

IMPORTANT INFORMATION

- The applicant must be a resident **and must remain a resident** of Alberta until the name change is complete and the Legal Change of Name Certificate has printed.
- The applicant must be 18 years of age or older **OR** younger than 18 years of age **and**
 - Legally married, widowed or divorced, living in an Adult Interdependent Relationship, the parent of a child, or the guardian of a child.
- An applicant may legally change
 - their own name
 - their minor child's name (proof the applicant is a parent is required)
 - the name of a minor to whom they are a legal guardian (a copy of the guardianship order is required)
 - the name of their spouse (proof of marriage is required) **OR** the name of their partner (the Statutory Declaration of Adult Interdependent Relationship for Legal Change of Name must be completed)
- New names are subject to some restrictions. See <https://www.alberta.ca/restrictions-respecting-personal-names.aspx>
- Each person having their name legally changed must provide proof of their current legal name.
- Each person 12 years of age or older must have their fingerprints taken by a fingerprinting agency authorized by the RCMP's Canadian Criminal Real Time Identification Service (CCRTIS). Once the fingerprints are submitted by the agency, a confirmation letter from (CCRTIS) will be mailed to the person.
- Each person 18 years of age or older must provide a Criminal Record Check (CRC) or Police Information Check (PIC). The following are NOT eligible for a legal change of name in Alberta;
 - a person who (at any time) has been designated a dangerous offender (DO) under section 753 of the Criminal Code of Canada,
 - a person who (at any time) has been designated a long-term offender (LTO) under section 753.1 of the Criminal Code Canada,
 - a person designated as a high-risk offender (HRO) by law enforcement.
- If the applicant is applying to change the name of a minor and the minor turns 18 before the application can be processed, a new application will be required with the minor as the applicant. Ensure there is enough time for Vital Statistics to process the application before submitting it to a registry agent.
- If you are reclaiming an Indigenous name, please contact Vital Statistics directly at vsregistries@gov.ab.ca

WHEN A LEGAL CHANGE OF NAME IS NOT REQUIRED

- If a person wants to assume their spouse's name through marriage or the person wants to revert to a previous married name or their legal name after using an assumed married name, see <https://www.alberta.ca/getting-married.aspx#1116102>
- If the person whose name you are changing was born in Alberta, a legal change of name may not be required. You may be eligible to correct an error on a birth record with an amendment. See <https://www.alberta.ca/correct-birth-marriage-death-record.aspx>
- When a child, born in Alberta, is younger than 18 years of age and a co-parent is being added to the birth record of the child, the child's name may be changed at the same time. See <https://www.alberta.ca/add-co-parent-birth-record.aspx>

SUBMITTING THE APPLICATION

- The Application for Change of Name must be submitted in person to an authorized Alberta registry agent. Applications sent directly to Vital Statistics will not be processed. To find a registry agent, see <http://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm>
- All relevant pages of your application must be submitted. Missing pages may result in desired changes to be excluded and an additional legal change of name may be required at your cost.
- Ensure all information is entered correctly before printing your application.

- After printing the application, all changes must be initialed by you, or the application may be delayed or rejected.
- All the signatures in your application must be original; if not, the application will be rejected and a new application will be required.

