

## APPLICATION FOR CHANGE OF NAME UNDER THE PROVISIONS OF THE BRITISH COLUMBIA NAME ACT

### NOTE TO ALL APPLICANTS

Carefully read application requirements to ensure you provide ALL requested information

### ELIGIBILITY AND APPLICATION REQUIREMENTS

To be eligible for a legal change of name, applicants MUST:

- Be the person changing their own name, or a parent (see Special Note 1) making application to change their child's name;
- Be at least 19 years old.
- Have resided in BC for at least three months prior to making application, OR be domiciled in BC for at least three months just prior to application.

#### SPECIAL NOTE 1:

A "parent" is defined as the mother, father or co-parent of a child, or a person to whom final custody of a child has been granted by a court of competent jurisdiction.

### ADULT ONLY CHANGE OF NAME (Part 1a and 1b)

Applicants MUST make application in, and provide proof of, their **foundation identification** as follows:

- If born in Canada, the name that appears on your birth certificate; **OR**
- If born outside Canada, the name that appears on identity documentation issued to you by Canadian Immigration authorities, such as residency card or citizenship card.
- If your name has been changed since receiving your immigration documents, your current legal name is as per your most recent change of name certificate.

#### SPECIAL NOTE 2:

The foundation identity documents you provide must be **original** birth certificates if born in Canada, or **certified photocopies** of immigration and citizenship documents if you are a landed immigrant or a naturalized citizen of Canada.

### CRIMINAL RECORD CHECK

- All persons named on the application, whose names are to be changed and who are **18 years and older**, are required to have fingerprints taken by an accredited fingerprinting official.
- Any fees for fingerprinting are paid directly to the fingerprinting official and are not part of the change of name application fee or Criminal Record Check fee. The fingerprints will be submitted to the Ottawa RCMP for a criminal record check after the change of name is registered.

#### SPECIAL NOTE 3:

Fingerprint packages may be obtained from any Vital Statistics or Service BC office, by emailing [HLTH.CNFORMS@gov.bc.ca](mailto:HLTH.CNFORMS@gov.bc.ca) or by contacting our general inquiries telephone line at 250-952-2681.

### SUPPORTING DOCUMENTS

Along with proof of **foundation identity**, as described in "Special Note 2", applicants MUST also:

- Ensure that all documents, other than **original** birth certificates, are **certified** by a lawyer, Notary Public, or Commissioner for Taking Affidavits.
- Provide a **certified** English translation of any documents that are not in English.
- Submit current **original** provincial marriage certificate(s) if the person whose name is to be changed was married in Canada.
- Submit any **original** Change of Name certificates that are in a previous name.
- Provide proof of residency/domicile if requested.

#### SPECIAL NOTE 4:

A legal change of name will result in your original Canadian birth or marriage registration being changed and all certificates issued subsequent to the change will reflect your new name. Therefore, any original documentation reflecting a previous name will not be returned upon completion of a change of name, with the exception of previous Change of Name certificates. They will be returned to you; however, we will stamp these previous certificates with a "Historical Document" stamp.

### FEES

- Applications must be accompanied with the required fees in the form of a **money order or certified cheque** payable to the Minister of Finance, or payment by credit card. **Personal cheques will not be accepted.**
- An additional fee of \$25 is required for each person 18 years and older whose name is being changed. This fee is forwarded to the RCMP for payment of the criminal record check. Include this fee in the total amount submitted to Vital Statistics as the Agency will submit this on your behalf.
- Your local fingerprinting official will forward all material and fees submitted with your application, together with copies of your fingerprints in a sealed envelope to the Vital Statistics Agency.
- If an application is cancelled because the applicant is found not eligible, a refund of all fees (*excluding witnessing*) will be issued.
- If an application is cancelled after 90 days because the client has not been in contact after being sent a letter, then all fees will be kept (except the Criminal Record Check fee and any fees for certificates to be issued after the registration of name change).

## ADULT AND CHILD CHANGE OF NAME (Part 1a, 1b and Part 2)

Applicants MUST provide all of the materials required for an ADULT ONLY CHANGE OF NAME and:

### SPECIAL NOTE 5:

If you ARE NOT changing your own name, and you are only changing the name of your child who is under the age of 18 years:

- ⇒ Complete Part 1a and 1b with your information—YOU are the applicant—and provide all documentation listed below.
- ⇒ Complete Part 2 with your child's information.
- ⇒ You may mail your application to the location indicated on this page.

