

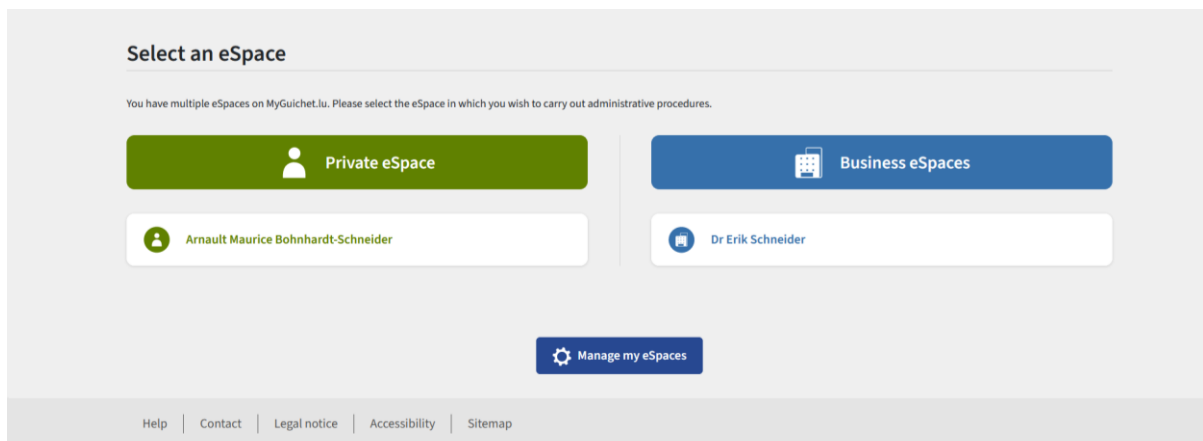
# Application procedure on guichet.lu to change first names and gender entry

Below you will find the application procedure up to the presentation of the reasons why the application is being made. The individual steps are illustrated to make it easier to complete.

## 1. Dial in on MyGuichet.lu:



## 2. Log in to the private area and set up a new process:



### My private eSpace

**Featured procedure**  
ACD (Modèle 100): Income tax return 2022

**My procedures**  
Track the status of your active procedures or start a new procedure from the catalogue.

+ New procedure

0 *To be corrected*

5 *In preparation*

**My data**  
You can find the authentic sources from administrations here.

**My messages**  
Consult your message exchanges with administrations.

1 *Unread messages*

**My profile**

Complete your profile to further speed up the completion of administrative forms.

**My documents**

Store and retrieve the documents you want to use for future procedures.

### 3. Search for the applicable process "Change of first name or sex"

Mes démarches
Mes données
Mes communications 1

Accueil > Mes démarches > Catalogue des démarches

#### Catalogue des démarches

**Filtres**

Thèmes

- Tout
- Fiscalité
- Emploi
- Famille
- Éducation
- Citoyenneté
- Transport
- Logement
- Santé/Social
- Loisirs

4 démarches sur 130

VDL : Demande de changement d'adresse de facturation Créer ...

Demande de changement nom/prénom ou sexe/prénom Créer ...

Sécurité sociale : Demande de changement du compte bancaire/postal auprès d'une caisse de maladie Créer ...

VDL : Demande de changement d'adresse de facturation de l'eau - changement de Syndic/Gestion Créer ...

### 4. Confirm data protection regulations

#### Application for change of surname/first name or gender/first name

**Steps filling**

- GDPR
- ... Type of application
- ... Information notice
- ... Person concerned
- ... Applicant
- ... Application
- ... Reason for the application

**Data protection**

**Your rights regarding your personal data:**

In accordance with Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, you have the right to access, rectify and, where applicable, request the erasure of information relating to you, within the limitations set out in this Regulation.

Additionally, unless the processing of your personal data is compulsory, you may, with legitimate reasons, oppose the processing of such data. If you wish to exercise these rights, please contact the Data Protection Officer of the Ministry of Justice, 13, Rue Erasme, L-1468 Luxembourg.

GDPR application form

Article 77 of Regulation (EU) 2016/679 gives you the right to lodge a complaint, without prejudice to any other administrative or judicial remedy, with the Commission nationale pour la protection des données (National Commission for Data Protection), whose registered office is at 15, boulevard du Jazz, L-4370 Belvaux.

By submitting this form, you agree to the processing of your personal data within the framework of your application.

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Intersex & Transgender Luxembourg a.s.b.l., R.C.S. Luxembourg F 9.565  
Adresse postale : Association Intersex & Transgender Luxembourg, BP 2128, L-1021 Luxembourg,

5. Specify the exact process, i.e. **change of first name for the applicant, change of first name and/or surname for a person under an age of 18 years** **or** **change of gender and first name(s) for the applicant.**

Application for change of surname/first name or gender/first name

#### Steps filling

✓ GDPR
▶ Type of application
... Information notice
... Person concerned
... Applicant
... Application
... Reason for the application

#### Type of application

Your application concerns\*

- A change of first name(s) and/or surname for yourself \*
- A change of first name(s) and/or surname for a minor
- A change of the gender status and first name(s) in the civil status register

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## 6. Reconfirmation of the data protection conditions

