**Annex I. Submission of the Request Form**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with Identity card (ID Card)/Passport/Foreigners’ Identity Number (NIE) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with residence in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, tel. no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , and email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

REQUESTS:

The reception of this sealed envelope with confidential information addressed to Unidade de Igualdade (Gender Equality Unit).

…………………., on this ……… day of …………………., 20 ……

(Signature)

**Annex II. Name and Gender Change Request Form**

|  |  |  |
| --- | --- | --- |
| **Personal information** | | |
| Name | Last name |  |
| ID Card/Passport/NIE | Email address | Telephone number |
| Address | | |
| Faculty/School/Research Center | | |

|  |
| --- |
| I DECLARE:  That the name that appears on my ID Card/Passport/NIE is  and the gender  I REQUEST:  That, pursuant to the proceedings established on *Protocol on changing the given name and gender into the preferred one for transsexual, transgender and intersexual people at the Universidade de Vigo,* my name and gender shall be changed into:  Preferred name:  Updated gender: |

…………………., on this ……… day of …………………., 20 ……

1This Request Form should be submitted in a sealed envelope.

**Annex III. Legal name change and rectification of the entry relating to gender**

|  |  |  |
| --- | --- | --- |
| **Personal information** | | |
| Name | Last name |  |
| ID Card/Passport/NIE | Email address | Telephone number |
| Address | | |
| Faculty/School/Research Center | | |

|  |
| --- |
| I STATE:  That the name that appeared on my previous ID Card was  and the entry related to sex  I REQUEST:  That, pursuant to the proceedings established on *Protocol on changing the given name and gender into the preferred one for transsexual, transgender and intersexual people at the Universidade de Vigo,* my legal name, as well as the entry related to sex, shall be changed. Thus, I attach the following documentation:   * Certified copy of the current ID card * Certified copy of the birth certificate with the registry change certificate |

Dated at …………………., on this ……… day of …………………., 20 ……

**1**This Request Form, as well as the attached documentation, should be submitted in a sealed envelope.