

ADULT APPLICATION FOR CHANGE OF NAME

UNDER THE PROVISIONS OF THE BRITISH COLUMBIA NAME ACT

NEWLY MARRIED OR DIVORCED? You do **NOT** need to complete a legal change of name to use your spouse's last/family name or to return to the last/family name on your Canadian birth certificate.



To update identification documents such as a driver's licence (ICBC), passport, or services card (HIBC) etc., you need to contact the responsible agency directly and ask them what is required to change your last/family name as a result of marriage or divorce. If you were born outside of Canada, contact Immigration, Refugees and Citizenship Canada to find out if you require a legal change of name.

**PROCESSING AN APPLICATION FOR CHANGE OF NAME CAN TAKE UP TO 8 WEEKS.
INCOMPLETE APPLICATIONS WILL TAKE LONGER.**

ELIGIBILITY

- Age 19 or older.
- Changing your own name.
- Resident of B.C. for **at least three (3) months immediately before** applying.

TO AVOID DELAYS

- Read instructions carefully and submit **all** required **documents**.
- For your new name, ensure you have included **both** a first name **and** a last/family name.
- Use **black or blue ink only**. Do not use a pencil.
- Write your initials next to any changes you make. Do not use white out.
- **Print** clearly and ensure your contact information is correct.
- Include the correct fee in Canadian funds. Payment details are on **page 4**.

AFTER YOUR CHANGE OF NAME IS REGISTERED

- You will receive a change of name certificate by standard mail. Certificates issued in B.C. are printed in UPPERCASE lettering only.
- B.C. birth and current B.C. marriage records **are updated** with your new name.
- Notification of your change of name is sent to the Vital Statistics office of your birth province; **however, you are responsible for notifying other agencies**.

If you were born outside of Canada, please contact Immigration, Refugee and Citizenship Canada (IRCC) to determine their requirements for updating your record.

- You will **NOT** receive a new birth and/or marriage certificate as part of this application.
- If you were born and/or married in Canada contact your birth/marriage province to order new certificates.
 - **B.C.** certificates:
<https://ecos.vs.gov.bc.ca/>
 - Other Canadian Vital Statistics offices:
<https://www.statcan.gc.ca/eng/about/relevant/vscc/organisations>

REQUIRED DOCUMENTATION CHECKLIST (Check all applicable sections below)

BIRTH

IF BORN IN CANADA:

- ☐ **ALL** original birth certificates with a registration number.
- OR -
☐ **Born in B.C.** and do not have a birth certificate: \$27.00 search fee and complete birth details on page 4.



IF BORN OUTSIDE OF CANADA:

- ☐ **Certified** copy of most recently issued Permanent Resident Card in your current legal name.
- OR -
☐ **Certified** copy of most recently issued Canadian Citizenship Card/ Certificate in your current legal name.
NOTE: Certified copies **MUST be of both sides** of the card or certificate.



DOCUMENTS	NOT RETURNED
B.C. and other Canadian birth certificates	✗ Destroyed
Certified documents (e.g. copies of immigration papers)	✗ Kept on File



HOW TO GET A DOCUMENT CERTIFIED:

Take the ORIGINAL document to a **Commissioner for Taking Affidavits, practicing lawyer, articulated law student, notary public or to the Vancouver Vital Statistics office located at 250-605 Robson Street**. The designated official will photocopy the original document and place their official stamp or seal next to their signature to certify the copy. **TIP:** The same person who certifies your documents can witness your signature on the statutory declaration on Page 6.

NOTE: Signatures and certified copies are valid for six (6) months only.

PREVIOUS CHANGE OF NAME

IF YOU'VE PREVIOUSLY CHANGED YOUR NAME IN CANADA:

- ☐ **ALL** original Canadian change of name certificate(s) must be surrendered
- OR -
☐ If you do not have any original certificate(s), include a **letter with the following details:**
- The year the change of name(s) took place
 - The province or territory where the change of name(s) took place
 - The previous and new name(s) listed on the certificate(s)
 - Why you no longer have the certificate(s)



DOCUMENTS	RETURNED
Previous change of name certificate(s)	✓ Stamped "historical document"

REQUIRED DOCUMENTATION CHECKLIST (Check all applicable sections below)

MARRIAGE

IF CURRENTLY MARRIED IN B.C.:

(**not** applicable if divorced or widowed)

☐ **ALL** original B.C. marriage certificate(s) with registration number.