BEFORE GOING TO A REGISTRY AGENT BE SURE YOU HAVE THE FOLLOWING

- ▶ Acceptable proof of identity document for the applicant.
Note: the proof of identity document is not the same as a proof of name document. See definitions.
- ▶ All relevant pages of the Application for Legal Change of Name
 - Applicant's Section - must be submitted with the application
 - Applicant's Affidavit for Legal Change of Name - must be submitted with the application
 - Applicant's Name Change Section - if applicant's name is to be changed
 - Child's Name Change Section *and* Consent(s) to Child's Name Change Section (if applicable) - if any children's names are to be changed – 1 per child
 - Spouse's Name Change Section – if a spouse's name is to be changed **or**
 - Partner's Name Change Section – if a partner's name is to be changed
 - Previous Name Change Disclosure Section(s) – for each person whose name is to be changed (if applicable)
- ▶ Consent to a Name Change – consent are required from the following.
 - Parent(s) - When changing a child's name, all parents listed on a child's birth record must consent.
 - Guardian(s) for a child - When changing a child's name, all court appointed guardians must consent to the name change. A copy of the guardianship order and any previous orders (if any) are required.
 - Child - When changing a child's name, consent from a child who is 12 years old or older is required.
 - Spouse - When changing a spouse's name, the spouse must consent to their name change.
 - Partner/Adult Interdependent Partner (AIP) - When changing a partner's name, your partner must consent to their name change.
 - Guardian(s) for a represented adult - When changing a represented adult's name, all court appointed guardians must consent to the name change. A copy of the guardianship order and any previous orders (if any) are required.
 - Witness for Consent - All consents must be witnessed. A person cannot be a witness if they are the applicant, consenting to changing their own name or if their consent is required or causes a conflict of interest (e.g., step parent when child's name is being changed to the step parent's name). A witness must be 18 years old or older.
 - Dispensing with a Required Consent - A person's consent may not be required when a document that dispenses with consent is submitted with the application. The document may be an Alberta court order that specifically dispenses with a person's required consent, a court order that gives a parent sole guardianship (dependent of the wording) or a death certificate.
- ▶ Criminal Record Check (CRC) or Police Information Check (PIC) is required for each person aged 18 or older whose name is being changed.
 - The Criminal Record Check or Police Information Check **MUST** be obtained in person from a recognized law enforcement agency.
 - Criminal record checks and police information checks from third-party providers are not acceptable.
 - The Criminal Record Check or a Police Information Check must be submitted with the application within 30 days of it being issued.
- ▶ Electronic fingerprint confirmation letter for each person 12 years of age or older whose name is to be changed.
- ▶ Proof of name document for each person whose name is to be changed. See name document in definitions.
 - All original Canadian birth certificates must be surrendered for each person whose name is to be changed as the certificates will no longer be valid.
 - Certificates from other Jurisdictions are destroyed; they are not sent back to the originating jurisdiction.
 - Surrendered Alberta birth certificates will be replaced free of charge.
- ▶ Proof of Eligibility is required
 - When a child's name is to be changed, proof parentage is required (Eg. The child's Canadian birth certificate or immigration documents).
 - When a spouse's name is to be changed, proof of marriage is required.

- When partner's name is to be changed, both the applicant and the partner must swear/affirm the statutory declaration in the Partner's Name Change Section.
- ▶ Proof of all previous legal change of names that were processed outside of Alberta for anyone whose name is being changed (if applicable).

Note: The application and documents presented to the agent must be originals where required. Any foreign documents must be submitted with an English translation.

FEES

- The application fee is paid to a registry agent at the same time you submit the application; this includes
 - a government fee of \$120.00 for each change of name application, regardless of the number of people on one application form.
 - a registry agent service fee, that varies among registry agents.
- The fee for an electronic fingerprint confirmation letter for each person 12 years of age and older is paid directly to the fingerprinting agency and is not included in the change of name application fee. Fingerprinting fees will vary among fingerprinting agencies.
- The fee for a Criminal Record Check (CRC) or Police Information Check (PIC) for each person 18 years of age or older is paid directly to the law enforcement agency conducting the check and is not included in the change of name application fee.

Definitions – Application for Legal Name Change

Adult Interdependent Partner - Within Section 3 of the *Adult Interdependent Relationship Act*: a person is the adult interdependent partner of another person if the person has lived with the other person in a relationship of interdependence for a continuous period of not less than 3 years, or of some permanence, if there is a child of the relationship by birth or adoption, or the person has entered into an adult interdependent partner agreement with the other person.

Affidavit - The affidavit is a legal document the applicant swears or affirms under oath as being the truth. Giving false information on an affidavit is a criminal offence. The applicant must complete the affidavit and have it sworn or affirmed by a Commissioner for Oaths or Notary Public.

Alberta Resident - A person who is lawfully entitled to be in Canada, make their home in Alberta and be ordinarily present in Alberta. A current physical address in Alberta must be provided on the application to support residency. An Alberta P.O. Box is not an acceptable physical address. A person in Alberta on a temporary visa may classify themselves as a resident of Alberta. A temporary visa may include school visas, work visa, etc. A person in Canada on a visitor's visa is not a resident for the purpose of a legal change of name.

Applicant - The person completing the Application for Change of Name. The person must be eligible to change their own name, their spouse's or partner's name and/or any children's names if included in the application. .

Child - A person younger than 18 years of age.

Co-Parent - In Alberta there are 2 parents on a child's birth record, the mother/person who gave birth and the other parent who is a co-parent (e.g., the father).

Consent to a Name Change – When a person’s name is being changed, another person may have to give their permission for the name to be changed. If applicable consent may be required to complete a legal change of name application.

Criminal Record Check - A Criminal Record Check (CRC) or Police Information Check (PIC) is required for each person aged 18 or older whose name is being changed.

- The Criminal Record Check or Police Information Check **MUST** be obtained in person from a recognized law enforcement agency.
- Criminal record checks and police information checks from third-party providers are not acceptable.
- The Criminal Record Check or a Police Information Check must be submitted with the application within 30 days of it being issued.