- Ensure that documents, other than **original** birth certificates are **certified** by a lawyer, Notary Public or Commissioner for Taking Affidavits.
- Provide a **certified** English translation of any documents that are not in English.
- Submit any **original** Change of Name certificates that are in a previous name.
- If the child is 12 years or older, obtain their signature on the application **AND** have them write a brief letter stating why they want the change of name as well as providing their consent.
- Obtain the other birth parent's consent, or complete a request for waiver.
- Complete and sign the Statutory Declaration required to support a Request for Waiver (*to be signed in the presence of a Lawyer, Notary or Commissioner for Taking Affidavits*).
- Obtain the consent of the spouse when a parent is changing their child's name to that of that spouse.
- **If you are changing more than one child's name, please photocopy "Application for Change of Name Part 2, Child's Particulars".**

### GENERAL INFORMATION

- The minimum time for completion of a name change request is anticipated to be fifteen working days from receipt. If we are required to obtain additional information or documents, this time frame will be longer.
- If you were born in Canada and require a new birth certificate reflecting your legal change of name, you must apply and pay the fees required for that document in the province of your birth after the change is completed. Be sure to advise them of your recent change of name and enclose a photocopy of your name change certificate. Certificates issued in British Columbia are generated in upper case lettering only.
- Once your name change has been processed, your change of name certificate will be issued and information regarding the change of name, along with your fingerprints will be sent to the RCMP in Ottawa for the purpose of a criminal record check.

- Once the check has been completed, the RCMP will return a fingerprint record (not the original fingerprints), to you. Your fingerprint record will not be retained on file with the local police detachment, the Vital Statistics Agency, or the RCMP as a result of your undertaking a legal name change in British Columbia.

If you have additional questions, please contact the Vital Statistics Agency at the following location:

### MAILING ADDRESS & TELEPHONE NUMBER

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

**GENERAL INQUIRIES:** 250 952-2681

or visit our website at:

<http://www.vs.gov.bc.ca/name/index.html>



## APPLICATION FOR CHANGE OF NAME PART 1 (a)

To be completed by the person applying to change their own name, or by a **PARENT** applying on behalf of their child

### APPLICANT'S INFORMATION

<b>INTENT OF CHANGE</b>	<input type="checkbox"/> SURNAME ONLY <input type="checkbox"/> GIVEN NAMES ONLY <input type="checkbox"/> BOTH SURNAME & GIVEN NAMES <input type="checkbox"/> NO CHANGE (Changing Child's Name Only)				<b>OFFICE USE ONLY</b>	
	NOTE: A change of name will normally be reflected on the Registration of Birth and Marriage if the event occurred in British Columbia (and within Canada in most cases).				AFS #	
<b>FOUNDATION IDENTITY NAME</b> <i>(see Special Note 2)</i>	SURNAME		GIVEN NAME		MIDDLE NAME(S)	
<b>PROPOSED CHANGE TO FOUNDATION IDENTITY</b> <i>(if applicable)</i>	SURNAME		GIVEN NAME		MIDDLE NAME(S)	
<b>DATE &amp; PLACE OF BIRTH</b>	DATE OF BIRTH MMM DD YYYY		SEX	PLACE OF BIRTH <i>(City / Town)</i>		<i>(Province / State / Country)</i>
<b>MARITAL STATUS AND DETAILS</b>	<input type="checkbox"/> MARRIED		<input type="checkbox"/> WIDOWED		<input type="checkbox"/> DIVORCED	
	<input type="checkbox"/> NEVER MARRIED		DATE OF MARRIAGE MMM DD YYYY		PLACE OF MARRIAGE <i>(City / Town)</i>	
<b>PLACES OF RESIDENCE FOR LAST THREE MONTHS</b> <i>* You MUST complete these fields</i>	STREET		CITY		POSTAL CODE	
	FROM *		TO *			
<b>ADDRESS FOR CORRESPONDENCE OR CERTIFICATE</b> <i>(if different from above)</i>	MAIL TO:		<input type="checkbox"/> ABOVE ADDRESS		<input type="checkbox"/> ALTERNATE ADDRESS BELOW:	
	NAME/ORGANIZATION		STREET		CITY	
<b>APPLICANT CONTACT INFORMATION</b>	TELEPHONE NUMBERS: HOME		(AREA CODE)		(PHONE NUMBER)	
	WORK		(AREA CODE)		(PHONE NUMBER)	
	ADDITIONAL NUMBERS (i.e. CELL)		(AREA CODE)		(PHONE NUMBER)	





# STATUTORY DECLARATION

This Statutory Declaration **MUST** be completed and processed if the Applicant is asking for Waiver of Consent of the Other Parent. See page 5 and page 7, Request for Waiver section for details. **Please list when last contact was made with the other parent and what attempts have since been made to gain the parent's consent to this name change.**

CANADA:

PROVINCE OF BRITISH COLUMBIA.

