry License

1. Kansas Credential

- Driver's License
- Identification Card
- Concealed Carry License

2. Attorney General Approval Letter

Must display current name and address

- License Renewal Approval
- License Reissue Approval

Adding Veteran Indicator

In addition to all required documents for your service needed, please present one document below if you would like to add "Veteran" to your Kansas credential.

- DD-214 or NGB-22 with honorable discharge
- VA Card
- Retired Military ID

Adding REAL ID Indicator

1. One Proof of Lawful Presence

- State-Issued Birth Certificate
 - Unexpired Passport
 - Certificate of Citizenship or Naturalization
 - U.S. Consular Report of Birth Abroad
 - Valid Permanent Resident Card
 - Valid Employment Authorization Card
 - Foreign students must present I-20 or DS-2019
- Birth registration cards, hospital certificates, foreign-born birth certificates, and Bureau of Census registrations cannot be accepted.*

2. Two Proofs of Kansas Residential Address

Proof must be in your name

- Cancelled Mail
- USPS Change of Address Form
- Utility Bill
- Lease Agreement

3. One Proof of Social Security Number

- Social Security Card
- 1040, W-2, or Tax Return (*Must show full SSN*)

4. Legal Name Change Document (If applicable)

If the name on your lawful presence document is different than your current name, you will also need your legal name change document.

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- Divorce Decree with Name Change Declaration
- Adoption Decree

Additional Information

- Proof of SSN is not required for temporary residents in the U.S. on a non-work authorized status.
- If you have completed an approved driver's education course, in addition to all required documents in this checklist, you will also need to provide your Certificate of Completion for office testing to be waived.
- If you have a DOT medical card, please present that at every driver's license office visit.

Questions? Please email KDOR_DL@KS.GOV