



Read these instructions before filling out this application. Applications cannot be processed until ALL required documentation is submitted. A legal change of name takes **at least 4 to 6 weeks to process**. Applications submitted with incomplete forms or missing documentation take significantly longer.



Newly married? You do not need to complete a legal change of name to use your spouse's surname (last name). Section 3 of the *Name Act* allows you to assume your spouse's surname upon marriage. Your marriage certificate is the legal document that provides proof of your right to assume your spouse's surname.

Are there situations when I should legally change my surname after marriage? Yes, but only in the following circumstances:

- You want to create a new surname. For example by adding your birth surname as a middle name, or combining it with your spouse's surname. e.g. Smith-Jones or Smith Jones
- You want to update your immigration or citizenship documents to reflect a new name or a married surname.

Take into consideration that if you were born in BC changing your surname legally will change your surname on your birth certificate and your current marriage certificate. If you were born or married outside of BC but within Canada, contact your birth/marriage province to find out how it will affect your records.

How to Fill Out the Application for Change of Name

1 ELIGIBILITY - Eligible applicants are:

1. Age 19 or older.
2. Changing their own name, or are a parent changing the name of their minor child(ren) (18 years of age or younger).
3. Currently living in BC and have done so for at least three months immediately prior to the date of application.

2 COMPLETING THIS FORM

Select the pages you need to complete using the table below as a guide. If you fill out the form by hand, print clearly and use black or blue ink only. Applications completed with pencil will not be accepted. If you are including more than one child in your application, photocopy or print additional copies of applicable pages in Part 2.

If you are...	Then fill out...
An adult (19 years of age or older) changing your name only	<ul style="list-style-type: none"> • Part 1A (pg 5) and Part 1B (pg 6). • Fees section (pg 3). • Search Application (pg 4) only if missing a BC birth or marriage document.
A parent changing BOTH your name AND the name of your child(ren) who is/are 18 years of age or younger	<ul style="list-style-type: none"> • Part 1A (pg 5) and Part 1B (pg 6) with your information - not your child's. • Part 2A and 2B (pg 7-8). Complete a separate Part 2A and 2B for each child included in the change of name application. • Pages 9 and 10 (if you are requesting a waiver of parental consent). • Fees section (pg 3). • Search Application (pg 4) only if missing a BC birth or marriage document.
A parent and are NOT changing your own name, but ARE changing the name of your child(ren) who is/are 18 years of age or younger	<ul style="list-style-type: none"> • Part 1A (pg 5) and Part 1B (pg 6) with your information - not your child's. • Part 2A and 2B (pg 7-8). Complete a separate Part 2A and 2B for each child included in the change of name application. • Pages 9 and 10 (if you are requesting a waiver of parental consent). • Fees section (pg 3). • Search Application (pg 4) only if missing a BC birth document.



How do I get a certified copy of a document?

Take the original document to an authorized person listed in step 4 on page 3. The authorized person will photocopy the original, then certify that it is a copy of the original document by stamping and signing it. Tip: The same person who witnesses your signature on the statutory declaration(s) required for your application can provide you with certified copies. **Signatures and certified copies are valid for 6 months only.**

3 SUPPORTING DOCUMENTS

Submit **ALL** the supporting documentation that applies to your situation.

Tip: Highlight or put a check mark next to documents that you need to include with your application.

If you are an adult changing your own name and you...	Submit
Were born in Canada	All original birth certificates with a registration number.
Were born outside of Canada	Certified copies of BOTH sides of your Permanent Resident Card or Canadian Citizenship Card/Certificate.
Have changed your name before	All original Canadian change of name certificates.
Got married in British Columbia (not applicable if divorced or widowed)	All original British Columbia marriage certificates with a registration number or a photocopy if the marriage certificate already lists the name you are changing to exactly*.
Got married in another Canadian province (not including BC)	A photocopy of your marriage certificate with a registration number*.
Got married outside of Canada	A photocopy of a marriage certificate is only required if it explains the use of a surname on a document submitted or written on your application.
For all adult applicants	A photocopy of the receipt provided by the official who took your fingerprints electronically. The date on the receipt must be within 30 days of the date your application is received in our office.