- OR -

☐ **Married in B.C.** and do not have a marriage certificate: \$27.00 search fee and complete marriage details on page 4.

IMPORTANT NOTES:

- We **CANNOT** accept marriage licences, commemorative certificates or certificates issued by churches.
- A copy of marriage certificate(s) from previous marriage(s) is only required if it explains the use of a last name on your current marriage record.



DOCUMENTS	NOT RETURNED
Current B.C. marriage certificate(s)	✗ Destroyed

FINGERPRINTING

FINGERPRINTS MUST BE TAKEN AS PART OF A CRIMINAL RECORD CHECK (Section 6.1 of the *Name Act*)

Where can electronic fingerprints be taken?

- Most RCMP detachments (Visit <http://www.rcmp-grc.gc.ca/detach> for detachment locations)
- Local police departments
- Any RCMP-accredited fingerprinting company or its affiliate who submit fingerprints electronically for the purpose of a criminal record check. For a list of accredited companies, visit <http://www.rcmp.gc.ca/en/where-do-get-a-criminal-record-check>



IMPORTANT NOTES:

- Fingerprinting and criminal record check fees may vary. A receipt is provided for fees paid.
- The receipt **must** show a date. The date on the receipt **must be within 30 days** of the date the application is received in the Vital Statistics Agency.
- Fingerprints are only used for the purpose required by the *Name Act*.
- Confirmation of the criminal record check should be **returned directly to the applicant** from the RCMP.
- Fingerprints and criminal record check results should **NOT** be sent to the Vital Statistics Agency.

☐ **COPY OF RECEIPT FOR PAYMENT OF FINGERPRINTING/CRIMINAL RECORD CHECK**

SUBMIT YOUR APPLICATION

PLACE ALL DOCUMENTS ALONG WITH THE COMPLETED APPLICATION FORM, IN A SUITABLY SIZED ENVELOPE AND SUBMIT IT WITH PAYMENT:

1. IN PERSON at the **Vancouver** Vital Statistics office at 250-605 Robson Street, Vancouver or any Service BC Centre; locations are listed at www.servicebc.gov.bc.ca.

- OR -

2. BY MAIL to:

Vital Statistics Agency
ATTENTION: CONFIDENTIAL SERVICES
PO Box 9657 Stn Prov Govt
Victoria, BC V8W 9P3




Applications missing information or documentation are held for **90 days**, and if you do not respond to a request for information within those 90 days, your file is **cancelled** and the \$137 fee is retained to cover administrative costs.



If you do not have an original B.C. birth or marriage certificate, complete the applicable section(s) below. Include a \$27 payment for each search.

B.C. BIRTH SEARCH	FULL NAME AS LISTED AT THE TIME OF BIRTH OR AFTER A PREVIOUS CHANGE OF NAME (NOT A MARRIED LAST/FAMILY NAME)									
	LAST/FAMILY NAME			FIRST NAME			MIDDLE NAME(S)			
	BIRTHDATE		MONTH (E.G. FEB) MMM	DAY DD	YEAR YYYY	CITY/TOWN/VILLAGE		PROVINCE BRITISH COLUMBIA		SEX
	LAST/FAMILY NAME			FIRST NAME			MIDDLE NAME(S)			
	BIRTHPLACE (CITY, PROVINCE/STATE, COUNTRY)									
	BIRTH LAST/FAMILY NAME (AS LISTED ON CURRENT BIRTH OR CHANGE OF NAME CERTIFICATE)			FIRST NAME			MIDDLE NAME(S)			
	BIRTHPLACE (CITY, PROVINCE/STATE, COUNTRY)									

