

REQUEST FOR CHANGE OF LEGAL SEX DESIGNATION

WASHINGTON STATE UNIVERSITY
PAYROLL SERVICES
FRENCH ADMINISTRATION 236
PO BOX 641024
PULLMAN, WA 99164-1024
509-335-9575
FAX 509-335-1472
E-MAIL payroll@wsu.edu

Complete and submit with supporting documents to Payroll Services.
See below for list of acceptable supporting documents.
See also 90.75 for further information.

NAME	WSU ID NUMBER	DATE OF BIRTH		
		Month	Day	Year

AFFILIATION WITH WSU			
<input type="checkbox"/> Student	<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty	<input type="checkbox"/> Community Member

CURRENT LEGAL SEX DESIGNATION (As currently entered in myWSU)		
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> X

CORRECT LEGAL SEX DESIGNATION (To be entered in myWSU)		
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> X (Answer question below.)
If X is selected as the legal sex designation to be entered in myWSU, WSU must affirm and validate the selection. WSU is required to report aggregate data regarding sex to multiple federal agencies (e.g., Integrated Postsecondary Education Data System (IPEDS), Department of Education, etc.). These federal agencies only allow for male and female sex designations. How do you want WSU to report your sex designation in aggregate data in the federal reports?		
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Does not matter (In this case, your sex is randomly assigned.)

SUPPORTING DOCUMENTS (Check one to indicate the document provided or attached.)		
<input type="checkbox"/> Current Driver's License	<input type="checkbox"/> U.S. Passport	<input type="checkbox"/> U.S. Permanent Resident Card (I-551)
<input type="checkbox"/> State-Issued ID Card	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> U.S. Employment Authorization Card (I-766)
<input type="checkbox"/> Military ID Card	<input type="checkbox"/> Court Order	

I request my legal sex designation to be changed on official Washington State University records. In support of this request, I am providing or attaching identification documents, as indicated above. I certify that the identification information I am providing is true and correct.

SIGNATURE	DATE
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For questions regarding the WSU Request for Change of Legal Sex Designation form contact:
Payroll Services; telephone 509-335-9575; e-mail payroll@wsu.edu.

For questions or concerns related to discrimination on the basis of sex and/or gender or gender identity/expression contact:
Compliance and Civil Rights; telephone 509-335-8288; e-mail ccr@wsu.edu.

Students, staff and faculty may also contact the Gender Identity/Expression and Sexual Orientation Resource Center (GIESORC) for support and resources related to legal sex designation changes; telephone 509-335-8841; e-mail GIESORC@wsu.edu.

Submit completed form and supporting documentation to Payroll Services using one of the following methods:
In person, by postal mail, by fax, or by electronic mail. See Payroll Services' contact information above.

PAYROLL SERVICES USE ONLY

DATE ENTERED
APPROVED BY (Enter initials.)