* **NOTE** - We **CANNOT** accept commemorative certificates, marriage licences, or certificates issued by a church.

If you are a parent changing the name of your child(ren)...	Submit...
And the child(ren) was/were born in Canada	All original birth certificates with a registration number and showing parentage .
And the child(ren) was/were born outside of Canada	Certified copies of the following: <ul style="list-style-type: none"> BOTH sides of each child's Permanent Resident Card or Canadian Citizenship Card/Certificate. Birth certificate or adoption papers from the country of birth showing parentage. Provide certified English translations if these are not in English.
Have documents that are not in English	Certified English translation of the documents.
And the name either parent uses now is different from the one listed on your child(ren)'s birth certificate	Documentation showing how you came to have your current name. (i.e. marriage certificates, change of name certificates, letter of explanation.)
And you are married	A photocopy of your marriage certificate.
Have changed the name of your child(ren) before	All original Canadian change of name certificates.
For each child 12 to 18 years of age	A letter handwritten in ink by your child(ren) providing his/her reasons for wanting a change of name. Have each child sign and date his/her letter. Each child 12-18 must also sign in Part 2A - Child's Consent.
All parents	<ol style="list-style-type: none"> A photocopy of picture ID for all parents listed on each child's birth registration (i.e. driver's licence) showing their current addresses. The applicant's address must match the residential address on Part 1A (page 5). A court order showing you have custody or guardianship, OR a letter stating there is no custody or guardianship order in place.



Important Information for Parents Changing the Name of Children (18 or Younger)

Who Can Apply as a Parent?

A person who is legally documented on a birth certificate as a parent of the child. Legal guardianship is not sufficient.

Consent of the Other Parent When Changing the Name of Children 18 Years of Age and Younger

If the other parent will not or cannot provide consent, you must request that Vital Statistics waive their consent. Review *Obtaining a Waiver of Parental Consent* on pages 9 and 10 for information about requesting a waiver.

Custody Order or Letter to State There is No Custody Order

Every application to change the name of a child must include either a custody/guardianship order OR a letter stating that there is no custody/guardianship order in place.

4 STATUTORY DECLARATION

Sign the statutory declaration(s) in front of one of the authorized persons listed below:

- Practicing lawyer or articulated law student
- Notary public
- Service BC representative
- Individual appointed by the Attorney General as a commissioner for taking affidavits

All applicants must sign the statutory declaration on page 6 **at the same time as it is certified**. Dates signed must match. Parents using the statutory declarations on page 9 must also sign at the same time that it is **certified**. Note - These individuals charge for their services and their fees can vary. **Statutory declarations are valid for six months only.**

5 FINGERPRINTING

Anyone who is **BOTH** 18 years of age or older **AND** changing his or her name must have fingerprints taken as part of a criminal record check - *Name Act* (RSBC 1996 c. 328). **PARENTS** - If you are just changing the name of your child(ren) and not your own name, you do **NOT** need to get your fingerprints taken.

Where can I have my electronic fingerprints taken?

- Most RCMP detachments
- Vancouver Police
- Victoria Police
- Any RCMP-accredited fingerprinting company or its affiliate who submit fingerprints electronically for the purposes of criminal record checks. For a list of accredited companies, visit : www.rcmp.gc.ca/en/who-can-conduct-criminal-record-check.

What do I submit with my Change of Name Application?

Fingerprinting officials collect a fee for taking fingerprints in addition to the criminal record check fee of \$25, and will provide you with a receipt for your payment. Include a **photocopy of the original receipt** given with your application.

Important Notes

- Fingerprints are only used for the purpose required by the *Name Act* and confirmation of the criminal record check should be returned to the applicant directly from the RCMP.
- **Do not send Vital Statistics a copy of your fingerprints or criminal record check results.**
- The date on the receipt must be within **30 days of the date your application is received in our office.**

6 PAYMENT & FEES

Submit payment for your application **in Canadian funds** using the table below to calculate the amount owed. Fees below do not include the cost of obtaining certified copies or translations, having your signature witnessed on a statutory declaration, or replacing documents following the change of name.

