

Protected A (when completed)

You can use this form to order a [Legal Change of Name Certificate](#) after a name is legally changed in Alberta. To legally change a name go to alberta.ca/legal-name-change

Eligibility

The following are eligible to order a legal change of name certificate - documents supporting eligibility may be required.

- a) The person (whose name was changed) when they are 12 years old or older.
 - [Proof of Identity](#) document will be used to support eligibility.
- b) Guardian of, or trustee for, a person described in (a).
 - Attach a copy of the court order or trusteeship document to this application.
 - This applicant is not eligible when the person in (a) is deceased.
- c) A person who holds a power of attorney to act for a person described in (a).
 - The applicant must be named in the power of attorney document.
 - The duties/powers described in the power of attorney document must be consistent with needing a legal change of name certificate.
 - Attach a copy of the power of attorney document to this application.
 - This applicant is not eligible when the person in (a) is deceased.
- d) A person with an Alberta court order that states they are eligible to make the application.
 - The court order must be issued within 1 year of the application.
 - The applicant must be named in the court order.
 - The person (whose name was changed) must be named/identified in the court order.
 - Attach a copy of the court order to this application.
- e) A lawyer acting for a person described in (a) to (d), or (f) to (k).
 - The lawyer is recorded as the applicant on the application.
 - Attach a copy of the lawyer's valid law society card to this application as proof of their eligibility (a law society card is not acceptable as proof of identity).
 - The lawyer must be applying on behalf of an eligible applicant.
 - Attach a letter to this application advising how the lawyer's client is eligible. The lawyer signs this letter.
 - When documentation is required to support the eligibility of the person on whose behalf the lawyer is applying, that eligibility documentation must also be attached to this application.

When the person (whose name was changed) is a minor, the following are eligible to order a legal change of name certificate for the minor.

- f) The person (whose name was changed) when they are younger than 12 years old.
 - The minor needs written consent from their parent or guardian.
 - Complete and attach a [Consent for Minor Younger than 12 to Apply for Own Certificate – DVS11139](#) form to this application.
 - [Proof of Identity](#) document will be used to support eligibility.
- g) A parent of the person described in (f).
 - A parent must be either:
 - Recorded on the minor's birth record as a parent; **or**

- o Named as a parent of the minor in a Declaration of Parentage Court Order (or a similar Canadian order from outside Alberta). Attach a copy of the court order to this application.

h) Guardian of, or trustee for, a parent of a person described in (f).

- The applicant must be named in an active Canadian guardianship court order or Canadian trusteeship document.
- Attach a copy of the court order or trusteeship document to this application.
- This applicant is not eligible when the person in (f) is deceased.

i) A person who holds a power of attorney to act for a person described in (f) or (g) (as is applicable).

- The applicant must be named in the power of attorney document.
- The duties/powers described in the power of attorney document must be consistent with needing a legal change of name certificate.
- Attach a copy of the power of attorney document to this application.
- This applicant is not eligible when the person in (f) or (g) (as is applicable) is deceased.

When the person (whose name was changed) or their parent is deceased, the following are also eligible to order a legal change of name certificate. Proof the person is deceased must first be provided to show an applicant is eligible to make the application under this category.

j) A personal representative (executor or estate administrator) for the estate of a deceased person described in (a), (f) or (g).

- Proof of death for the person (whose name was changed) must be provided; for example, death certificate, funeral statement, etc.
- Attach a copy of the proof of death to this application.
- The applicant must be named in the will or legal document.
- Attach a copy of the will or legal document to this application.

k) A public trustee for the estate of a deceased person described in (a), (f) or (g).

- Proof of death for the person (whose name was changed) must be provided; for example, death certificate, funeral statement, etc.
- Attach a copy of the proof of death to this application.
- The applicant must be named in the trusteeship document.
- Attach a copy of the trusteeship document to this application.

Designated Agent

- When an eligible applicant does not have [acceptable proof of identity](#), a designated agent may be used by (a), (b), (f), (g) and (h) to apply for a legal change of name certificate.
- See [No Acceptable Proof of Identity – Using a Designated Agent’s Proof of Identity](#) below for additional details about using a designated agent.