B.C. MARRIAGE SEARCH	DATE OF MARRIAGE	MONTH (E.G. FEB) MMM	DAY DD	YEAR YYYY	CITY/TOWN/VILLAGE	PROVINCE BRITISH COLUMBIA
	PLACE OF MARRIAGE					
	PROVIDE YOUR SPOUSE'S INFORMATION BELOW.					
	SPOUSE'S LAST/FAMILY NAME (BEFORE MARRIAGE)		SPOUSE'S FIRST NAME		SPOUSE'S MIDDLE NAME(S)	
	SPOUSE'S BIRTHPLACE (CITY/TOWN/VILLAGE, PROVINCE/STATE, COUNTRY)					

PAYMENT DETAILS	SERVICE	FEE	AMOUNT
	<input type="checkbox"/> CHANGE OF NAME	\$137	
	<input type="checkbox"/> B.C. BIRTH SEARCH (Complete section above)	\$ 27	
	<input type="checkbox"/> B.C. MARRIAGE SEARCH (Complete section above)	\$ 27	
	TOTAL AMOUNT ENCLOSED:		\$
	PAYMENT METHOD:		
	<input type="checkbox"/> Certified Cheque or Money Order made payable to the Minister of Finance. (Personal and postdated cheques are NOT accepted.)		
	<input type="checkbox"/> In person at the Vancouver Vital Statistics office at 250–605 Robson Street, Vancouver or at a Service BC Centre. (For locations, visit www.servicebc.gov.bc.ca .) NOTE: Interac and cash payments are accepted when paying in person.		
	<input type="checkbox"/> Credit Card: Please bill my <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express		
	CARDHOLDER NAME: _____ <small>PRINT cardholder name as shown on credit card</small>		
CARDHOLDER SIGNATURE:  _____			
CREDIT CARD NO. _____ EXPIRY DATE _____			
NOTE: Credit card information is not retained. Upon authorization of the payment request, all credit card information is destroyed.			

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Information in this application is collected by the Vital Statistics Agency under section 7 of the *Name Act* and will be used to fulfill the requirements of the *Name Act* for the release of change of name information. Should you have any questions about the collection of this personal information, please contact:
Manager, Vital Statistics Agency, 250 952-2681, PO Box 9657 Stn Prov Govt, Victoria BC V8W 9P3.

SHADED AREA FOR VITAL STATISTICS OFFICE USE ONLY

AFS #

IDENTIFICATION

FULL NAME AS CURRENTLY LISTED ON BIRTH CERTIFICATE, **MOST RECENTLY ISSUED** IMMIGRATION/CITIZENSHIP DOCUMENT OR CHANGE OF NAME CERTIFICATE. **(NOT YOUR LAST/FAMILY NAME BY MARRIAGE.)**

LAST/FAMILY NAME FIRST NAME MIDDLE NAME(S)

YOUR **NEW** NAME (ENSURE YOU INCLUDE BOTH A FIRST NAME **AND** A LAST/FAMILY NAME)

LAST/FAMILY NAME FIRST NAME MIDDLE NAME(S)

BIRTHDATE SEX BIRTHPLACE
MONTH DAY YEAR CITY/TOWN/VILLAGE PROVINCE/STATE, COUNTRY
(e.g. APR) (e.g. APR)
MM DD YYYY

PERSONAL HEALTH NUMBER (PHN)
(USED TO CONFIRM RESIDENCY IN B.C.)

#####-##

☐ A COPY OF YOUR PICTURE ID SHOWING YOUR CURRENT ADDRESS



HAVE YOU PREVIOUSLY CHANGED YOUR NAME IN **CANADA**? (Check applicable)

- ☐ NO
- ☐ YES - **ALL original** Canadian change of name certificates **are enclosed**. Certificate(s) will be stamped "Historical Document. Not to be accepted as proof of current legal name" and are returned to you upon completion of this application.
- ☐ YES - I do NOT have the **original** Canadian change of name certificate(s) **AND** I have included a letter of explanation. (Refer to checklist on page 2.)