<input type="checkbox"/> Adult (19 years of age or older)	\$137 Name Change Fee
<input type="checkbox"/> Adult (19 years of age or older) with dependent child (18 years old or younger)	\$137 Name Change Fee \$ 27 For each child
<input type="checkbox"/> Child only (18 years of age or younger)	\$137 Name Change Fee for first or only child \$ 27 For each additional child
<input type="checkbox"/> Birth Search (Fill out application on page 4.)	\$ 27 For each search (BC events only)
<input type="checkbox"/> Marriage Search (Fill out application on page 4.)	\$ 27 For each search (BC events only)

Payment Method:

- Certified Cheque (No personal cheques or postdated cheques) Money Order Visa MasterCard American Express

Amount Enclosed \$ _____

Interac/Cash payment may be made in person at any Service BC office. If paying by certified cheque or money order, make payable to the **Minister of Finance**.

Card holder signature

PRINT Card holder name as shown on Credit Card

Credit Card # _____ Expiry date _____

Applications missing information or documentation are held for 90 days. If you do not respond to a request for information within 90 days, your file will be cancelled and the fee of \$137 will be retained to cover the cost of processing your application to date.

7 SUBMIT YOUR APPLICATION


Place all documentation and the completed application into a suitably-sized envelope and submit it with payment in person at a Service BC office or by mail to the address below:

Vital Statistics Agency
PO Box 9657 Stn Prov Govt
Victoria BC V8W 9P3

ATTN: CONFIDENTIAL SERVICES

Search Applications for Birth or Marriage Events that Occurred in British Columbia

If you do not have an original birth or marriage certificate to submit with your Application for Change of Name, you can request that Vital Statistics search for the event instead of ordering the certificate **if the birth and/or marriage occurred in British Columbia**. Simply fill out the application(s) below and then check the box(es) beside Search Fee \$27 when completing the Application for Change of Name. **Include \$27 for each search** requested when you are submitting your application.

 If you need Vital Statistics to search BIRTH events for several people in a family (i.e. Mom, plus one or more children), please photocopy or print additional copies of this page. A search application must be completed for each person requiring a search for a BIRTH event.

Please search for the following BIRTH event that occurred in British Columbia:

Full name of person named in birth event, as listed at time of birth or following a previous change of name (NOT a married surname)							
Surname (Last Name)		First Name			Middle Name(s)		
Date of Birth	Month (ex: Feb)	Day	Year	City/Town Place of Birth	Province BRITISH COLUMBIA	Sex	
	<input type="checkbox"/> Male	<input type="checkbox"/> Female					
FATHER/ PARENT INFO	Surname (Last Name)		First Name			Middle Name(s)	
	Birthplace (City, Province/State, Country)						
MOTHER DETAILS	Surname (Last Name) as listed on current birth or change of name certificate		First Name			Middle Name(s)	
	Birthplace (City, Province/State, Country)						

Please search for the following MARRIAGE event that occurred in British Columbia:

Date of Marriage	Month (ex: Feb)	Day	Year	City / Town Place of Marriage	Province BRITISH COLUMBIA
	Provide your spouse's information below.				
Last Name (At the time of marriage)		First Name			Middle Name(s)
Birthplace (City, Province/State, Country)					

General Information

After your change of name application has been processed:

- Vital Statistics will send a *Certificate of Change of Name* to your mailing address. This certificate will show your previous name as provided in your foundation identity document, and your new name. If you have included your child(ren) in your application, their names will also be listed on the certificate.
- Your Canadian birth certificate will be amended to list your new name. If you were born in Canada, you will need to order a new birth certificate from your birth province. Be sure to advise them of your recent change of name when placing the order for your new certificate(s). BC Vital Statistics will send an electronic notification to other provinces following the registration of a change of name.

Note - Certificates issued in British Columbia are printed in uppercase lettering only.