Historical Records

Provincial Archives
8555 Roper Road, Edmonton, AB, T6E 5W1
780-427-1750

After 75 years have passed (from the date a legal change of name was registered) anyone may apply through the [Provincial Archives of Alberta](#) for a legal change of name record.

Proof of Identity

When making an application, you must prove your identity by showing an acceptable proof of identity document.

Acceptable proof of identity

- The document shown must be the original; faxes and photocopies will be rejected.
- The document must be issued by a provincial, territorial, state or federal government.
- It must contain:
 - a recognizable picture of you;
 - your full name; and
 - a distinctive identification number.
- If the document:
 - has an expiry date, it must currently be valid; or
 - has no expiry date, it must have been issued within the last 5 years.
- If the document is in a language other than English, you must provide:
 - a copy of the document in the foreign language;
 - a copy of its English translation; and
 - an affidavit from the translator stating the translation is accurate or a certified translator's declaration.

Examples of an acceptable proof of identity document include a valid driver's license, passport, permanent residency card, etc.

No acceptable proof of identity – using a designated agent's proof of identity

If you do not have an [acceptable proof of identity document](#), you may provide your consent to another person who agrees to provide their identity document on your behalf; they are called your designated agent.

- A designated agent must prove their identity with their own [acceptable proof of identity document](#).
- A designated agent:
 - must be 18 years old or older; and
 - must have known you (the applicant) for at least 1 year.

When using a designated agent, you are still the applicant. You must complete the application form with your own information and sign it as the applicant.

Proof of identity document from a person located in Alberta

- You must show your original [proof of identity document](#).
- When you do not have acceptable proof of identity and you are using a [designated agent](#),
 - you must complete the [Applicant's Consent to Designated Agent](#) at the end of the application form,
 - the designated agent must show their original [acceptable proof of identity document](#) to the registry agent,
 - the designated agent must complete the [Designated Agent's Statutory Declaration](#) at the end of the application form. The statutory declaration must be commissioned or notarized. This can be done in the registry agent office.

Proof of identity document from a person located outside Alberta

- You must complete a [Statutory Declaration for Proof of Identity](#) form.
- When you do not have acceptable proof of identity and you are using a [designated agent](#) who is located outside Alberta,
 - you must complete the [Applicant's Consent to Designated Agent](#) at the end of the application form.
 - the designated agent must complete a [Statutory Declaration for Proof of Identity](#) form.

Completing a Statutory Declaration for Proof of Identity form

When you (or your [designated agent](#) if applicable) are located outside Alberta and cannot appear in person at a registry agent office to show them your acceptable proof of identity document, a [Statutory Declaration for Proof of Identity](#) form must be completed.

- The statutory declaration form must be commissioned or notarized;
- An original [acceptable proof of identity document](#) must be shown to the person who is executing the Statutory Declaration for Proof of Identity form; and
- The original statutory declaration (with original signatures) must be attached to the original application form (with original signatures). Photocopies and faxes will be rejected.

Submitting the Application

Applying from within Alberta

- When you (or your [designated agent](#)) are located within Alberta, take the application form (with original signatures) in person to an Alberta registry agent office. Photocopies and faxes will be rejected.
- To locate an Alberta registry agent office, visit servicealberta.gov.ab.ca/find-a-registry-agent.
- Applications mailed directly to Vital Statistics will be rejected.

Applying from outside Alberta

- When you (or your [designated agent](#)) are located outside Alberta, mail the application form (with original signatures) directly to [Registry Connect](#) or [Alberta Motor Association](#) (for AMA members only). Photocopies and faxes will be rejected.
- Ensure the original [Statutory Declaration for Proof of Identity](#) form with original signatures is attached to the application form.
- Applications mailed directly to Vital Statistics will be rejected.

Cost

Payment is made directly to a registry agent when documents are ordered. The cost of documents vary among registry agents; contact them directly for prices.

Processing Time

Under normal circumstances when an application form has been completed correctly and all requirements are met, a legal change of name certificate is usually processed by Vital Statistics within 3 business days of its receipt from a registry agent.

