



# DEPARTMENT OF PUBLIC SAFETY DRIVER SERVICE BUREAU



Consistency

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Excellence

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Professionalism

## MEMORANDUM

To: All Driver Service Employees

From: Kevin Raymond, Director

Re: Gender Designation

Date: Thursday, October 28, 2021

Applicants requesting a change of the gender designation on their driver's license or identification card from that showing on their identity documents must:

1. Surrender any current state issued license or identification card;
2. Submit a completed Gender Designation Form; and
3. Pay applicable fees when purchasing an original, duplicate, or renewal driver's license or identification card.

Any name changes related to the gender designation change must be completed by submission of appropriate court documents. A legal court document from any state will be accepted. The name change does not have to be reflected on their SSN card. Please inform the applicant that his/her SSN card will need to be updated in the future.

Employees shall not request additional gender-related information beyond that required on the applicable forms or otherwise inquire about the applicant's private medical history or records. The Driver Service Bureau will accept any completed gender designation form from any state. Employees should be informed that the applicant's birth certificate will not reflect the changed gender designation and that this is not required.

All Driver Service Bureau employees should respect the gender identity and expression of all coworkers and customers. A person's transgender or non-binary status should be treated with sensitivity and confidentiality, just as one would treat any other personal life experience. A transgender or non-binary customer may or may not want to discuss their gender identity or expression with employees. Respect the wishes of the customer.

Employees must not engage in gossip about any customer, especially personal issues such as gender identity or expression.

Any questions or concerns please consult with your immediate supervisor.

The Mississippi Department of Public Safety is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. The Mississippi Department of Public Safety prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.