- If you were married in Canada, your name change *may* affect your current marriage certificate. Contact your marriage province for advice. A name change does not affect a surname assumed by marriage.
- You are responsible for notifying other agencies of your name change and for replacing all applicable documents and identification, such as your BC Driver's Licence or BC Identification card, BC Services Card, Canadian Passport, etc.

What happens to documents submitted with your application?

Document	Returned	Not Returned
BC and other Canadian birth certificates		Destroyed
BC marriage certificates		Destroyed
Certificates from previous name change(s)	X (Stamped with "Historical Document")	
Out-of-province marriage certificates	X	
Certified documents (i.e. copies of immigration papers)		Kept on file

PARENTS



- All parents and/or custodial guardians must sign consent to the name change.
- All parents, regardless of the marital status (married, single, separated, etc.) **must** provide one of the following:
 - A court order pertaining to the custody/guardianship of their child, OR
 - A letter stating there is no custody/guardianship order in place and stating why this is the case. For instance, if there is no court order because the parents are not separated, state this in a letter.

CHECK ONE: I have provided a court order. I have provided a letter stating why there is no court order.

Child's full name as currently listed on birth certificate, immigration or citizenship documents, or change of name certificate
Surname (Last Name) First Name Middle Name(s)

Child's full name as it will appear following the legal change of name (Names on Part 2A and Part 2B must match **exactly**.)
Surname (Last Name) First Name Middle Name(s)

Date of birth MMM DD YYYY	Sex	Place of birth (City/Town)	Province/State/Country
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Indicate what identification you have enclosed to prove your child's parentage

<p>Child born in Canada</p> <p><input type="checkbox"/> Original Canadian birth certificate <u>showing parentage</u></p> <p><input type="checkbox"/> \$27.00 Search fee (My child was born in British Columbia but I do not have his/her birth certificate. I have completed a Search Application on page 4)</p>	<p>Child born outside of Canada - CERTIFIED COPIES of:</p> <p><input type="checkbox"/> BOTH SIDES of child's Permanent Resident Card or Canadian Citizenship Card/Certificate</p> <p><input type="checkbox"/> Child's original birth certificate <u>showing parentage</u></p> <p><input type="checkbox"/> English translation of birth certificate if not in English</p>
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**** NOTE:** If you have completed a legal change of name for your child previously, include **all original** Canadian change of name certificate(s).

CHILD'S CONSENT - Children 12 to 18 years of age **MUST** provide: Letter Signature

I hereby give my consent to change my name as stated in this application

Child's Signature X _____	Signature of Witness X _____
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A letter **handwritten in ink** by child is attached. * Date ← * Dates must match → * Date

OTHER PARENT'S CONSENT

If the other parent:

- consents to the change of name, he/she must complete Part 2B - "Other Parent's Consent" on page 8.
- is not listed on the birth registration, complete section I below.
- is listed on the birth registration but you have a valid reason to waive his/her consent, complete section II below.

I. Other Parent is Not Listed

No other parent is recorded on the birth registration of the child whose name is to be changed.

Applicant's Signature **X** _____ Date

II. Request for Waiver (A - E) See pages 9 and 10 for information about reasons for waivers and what to submit with your request.

I request that the consent of the other parent: _____ be waived for the following reason:

Last Name First Name(s)

A The other parent cannot be located after a reasonable, diligent and adequate search has been conducted as demonstrated by statutory declaration and supporting evidence maintained in the change of name file. **A custody or guardianship order is required for this option. Obtain an order prior to making application.**

B The other parent is deceased, proven by a copy of a government-issued death certificate maintained in the change of name file.

C The other parent is unreasonably withholding consent to the change of name.

D The other parent is mentally disordered, as demonstrated by statutory declaration and supporting evidence.

E Exceptional circumstances make it unreasonable to seek the consent of the other parent. **Unless you can provide a valid court ordered restraining order/no contact order between the other parent and the child(ren) this option does not apply.**

Applicant Signature **X** _____ Date

CONSENT OF SPOUSE OF APPLICANT (Only if Child's surname is changing to that of the Applicant's Spouse)

I, _____, am the spouse of the applicant and hereby give my consent for the above-listed child to change his/her surname to be the same as mine.

