



Application For Change Of Name

This information is being collected for the purposes of vital statistics records in accordance with the Change of Name Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for Alberta Registries, Research and Program Support, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.

PLEASE PRINT ALL INFORMATION CLEARLY

APPLICANT INFORMATION

Full Legal Name		Given Name(s)		Last Name	
Nee (Maiden Name)		Last Name Only			
Date of Birth	month	day	year	Place of Birth (include Province or Country)	
Marital Status (check (✓) ONE only) <input type="checkbox"/> married <input type="checkbox"/> widowed <input type="checkbox"/> divorced <input type="checkbox"/> never been married					
Address		Street			
City / Town		Province		Postal Code	
Telephone Number (Home)			Telephone Number (Business)		

OFFICE USE ONLY

Registration Number:

Amendment Number:

NOTE: Applicant must provide a birth certificate if born in Canada. If born outside of Canada a copy of birth certificate, immigration documents, valid passport or a Canadian citizenship certificate is required. (Copies of citizenship certificates must include information from both sides of the document.)

I APPLY UNDER THE CHANGE OF NAME ACT TO:

CHANGE MY MARRIED / PREVIOUSLY MARRIED NAME(S) [Check (✓) applicable box(es)]

- Current Last Name Maiden Last Name
 Given Name(s)
- A change to a maiden last name for a married or previously married woman will cause the birth last name to legally change. Information on original birth registration may change depending on jurisdiction of birth.*

From: Full Legal Name Being Changed ▶	Given Name(s)	Last Name
To: Full Intended Name ▶	Given Name(s)	Last Name

CHANGE MY UNMARRIED / PREVIOUSLY UNMARRIED NAME(S) [Check (✓) applicable box(es)]

- Current Last Name Maiden Last Name
 Given Name(s)
- A change to a maiden last name for a married or previously married woman will cause the birth last name to legally change. Information on original birth registration may change depending on jurisdiction of birth.*

From: Full Legal Name Being Changed ▶	Given Name(s)	Last Name
To: Full Intended Name ▶	Given Name(s)	Last Name

CHANGE MY UNMARRIED MINOR CHILD(REN) / WARD(S) NAME(S) (Continued on next page)

Applicant must provide a birth certificate for each child whose name is being changed, if born in Canada. If born outside of Canada a copy of birth certificate, immigration documents, valid passport or a Canadian citizenship certificate is required. (Copies of citizenship certificates must include information from both sides of the document.)

If an applicant is changing the name of an unmarried minor child(ren) the following documents must be provided to show proof of custody / guardianship of child(ren):

- Divorced Parents - **Decree Nisi, Divorce Judgment or Court Order**
- Children born out of wedlock with the father as lawful custodian - **Court Order**
- Children from a marriage that has been annulled through the Courts - **Court Order**
- Wards of the applicant - **Guardianship Order**

From: Full Legal Name Being Changed ▶	Given Name(s)	Last Name			
To: Full Intended Name ▶	Given Name(s)	Last Name			
Date of Birth	month	day	year	Place of Birth (include Province or Country)	

Registration Number:

Amendment Number:

OFFICE USE ONLY

From: Full Legal Name Being Changed		Given Name(s)		Last Name	
To: Full Intended Name		Given Name(s)		Last Name	
Date of Birth	month	day	year	Place of Birth (include Province or Country)	

Registration Number:

Amendment Number:

From: Full Legal Name Being Changed		Given Name(s)		Last Name	
To: Full Intended Name		Given Name(s)		Last Name	
Date of Birth	month	day	year	Place of Birth (include Province or Country)	

Registration Number:

Amendment Number:

Current Marriage - Applicant must provide Marriage Certificate if married in Canada. If married outside of Canada, and no marriage certificate is available, immigration documents stating marital status will be acceptable.

Full Name of Spouse		Given Name(s)		Last Name	
Date of Marriage	month	day	year	Place of Marriage (include Province or Country)	

Registration Number:

Amendment Number:

Former Marriage - Applicant to provide proof of divorce, proof of Court Annulment or Death Certificate

Full Name of Former Spouse / Deceased Spouse		Given Name(s)		Last Name	
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Registration Number:

Amendment Number:

Complete the areas below that are applicable:

1 and 2 - divorced (or court annulled) from former spouse.

1 and 3 - widowed.

1, 2 and 3 - divorced and former spouse is deceased.

1.

Date of Marriage	month	day	year	Place of Marriage (include Province or Country)	
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Certificate Number:

2.

Date of Divorce or Court Annulment	month	day	year	Place of Divorce/Court Annulment (include Province or Country)	
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Registration Number:

Amendment Number:

3.