Application for change of surname/first name or gender/first name

#### Steps filling

✓ GDPR
✓ Type of application
▶ Information notice
... Person concerned
... Applicant
... Application
... Reason for the application

#### Information notice

Interested parties are notified:

- that the Ministry of Justice collects and uses your personal data in accordance with the law of 10 August 2018 on changing the gender and first name(s) in the civil status register and amending the Civil Code, and in compliance with the legal provisions on data protection and the law of 17 August 2018 on archiving;
- that at the end of the period of administrative use the data will be archived in the National Archives;
- that as part of the administrative procedure, your data is subject to consultation/modification in the National Registry of Natural Persons, in accordance with the amended law of 19 June 2013 on the identification of natural persons.
- that the recipients of your data are the authorities responsible for processing your request. These are the civil registrar for the purpose of making an entry in the birth certificates and updating the communal records, and the National Registry of Natural Persons for updating your personal data;
- that in case of multiple nationalities, a change of first name(s) and/or gender in the civil status register will not be automatically recognised by the foreign authorities.

Should you require further information, please contact the relevant department.

By submitting this form, you agree to the processing of your personal data within the framework of your application.

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## 7. Indication of whether Luxembourg nationality is present

Application for change of surname/first name or gender/first name

#### Steps filling

✓ GDPR
✓ Type of application
✓ Information notice
▶ Person concerned
... Applicant
... Application
... Reason for the application

#### Person concerned

Do you have Luxembourg nationality?\*

- Yes \*
- No

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## 8. Indication of personal data

Application for change of surname/first name or gender/first name

### Steps filling

<input checked="" type="checkbox"/> GDPR
<input checked="" type="checkbox"/> Type of application
<input checked="" type="checkbox"/> Information notice
<input checked="" type="checkbox"/> Person concerned
<input checked="" type="checkbox"/> Applicant
<input type="checkbox"/> Application
<input type="checkbox"/> Reason for the application

### Applicant

#### Identity

Name	<input type="text"/>
First name	<input type="text"/>
Identification number	<input type="text"/> ?
Place of birth	<input type="text"/>
Country of birth	<input type="text"/>

#### Contact address from the National Registry

Country	<input type="text"/>
Postcode	<input type="text"/> ?
City	<input type="text"/>
Street	<input type="text"/>
Number	<input type="text"/>
Additional address component	<input type="text"/>

#### Adresse de contact issue du Registre national

Pays	<input type="text"/>
Code postal	<input type="text"/> ?
Localité	<input type="text"/>
Rue	<input type="text"/>
Numéro de rue	<input type="text"/>
Complément d'adresse	<input type="text"/>

#### Coordonnées de contact

Téléphone Mobile	<input type="text"/> ?
Téléphone Fixe	<input type="text"/> ?
E-mail	<input type="text"/>

Les données de l'adresse issues du Registre national des personnes physiques sont-elles correctes?\*

Oui  Non

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[REPRENDRE PLUS TARD](#)

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## 9. Indication of contact details

Additional address component

**Contact details**

Mobile phone no.  ?

Landline phone no.  ?

Email

Are the address details from the National Registry of Natural Persons correct?\*

Yes  No

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## 10. Indication of further personal data (partly repetitive) as well as the requested first name(s)

Application for change of surname/first name or gender/first name

### Steps filling

- GDPR
- Type of application
- Information notice
- Person concerned
- Applicant
- Application**
- Reason for the application

### Application

#### Identity

Current surname

Current first name(s)

Requested first name(s)

Gender currently recorded on the birth certificate

Gender requested\*  Please make a selection \*

Nationality(ies) (Please list all nationalities in case of multiple nationalities)\*  Luxembourg ?

#### Family status

You are:\*

Single \*

Married

Separated

bound by a registered partnership

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## 11. Reasons for requesting a change of surname/first name or sex entry/first name

Application for change of surname/first name or gender/first name

### Steps filling

- GDPR
- Type of application
- Information notice
- Person concerned
- Applicant
- Application
- Reason for the application**

### Reason for the application

Please state your reasons for initiating this procedure.

The words 'free and informed consent' must be included in the application by the applicant, who thereby declares their free consent and that they are aware of the changes to the civil status register that will be made if the application is accepted by the Minister of Justice, i.e. the changes to the gender and first name(s), as requested and approved, on all civil status documents and public documents concerning them.

Please give reasons for your procedure:\*

The applicant demonstrates by producing sufficient evidence that the mention of their gender status as currently recorded in the civil status register does not reflect their gender identity, and under which they are known. The most important of these non-cumulative facts, which can be proven by any means, can be:

1. to present themselves publicly as belonging to the gender with which they identify;
2. to be known to belong to the gender claimed by one's family, friends, professional or associative environment;
3. to have previously obtained a change in first name to match the gender that is being applied for.

Among the documents that the person may provide are, for example, attestations from persons with or without a relationship of marriage or kinship, from relatives, from public or voluntary associations (Form F can be used for this purpose: [List of possible documents](#)). It may also be any other written document or certificate.

The person concerned must provide a copy of the identity card or passport of the persons who have drawn up attestations in this context.

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