Name (Printed)

Signature of Applicant's Spouse X _____	Signature of Witness X _____
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* Date ← * Dates must match → * Date

If more than one child is included in the change of name application, please photocopy or print additional copies of this page.

Other parent's full name as listed on the birth registration of child.		
Surname (Last Name)	First Name	Middle Name(s)
Suite/Apt No.	Street No.	Street Name
Province/State and Country	Postal Code	Area Code Phone Number
Child's full name as it will appear following the legal change of name (Names on Part 2A and Part 2B must match exactly .)		
Surname (Last Name)	First Name	Middle Name(s)
Child's date of birth MMM DD YYYY	Sex	Child's Place of birth (City/Town) Province/State / Country

Anyone can witness the other parent's signature, but the other parent and the witness must sign **at the same time**. Signatures are **valid for six months** only.

Other Parent's Consent

I _____ have read the information provided on this page and to the best of my knowledge, information and belief, the statements made are true in substance and in fact.

AND

I understand that any documentation submitted to support this application may be verified for validity and/or authenticity with the issuing authority and I provide my consent to the Vital Statistics Agency to complete this verification.

AND

I have enclosed all original birth certificates and historical change of name certificates in my possession for each child named in this application. I understand that any Canadian birth certificates will not be returned on completion of the name change.

AND

I understand that all previously issued birth certificates and change of name certificates for each child named in this application will be cancelled under Section 40.1 (1)(h) of the *Vital Statistics Act*, and that to use any cancelled certificates may constitute a fraudulent action.

AND

I understand that by consenting to change the name(s) for my child, I will still remain listed as a parent on my child's birth registration.

Signature of Other Parent	Date	Date	Date	
Signature of Witness	Date	Date	Date	

Full name, address, and phone number of witness to other parent's signature		
Surname (Last Name)	First Name	Middle Name(s)
Suite/Apt No.	Street No.	Street Name
Province/State and Country	Postal Code	Area Code Phone Number

Documentation	Notes	Office Use Only
Other Parent Consenting to Child's Change of Name Photocopy of other parent's picture ID (i.e. driver's licence) showing his/her current address. A copy of a recent utility bill in the other parent's name (i.e. BC Hydro bill) is acceptable proof of the current address if it is not listed on identification. <input type="checkbox"/> Photocopy of picture ID is enclosed	The address listed on the other parent's picture ID must match the residential address provided above.	

The information on this form is collected under the authority of the *Name Act* (RSBC 1996, c328, Sec. 7(2)) and will be used to fulfill the requirements of the *Name Act*. Any release of this information will be in compliance with the *Name Act* and the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection or use of this information, please contact a Vital Statistics representative at 250 952-2681.

Statutory Declaration

This Statutory Declaration **MUST** be completed if the applicant is asking for a waiver of consent of the other parent unless the other parent is deceased. See pages 7 and 10 for further details. Your Statutory Declaration must include **ALL** of the following information:

If you require more space, attach a separate sheet of paper.

1. Explain in detail all attempts that have been made to gain the other parent's consent, including contact with relatives, friends, etc.
2. When was your last contact with the other parent?
3. What is the last known contact information you have for the other parent? **(Include full addresses, phone numbers, email addresses, or state that all contact information is unknown.)**
4. Do you receive child support from the other parent?
5. Are you registered with the Family Maintenance Enforcement Program (FMEP)? **If yes, submit a copy of the most recent statement.**
6. Outline any reasons why you feel the change of name is in your child(ren)'s best interest.
7. If the custody/guardianship order submitted with your application is not a final order, state whether or not it is still valid and in effect. Include any future court dates as well.
8. Include any other details that would support your request.