This 3-day period does **not** include mailing/delivery time.

Delivery Options

Vital Statistics will mail a document to the address provided on the application.

- If an alternate address is indicated, that address will be used – there is no charge for mailing documents.

or

- You may make alternate delivery arrangements to pick up the document at the registry agent's office or have it couriered to you – a service fee may apply. Speak with the registry agent for your options.

Picking up documents

When you are picking up your document at a registry agent office,

- you, the applicant, are named on the application; **and**
- you must prove your identity by showing an [acceptable proof of identity document](#) that matches your name as the applicant.

When someone is picking up your document for you,

- provide them with written authorization stating you give your consent for them to pick up your document; **and**
- they will have to prove their identity by showing their own [acceptable proof of identity document](#) that matches the name on the consent document you provide.

There are **no** exceptions to this pickup process.

For questions regarding this application, please contact Vital Statistics at 780-427-7013. For toll free dialing within Alberta; first dial 310-0000, then dial 780-427-7013. For more information on Vital Statistics products and services visit: alberta.ca/vital-statistics-forms.



Application for Legal Change of Name Certificate

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This information is collected in accordance with the *Vital Statistics Act* and Regulations. It is required by Vital Statistics to provide a service; and may be used for statistical purposes or delivering joint provincial and federal programs. Collection is authorized under s.33(a) and (c) of the *Freedom of Information and Protection of Privacy Act*. Questions about the collection can be directed to Vital Statistics at vsregistries@gov.ab.ca or 780-427-7013 (toll free 310-0000 within Alberta).

IMPORTANT: To avoid delays, read the [Information & Eligibility](#) page as restrictions apply.

ELIGIBLE APPLICANT'S INFORMATION

Full name of eligible applicant	State your relationship to person whose name was changed
<input type="text"/>	<input type="text"/>
Applicant's email address	Applicant's telephone number
<input type="text"/>	<input type="text"/>
Date signed (month by name/dd/yyyy) X	Signature of applicant

APPLICANT'S FULL ADDRESS (must be completed)

Suite/Apartment number	Street address	City/Town	Province/Country	Postal/Zip code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ALTERNATE MAILING ADDRESS (if different from above)

Suite/Apartment number	Street address	City/Town	Province/Country	Postal/Zip code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If there is correspondence, send it to: Applicant's Address **OR** Alternate Mailing Address **OR** Applicant's Email Address

TYPE OF DOCUMENT

Quantity: Legal Change of Name Certificate

LEGAL CHANGE OF NAME DETAILS

FORMER Last name	Given name(s) (first and all middle)							
<input type="text"/>	<input type="text"/>							
Sex	Date of Legal Name Change (Alberta legal name changes only)	Month by name	Day (dd)	Year (yyyy)	Date of birth	Month by name	Day (dd)	Year (yyyy)
<input type="radio"/> M <input type="radio"/> F <input type="radio"/> X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Place of birth (city/province/country)								
<input type="text"/>								
NEW Last name	Given name(s) (first and all middle)							
<input type="text"/>	<input type="text"/>							

USING A DESIGNATED AGENT

Only complete the following Consent and Statutory Declaration sections when **you** do not have an [acceptable proof of identity document](#) and you are using a [designated agent](#) as part of this application.

APPLICANT'S CONSENT TO DESIGNATED AGENT

I, _____
Full name of applicant

of _____
Street address City/Town Province/Country Postal/Zip code

• give my consent to _____
Full name of the designated agent

of _____
Street address City/Town Province/Country Postal/Zip code

to provide their proof of identity document for me in this application;
and

• have known this person for _____ years.

_____ X
Dated Signature of applicant

DESIGNATED AGENT'S STATUTORY DECLARATION

I, _____
Full name of designated agent

of _____
Street address City/Town Province/Country Postal/Zip code

do solemnly declare:

- I am 18 years of age or older;
- I am the designated agent for _____; and
Full name of the applicant
- I have known the applicant for _____ years.

_____ X
Dated Signature of designated agent

Declared before me at _____
_____ X
Dated Signature of notary public/commissioner for oaths

_____ Print Name _____ Expiry Date