To Wit:



*In the Matter of*

I, .....

of .....

in the Province of British Columbia, do solemnly declare that

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I verify that all supporting documents represent current circumstances and orders in affect 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 \_\_\_\_\_, \_\_\_\_\_  
YYYY



\_\_\_\_\_  
DECLARANT'S SIGNATURE



\_\_\_\_\_  
*Signature of Lawyer, Notary Public or  
Commissioner for Taking Affidavits*

## APPLICATION FOR CHANGE OF NAME UNDER THE PROVISIONS OF THE BRITISH COLUMBIA NAME ACT

### DOCUMENTS REQUIRED TO SUPPORT A REQUEST FOR WAIVER

The following is a list of grounds on which a waiver of parental consent may be approved. Please choose the one that best applies to your situation and provide the requested information.

**A) The person whose consent is required is not recorded on the registration of live birth of the person whose name is to be changed. (Section 4.6 of the Name Act).**

- If the child was born in Canada, an original parental birth certificate.
- If the child was born outside of Canada, a certified photocopy of the child's birth documents. If the birth documents are not in English, you must provide a translated version from an accredited individual.

**B) The person whose consent is required 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. (Section 4.5(a) of the Name Act).**

- A copy of a final court order, showing you have sole custody of your child.
- In your statutory declaration, please list the mailing address and any other contact information for the parent whose consent is to be waived.
- If you are unaware of the other parent's whereabouts, please complete a CANADA 411.CA search. In the LOCATION section put "CANADA" and submit a printout of the results.
- In your statutory declaration, you must indicate if you receive any child support. If you are registered with the Family Maintenance Enforcement Program (FMEP) you must include a copy of your most recent statement.
- In your statutory declaration, you must explain all efforts you have made to contact the other parent, including contact with relatives, email contact etc.
- If the child, whose name is to be changed, is 12 years of age or older, they must write a brief letter in their own words describing why they would like their name to be changed.

**C) The person whose consent is required is deceased, proven by a copy of a death certificate maintained in the change of name file. (Section 4.6 of the Name Act).**

- A copy of the death certificate of the person whose consent is to be waived.

**D) A person whose consent is required is unreasonably withholding their consent. (Section 4(5)(b) of the Name Act).**

- A copy of a final court order, showing you have sole custody of your child.
- In your statutory declaration, please list the mailing address and any other contact information for the parent whose consent is to be waived.
- In your statutory declaration you must indicate if you receive any child support, if you are registered with Family Maintenance Enforcement Program (FMEP) you must include a copy of your most recent statement.
- If the child, whose name is to be changed, is 12 years of age or older, they must write a brief letter in their own words describing why they would like their name to be changed.

**E) A person whose consent is required is mentally disordered, as demonstrated by statutory declaration and supporting evidence. (Section 4.5(a) of the Name Act).**

- A copy of a final court order, showing you have sole custody of your child.
- 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.

**F) Exceptional circumstances make it unreasonable to seek the consent of the required individual. (Section 4(6) of the Name Act).** Please provide the following:

- A copy of a final court order, showing you have sole custody of your child.
- A court ordered no contact order; or
- A court order 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.

**NOTE: We require all of the above information listed here.** The requirements identified in this information sheet are a guide only and the Chief Executive Officer of the Vital Statistics Agency has the authority to ask for additional information.

**IMPORTANT:** 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.

## APPLICATION FOR CHANGE OF NAME UNDER THE PROVISIONS OF THE BRITISH COLUMBIA NAME ACT

### FINGERPRINTING INFORMATION FOR APPLICANT

If you are changing your own name, or the name of a child age 18 or under, please read the information below.

In the spring session of the 2002 legislature the Government of British Columbia passed an amendment to the *Name Act*. (R.S.B.C. 1996 c. 328), requiring individuals whose name was to be changed to have their fingerprints taken for the purpose of having a criminal record check conducted. This was done to ensure criminal records would be updated in those instances where a person having a criminal record has applied for a change of name.

The requirement to have fingerprints taken applies where any person whose name is to be changed is aged 18 or over. This includes applicants age 19 and over and any minor children age 18 included in an application.

The package that you will need to present to a fingerprinting official can be obtained from any Vital Statistics Agency office or ServiceBC office. You can also request the package be mailed to you by contacting us at HLTH.CNFORMS@gov.bc.ca or by calling our general inquiries telephone line at 250 952-2681.