Electronic Fingerprints - Fingerprints are submitted at a fingerprinting agency. A confirmation letter will be sent to the person from the RCMP’s Canadian Criminal Real Time Identification Service (CCRTIS) office. The confirmation letter will include the following about the person whose fingerprints were taken:

- Current name (must match the current name on the Application for Change of Name and Name Document)
- Intended new name (must match the new name as indicated on the Application for Change of Name)
- Date of Birth (must match the date of birth on the Application for Change of Name)

Foreign Language Documents - A notarized translation is needed when a required document is not in English. A copy of both the non-English document and document translated to English, and the original affidavit from the translator must all be submitted with the application. The expense of providing a notarized English translation is the responsibility of the applicant.

Identity Document - The applicant must produce an acceptable proof of identity document that confirms the applicant’s identity and date of birth in the applicant’s information section. The proof of identity document is not the same as the name document. The proof of identity document must meet the following criteria.

- It must have the applicant’s photo
- It must have the applicant’s first and last name
- It must have an identification number
- It cannot be expired or If it does not have an expiration date, it must have been issued within the last 5 years
- It must have been issued by a provincial or territorial government of Canada, the Government of Canada or the government of another country
- It must be an original document not a copy

Legal Name - The name on your current birth certificate **or** the name on the document under which you entered Canada. A change of name can only be made to a person's legal name in Alberta.

Born in Canada:

A legal name is the current name on a person’s birth record. In most cases it will be the name the person was born with unless they have completed a previous legal change of name or were adopted. This does not include assumed names after marriage.

Born Outside Canada:

A legal name is the name that appears on a person’s immigration document when the person was admitted to Canada. If the person has completed a legal change of name after the person arrived in Canada then the name on the amended immigration document is the legal name. When a person's name has been shortened on their Canadian name document due to the length of the name, Vital Statistics must use the shortened name as it appears. If the full original name is required to appear on the final Legal Change of Name certificate, an additional confirmation letter from Canada Immigration must also be submitted.

Assumed Name after Marriage:

Although you can legally assume your spouse’s name after marriage, it is not your legal name for the purpose of a legal change of name.

Mononym – A person may currently only have one name (mononym), or the new name will only be one name (mononym). When entering a mononym in the application, check the mononym box and enter the mononym in the last name field and leave the given name field blank.

Name Document - Each person whose name is being changed must provide a valid Name Document that shows their current legal name.

Born in Canada:

A Name Document for a person born in Canada is the person's current birth certificate. The original birth certificate must be submitted with the application as well as any other original certificates the person may have. Copies will not be accepted.

Born in Alberta – Any Alberta birth certificates that are submitted with the application will be replaced with certificates showing the new name at no charge. For a person whose name is being changed and was born in Alberta and does not have an original birth certificate, Vital Statistics will review the Alberta birth record to confirm the current legal name.

Born in Canada but Outside of Alberta - For a person born in Canada but outside of Alberta and whose name is being changed does not have an original birth certificate, the person must order one from the jurisdiction in which they were born and submit it with the change of name application. Alberta Vital Statistics cannot verify legal names for events that occurred outside of Alberta. Certificates submitted with the original application will be destroyed upon completion of the name change. They will NOT be returned to the originating jurisdiction. Persons not born in Alberta must contact the jurisdiction in which they were born for the requirements to obtain a new birth certificate showing the new name. Fees may apply.

Born Outside Canada:

A name document for a person born outside of Canada is the document issued to you by the Canadian Government when you entered Canada. If you have completed a previous legal change of name after you arrived in Canada, you must submit the amended document showing your most current legal name.

Previous Change of Names - Every person who is changing their name **must** disclose all previous legal changes of name if applicable. A copy of all Change of Name Certificates must be attached to this application for name changes that occurred outside of Alberta. The document may also be referred to as a Deed Poll, Name Change Order from a court or other documents issued from the jurisdiction in which the name change was completed. When a previous change of name was processed in Alberta, a copy is not required. Vital Statistics will reference the original record. Complete a box for each previous change of name in the designated section(s). Do not include any name changes that were the result of assuming a name by marriage or a legal adoption. When the required documents are not in English, a notarized translation is required.

Proof of Parentage - Proof of parentage is required for all children included in the application.

An official government birth certificate showing parents must be attached to this application. When a child is born outside of Canada and a government birth certificate is not obtainable, parentage may also be proven with immigration documentation. When the Proof of Parentage document is not in English, a notarized translation is required.

When a child was born in Alberta and the applicant does not have a birth certificate to submit with the application, Vital Statistics will review the Alberta birth record for confirmation of parentage.

Spouse - The person the applicant is legally married to. Does not include an Adult Interdependent Partner or Common Law Partner. A copy of a government issued marriage certificate is required as proof of legal marriage. A religious or civil marriage certificate is not acceptable.