Date of Death	month	day	year	Place of Death (include Province or Country)	
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BIRTH INFORMATION OF SPOUSE

Applicant must provide the birth certificate of spouse, if born in Canada. If born outside of Canada a copy of birth certificate, immigration documents, valid passport or a Canadian citizenship certificate is required. (Copies of citizenship certificates must include information from both sides of the document.)

Full Name of Spouse		Given Name(s)		Last Name (if a woman, give maiden name)	
Date of Birth	month	day	year	Place of Birth (include Province or Country)	

Registration Number:

Amendment Number:

BIRTH INFORMATION OF COMMON-LAW SPOUSE

To be completed only when a parent who has legal custody of a child born out of wedlock is living common-law with a person of the opposite sex and is changing the child's last name to the same last name of the common-law spouse.

Applicant must provide the birth certificate of common-law spouse, if born in Canada. If born outside of Canada a copy of birth certificate, immigration documents, valid passport or a Canadian citizenship certificate is required. (Copies of citizenship certificates must include information from both sides of the document.)

Full Name of Common-law Spouse		Given Name(s)		Last Name (if a woman, give maiden name)	
Date of Birth	month	day	year	Place of Birth (include Province or Country)	

Registration Number:

Amendment Number:

DECLARATION OF APPLICANT

I declare that:

- I am married widowed divorced never been married;
- I am am not changing the last name of a child born out of wedlock to the natural father's last name;
- I am 18 years of age and a bonafide resident of Alberta;
- I am not changing my last name to my common-law spouse's last name;
- I am not changing my last name to avoid criminal or civil liabilities;
- I am not changing the name of my child(ren) who were born out of wedlock, and of whom I do not have lawful custody;
- The reason for this application is:

- All the information contained in this entire application is correct to the best of my knowledge.

And I make this solemn declaration conscientiously believing it to be true knowing that it is of the same force and effect as if made under oath.

Declared before me at _____,)
)
 in the Province of Alberta, dated _____.)

X _____
 Signature of Applicant

Commissioner for Oaths in and for the Province of Alberta / Notary Public	Print Name of Commissioner for Oaths / Notary Public	Expiry Date of Commission
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IMPORTANT INSTRUCTIONS

Before completing this application, please ensure you are eligible to apply by reading and understanding the requirements listed below.

1. AGE AND RESIDENCY

Applicant must be:

- 18 years of age or older.
- be a bonafide resident (*resident in good faith*) of Alberta and remain a resident throughout the application process.

2. PUBLICATION

The applicant is no longer required to publicly advertise an intention to change a last name. Vital Statistics is legally required to publish, in the Alberta Gazette, all name changes.

There are certain circumstances where an applicant may apply to the Director of Vital Statistics or the Court of Queen's Bench for a Court Order to avoid publication of the change of name.

3. CHANGING YOUR CHILD'S NAME

An applicant who is a parent of unmarried minor child(ren) may apply to change the name of the child(ren) if they:

- are married to the other parent and have that parent's consent,
- are divorced from the other parent, have lawful custody of the child(ren) **and** have consent of the other parent,
- have had their marriage from the other parent annulled by a Court of Law, have lawful custody of the child(ren) and have consent of the other parent,
- have never been married to the other parent and have lawful custody of the child(ren). Consent of the other parent is required where joint custody has been granted through a Court,
- have consent of the spouse/common-law spouse when a child's name is being changed to the last name of the spouse/common-law spouse (*where allowed*),
- have consent of a child who is 12 years of age or older.

If the required consents are not available, the applicant may apply to the Court of Queen's Bench for an Order giving waiver of consent.

4. SUPPORTING DOCUMENTS / REQUIREMENTS

An applicant must complete all applicable sections of the form, Application For Change Of Name, and provide the following:

- birth certificate for applicant and each person whose name is to be changed, if born in Canada. If born outside of Canada, a copy of birth certificate, immigration documents, valid passport, or a Canadian citizenship certificate are required. (*Copies of citizenship certificates must include information from both sides of the document*).
- marriage certificate (*where applicable*),
- death certificate (*where applicable*),
- certificate of divorce or decree absolute (*where applicable*),
- proof of custody, court order, guardianship order or Minutes of Settlement, Divorce Judgment Decree Nisi (*as applicable*),
- birth certificate for spouse or common-law spouse if born in Canada (*where applicable*). If born outside of Canada, a copy of birth certificate, immigration documents, valid passport, or a Canadian citizenship certificate are required. (*Copies of citizenship certificates must include information from both sides of the document*).

Supporting documents in a foreign language will require an official english translation.

5. DECLARATION

The application includes a statutory declaration which must be signed by the applicant before a Commissioner for Oaths in and for the Province of Alberta or a Notary Public. All areas of the application which require consent must be witnessed.