In order to meet the requirements of the Act the applicant must;

- ❖ Complete the application form, the relevant portions of the C-216-C, and fingerprint envelope as per the instructions provided;
- ❖ Gather all documents related to the persons whose names are being changed as required by the Act (also as per the instructions provided in the change of name kit);
- ❖ Make the Statutory Declaration included in the application, witnessed by a lawyer, notary public or Commissioner for Taking Affidavits;
- ❖ Provide primary identification when making the Statutory Declaration;
- ❖ Provide for the payment of fees to the Minister of Finance of British Columbia as specified in the application instructions, and;
- ❖ Within 30 days of taking the statutory declaration, accompanied by any other person age 18 or older whose name is to be changed as part of the application, take to their local fingerprinting official all documents specified above.

If the fingerprinting official requires a payment of a fee for taking fingerprints the applicant will be responsible for paying these fees directly to the fingerprinting official separate from any fees required by the change of name process.

Once fingerprints have been taken, applicants are not permitted access to any documents associated with the change of name application until processing is completed by the Vital Statistics Agency and the Criminal Identification Unit of the RCMP. Fingerprints will only be used for the purpose required by the Act and confirmation of criminal record check forms will be returned to the applicant directly from the Criminal Identification Unit of the RCMP.

**The Instructions below must be presented to your local fingerprinting official once you have completed, signed, and obtained the signature of a valid witness on the Change of Name Application.**

### INSTRUCTIONS FOR FINGERPRINTING OFFICIALS

**The fingerprinting official must do the following to ensure the integrity of the name change process:**

1. Confirm identity of the applicant and the persons listed in the application who are 18 years of age or older by reviewing primary identification (any documents such as birth certificates or certified copies of immigration and citizenship documents required as part of the application) and secondary identification (photo identification i.e. driver's licence, etc.)
2. Fingerprint the applicant and persons listed in the application who are 18 years of age or older using C-216C fingerprint form provided in the application kit. Complete the C-216C fingerprint form in its entirety ensuring "LEGAL NAME CHANGE" is noted in the "Reason for Application" box and the new name both given and surname are recorded in the "RCMP Identification Use" box on the form. (Note: if the provided C-216C form is damaged or destroyed in the fingerprinting process use existing blank C-216C forms; however re-record all the pre-printed information found on the C-216C which has been provided in the application kit.)
3. Seal the fingerprints in the white envelope provided for this purpose ensuring the new name, old name, address and birth date have been correctly recorded on this envelope by the applicant. Stamp the outside of this envelope with your police departments stamp.
4. Record the name of the fingerprinting official that obtained the fingerprints on the APPLICATION FOR CHANGE OF NAME form Part 1 (b), along with their signature and date signed. Hand write in the remaining information or stamp the application form with the fingerprinting official's address stamp.
5. Place the application, fingerprint envelope and other accompanying documents, which will include primary identification, and payment for name change and criminal record check in the business reply envelope. Stamp your departments/detachments address on this envelope as the return address and mail this document to the Vital Statistics Agency. If the applicant is not paying by credit card, they are required to submit a certified cheque payable to the Minister of Finance for the \$137.00 application fee, \$27.00 for each additional child on the application, and \$25.00 per person fingerprinted age 18 or older which is the Ottawa Criminal Record Check fee. The applicant will also have to submit a separate payment to the fingerprinting official.

**Once the fingerprints have been taken, under no circumstances is the application, fingerprints or accompanying documents to be returned to the applicant. The fingerprinting official must mail the documents directly to the Vital Statistics Agency in the business reply envelope provided in the application kit.**

**APPLICATION FOR CHANGE OF NAME  
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**PAYMENT DETAILS**

**FEES**

**Adult** (greater than or equal to 19 years of age) **without** dependent child (18 years or younger)

\$137.00 Name Change Fee  
\$ 25.00 Criminal Record Check Fee  
**\$162.00 TOTAL FEES**

**Adult** (greater than or equal to 19 years of age) **with** dependent child (18 years or younger)

\$137.00 Name Change Fee  
\$ 27.00 For **Each Child**  
\$ 25.00 Criminal Record Check Fee for Each Adult & Child 18 years or older

For **Child** Only

\$137.00 Name Change Fee for first or only child  
\$ 27.00 For each additional child  
\$ 25.00 Criminal Record Check Fee for Each Child of 18 years

For **Birth or Marriage** Search

\$ 27.00 If event occurred in BC (if original certificate not enclosed)

**PAYMENT METHOD**

**Certified** Cheque (Postdated cheques or personal cheques are not accepted)

Money Order

Credit Card

Visa

MasterCard

American Express

Credit Card number: \_\_\_\_\_

Card Holder Name as shown on Credit Card: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED OR AUTHORIZED FOR PAYMENT** \$ \_\_\_\_\_