CANADA:
 PROVINCE OF BRITISH COLUMBIA.
 To Wit: } *In the Matter of*

I, of
Applicant's Name City
 in the Province of British Columbia, do solemnly declare that

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

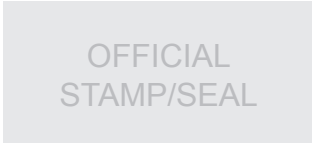
8. _____

IMPORTANT - Select one:
 I authorize or I do not authorize the Vital Statistics Agency to use the contact information provided with my application and/or supporting documentation when contacting the other parent to seek approval for the application.

I verify that all supporting documents represent current circumstances and are in effect as of this date. And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the "Canada Evidence Act."

Declared before me at _____ in the _____
 Province of British Columbia, this ____ day of _____, ____ * } _____
Day Month Year
Declarant's Signature

* Dates must match



Signature of Lawyer, Articled Law Student, Notary Public or Commissioner for Taking Affidavits
 (Note - Authorized individuals charge a fee for witnessing your signature.)

The following is a list of grounds on which a waiver of parental consent may be approved with the documents required. Choose the one that best applies to your situation and provide all of the requested information. If information cannot be provided, include a letter of explanation.

A) The other parent cannot be located after a reasonable, diligent and adequate search has been conducted as demonstrated by the statutory declaration and supporting evidence maintained in the change of name file.

- Custody order (obtain an order from the courts prior to applying to legally change the name(s) of your child(ren).
- In your statutory declaration, list the full mailing address, phone numbers, email addresses and any other contact information for the parent whose consent is to be waived.
- If you are unaware of the other parent's whereabouts:
 1. Provide a list of the efforts you have made to determine his/her location; and
 2. Proof of attempted contact or conversation thread regarding the change of name through social media.
i.e. Facebook, texting, email threads, etc.

In your statutory declaration, you must include ALL of the information listed at the top of page 9, "Statutory Declaration-Request to Waive Other Parent's Consent".

- If you are registered with the Family Maintenance Enforcement Program (FMEP), include a copy of your latest statement. If you are not registered with FMEP, include a statement indicating that you do or do not receive support from the other parent.
- Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed. The letter must be handwritten in ink, and signed and dated by the child.

B) The other parent is deceased, proven by a copy of a government-issued death certificate maintained in the change of name file.

- A copy of a government-issued death certificate of the person whose consent is to be waived.
- Custody/guardianship order or a letter to state no order is in place.

C) The other parent is unreasonably withholding their consent.

- Custody/guardianship order or a letter to state no order is in place.
- In your statutory declaration, you must include **ALL** of the information listed at the top of page 9, "Statutory Declaration-Request to Waive Other Parent's Consent".
- Provide proof of attempted contact or conversation thread regarding the change of name through social media.
i.e. Facebook, texting, email threads, etc.
- If you are registered with the Family Maintenance Enforcement Program (FMEP), include a copy of your latest statement. If you are not registered with FMEP, include a statement indicating that you do or do not receive support from the other parent.
- Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed. The letter must be handwritten in ink, and signed and dated by the child.

D) The other parent is mentally disordered, as demonstrated by statutory declaration and supporting evidence.

- Custody/guardianship order or a letter to state no order is in place.
- A letter from a physician/court order stating the person whose consent is to be waived is incapable of understanding what they would be signing.
- Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed. The letter must be handwritten in ink, and signed and dated by the child.

E) Exceptional circumstances make it unreasonable to seek the consent of the other parent. Unless you can provide a valid court ordered restraining order/no contact order between the other parent and the child(ren) this option does not apply.

- Custody/guardianship order or a letter to state no order is in place.
- A court ordered no contact order; or
- A court ordered restraining order; or
- A letter from the police indicating you would be in danger if you attempted to contact the parent whose consent is required.
- Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed. The letter must be handwritten in ink, and signed and dated by the child.

NOTE: The requirements identified in this information sheet are a guide only and the registrar general of the Vital Statistics Agency has the authority to ask for additional information.



Statements made in a Statutory Declaration are considered the equivalent of statements made in a Court of Law and may provide the basis for action against the applicant if they are proven to be fraudulent.