6. FEES

Cheques or Money Orders for all fees are to be made payable to the Provincial Treasurer:

- \$120.00 for each Application For Change Of Name form submitted. This fee includes one duplicate Change of Name certificate.

ADDITIONAL INFORMATION

- A legal change of name will be made on the current Registration of Birth and Marriage if these events occurred in Canada, *(some exceptions apply)*.
- A legal change of name **may not** be required when a woman is changing back to her maiden name or a previous last name.
- The Change of Name Act does not require a legal change of name for a person who is getting married and assuming the last name of the spouse.
- A legal change of a last name will not automatically change the last name of the applicant's spouse and/or minor child(ren). If a change is needed, it must be included in the application.
- A change of the last name of a person who has assumed their spouse's last name, will not automatically affect the last name they had prior to marriage. If the applicant intends to change a last name they had prior to marriage, it must be indicated in the application.
- A person cannot change their own last name to the last name of a common-law spouse.
- An applicant may apply to change their spouse's name with the consent of the spouse.
- A parent who has legal custody of a child born **out of wedlock**, and is living in a common-law relationship with a person of the opposite sex, may apply to change the child's last name to the common-law spouse's last name with the consent of the common-law spouse.
- A mother who has legal custody of a child born **out of wedlock** and who is not living in a common-law relationship with the natural father of the child, may apply to change the child's last name to the natural father's last name if:
 - the natural father has been declared by a court to be the father of the child, OR
 - the natural father has acknowledged that he is the father of the child.
- Changing a child's last name, **who was born in Alberta**, to include the natural father's last name, may or may not require a change of name. Please contact Alberta Registries, Vital Statistics to determine eligibility.
- Once a legal change of name has been registered, any birth or marriage certificate issued in the previous name should not be used as identification, unless used along with the legal change of name certificate.
- In order to change identification and other documentation (e.g. credit cards, driver's licence, etc.), contact the individual offices where the records are held.

When the change of name process is complete and the Change Of Name Certificate has been received, new birth or marriage certificates may be applied for by following the instructions below:

- If a person whose name was changed, was born or married in Alberta, new certificates can be applied for through any authorized Alberta Registry agent. For a listing of Registry Agents call (780) 422-7330. Areas outside of Edmonton call 310-0000 and ask for 422-7330.
- If a person whose name was changed, was born or married in another province, state or country, they must apply to that jurisdiction for new certificates. When applying, a photocopy of the change of name certificate must be enclosed.

For more information on any of these requirements, please contact one of the following:

WALK IN ADDRESS

Vital Statistics
John E. Brownlee Building
10365 - 97 Street
Edmonton, Alberta
Telephone: (780) 427-7013

MAILING ADDRESS

Alberta Registries
PO Box 2023
Edmonton AB T5J 4W7



NOTICE OF CHANGE OF DIRECTORS

CUSTOMER INFORMATION

Last Name:	File No:
First Name:	Phone:
Middle Name:	Fax:
Identification Type and No:	Date:

CORPORATE INFORMATION

Name of Corporation:
Corporate Access Number:

REMOVING DIRECTORS

Cessation Date:

extra directors attached

Last Name:	SIGNATURE
First Name:	Middle Name:
Street Address \ Box Number:	City:
Province:	Postal Code:
Last Name:	SIGNATURE
First Name:	Middle Name:
Street Address \ Box Number:	City:
Province:	Postal Code:

ADDING DIRECTORS

Appointment Date:

extra directors attached

Last Name:	SIGNATURE
First Name:	Middle Name:
Street Address \ Box Number:	City:
Province:	Postal Code:
Resident Canadian:	<input type="radio"/> Yes <input type="radio"/> No
Last Name:	SIGNATURE
First Name:	Middle Name:
Street Address \ Box Number:	City:
Province:	Postal Code:
Resident Canadian:	<input type="radio"/> Yes <input type="radio"/> No
Last Name:	SIGNATURE
First Name:	Middle Name:
Street Address \ Box Number:	City:
Province:	Postal Code:
Resident Canadian:	<input type="radio"/> Yes <input type="radio"/> No

NOTE: In providing these services, Altafacts does not offer legal advice or services. Altafacts provides corporate registration services and a standard corporation with articles that can be changed by the customer when circumstances warrant. Customers should consult with their legal or other professional advisors to ensure that legal and accounting requirements are met. Examples of issues that would require legal or accounting advice are tax matters, shareholder relationships and agreements, complex share classes and structures, corporate and personal liability, etc. Customer will be required to sign an acknowledgement to this effect.

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CALGARY, ALBERTA T2B 3B5

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FACSIMILE (403) 235-7889

DOWNTOWN PICKUP
LAND TITLES CALGARY
620-7TH AVE. SW.