MARITAL STATUS

ARE YOU **CURRENTLY** MARRIED? (Check applicable)

☐ NO ☐ YES (If YES, you must complete the section below.)

DATE OF MARRIAGE PLACE OF MARRIAGE (CITY/TOWN/VILLAGE) PROVINCE/STATE, COUNTRY
MONTH DAY YEAR
(e.g. APR) (e.g. APR)
MM DD YYYY

SPOUSE'S LAST/FAMILY NAME **BEFORE MARRIAGE**

IS THIS APPLICATION CHANGING YOUR LAST/FAMILY NAME TO THE LAST/FAMILY NAME OF YOUR **SPOUSE**? YOU **MUST** CHECK A BOX BELOW:

- ☐ NO ☐ YES. I understand my Canadian birth record and/or current B.C. marriage record **WILL** change.

MAILING ADDRESS

ATTENTION: ORGANIZATION AND/OR INDIVIDUAL NAME (if applicable)

SUITE/APT NO. STREET ADDRESS

CITY/TOWN/VILLAGE PROVINCE/STATE, COUNTRY POSTAL/ZIP CODE

CONTACT INFORMATION



TELEPHONE NUMBER (INCLUDE AREA CODE)



EMAIL ADDRESS

PREFERRED CONTACT METHOD

YOUR PREFERRED CONTACT METHOD: ☐ Telephone ☐ Mail ☐ Email* (Please note that some documents are required to be originals and must be returned by mail.)

IF EMAIL IS PREFERRED, do you consent to personal information being contained in the email message(s)? ☐ Yes ☐ No

SIGNATURE 

***IF EMAIL IS PREFERRED, YOUR SIGNATURE IS REQUIRED.**

SIGN THE STATUTORY DECLARATION IN FRONT OF ONE OF THE DESIGNATED OFFICIALS LISTED BELOW:

- For a fee of \$17 (CAD), the **Vancouver** Vital Statistics office located at 250-605 Robson Street can witness your signature on the statutory declaration and certify original documents
- a Commissioner for Taking Affidavits
- a practicing lawyer or articulated law student
- a notary public

PLEASE NOTE:

- These individuals charge for their services and their fees vary.
- Dates signed must match.*
- Signatures are **valid for six (6) months only**.

STATUTORY DECLARATION

I _____ have read the application and to the best of my knowledge, information and belief,
APPLICANT'S FULL NAME
the statements made are true in substance and in fact.

AND

I confirm that I have lived in B.C. for over three (3) months prior to making this application.

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 understand that the Vital Statistics Agency must use the exact name recorded on my birth certificate, immigration or citizenship document, or change of name certificate, and if I record a name other than that name on my application form the Vital Statistics Agency will amend my application to match.

AND

I have enclosed all original Canadian birth certificates, B.C. marriage certificates and change of name certificates in my possession and I understand that any Canadian birth certificates and B.C. marriage certificates will **not be returned** on completion of the change of name.

AND

I understand that all previously issued birth certificates, B.C. marriage certificates and change of name certificates 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 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.

X

SIGNATURE OF APPLICANT

MMM DD YYYY
MONTH DAY YEAR
(e.g. APR)

Declared before me at _____
CITY

* Dates must match

in the Province of British Columbia, _____
MONTH DAY YEAR

X

SIGNATURE OF COMMISSIONER FOR TAKING AFFIDAVITS, PRACTICING LAWYER,
ARTICLED LAW STUDENT, OR NOTARY PUBLIC

OFFICIAL
STAMP/SEAL

WITNESS INFORMATION

LAST NAME		FIRST NAME		MIDDLE NAME(S)	
PHONE NUMBER (INCLUDE AREA CODE)			EXTENSION (if applicable)		
BUSINESS/ORGANIZATION DETAILS			-OR- BUSINESS/ORGANIZATION ADDRESS STAMP		
NAME					
SUITE/UNIT NO. (if applicable)					
STREET ADDRESS					
CITY/TOWN/VILLAGE					
PROVINCE/STATE, COUNTRY					
POSTAL/ZIP CODE					