



Information Sheet For Ordering Legal Change of Name Documents

Only use this application if you are applying for legal change of name documents from within Alberta.

If you are applying for legal change of name documents from outside Alberta, use the [Registry Connect Application for Certificate/Documents](#). To order documents for legal changes of names that occurred outside Alberta, contact the province/territory/country where the legal change of name took place.

READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION

- This application **must** be submitted in person to a registry agent office - an authorized agent for the Government of Alberta. To locate an Alberta registry agent office, visit our website at <http://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm>
- The applicant **must** provide acceptable proof of identity. (See instructions below when acceptable proof of identity documents are not available)
- Ensure you are eligible to apply and that you have the necessary supporting documents. (See Eligibility Information for details)
- The information you provide must be as complete as possible. If you cannot complete the required legal change of name details you must provide a written explanation with your application before it can be approved by Vital Statistics.
- If a record cannot be found, you will be notified accordingly.

NOTE: All correspondence (if applicable) will be mailed directly to the address provided on the application regardless of the certificate delivery options available at the registry agent office.

What kinds of legal change of name documents are available to order?

Alberta Vital Statistics only maintains records for legal change of names that occur in Alberta. Ensure you are ordering the correct document.

CERTIFICATE

All legal change of name certificates are certified extracts of the Registration of Legal Change of Name. There is only one style of legal change of name certificate which contains the person's former name(s), new name(s), certificate number, registration number, registration date and date of issue.

SEARCH LETTER

A search letter includes the former names, new names and the date of registration.

What is acceptable proof of identity and why is it needed?

When ordering Vital Statistics certificates/documents, the applicant must present an acceptable proof of identity document. This document must be issued by a provincial or federal government. It must contain a recognizable photograph, full name, and a distinctive identification number. If the document has an expiry date, the document must currently be valid. If the document has no expiry date, then it must have been issued within the last 5 years. If the document is in a language other than English, then the applicant must provide a notarized English translation including an affidavit from the translator stating that the translation is accurate.

What if I don't have acceptable proof of identity or am unable to apply in person at a registry agent office?

Your consent may be provided to another person to act on your behalf as a designated agent by completing the Applicant's Consent to Designated Agent section on the application. The designated agent must have known you for at least 1 year, must complete the Designated Agent's Statutory Declaration on the application, and must present their own acceptable proof of identity. Not all applicants may provide their consent to a designated agent - see Eligibility Information.

NOTE: When designating another person to apply on your behalf, you are still the eligible applicant. You will need to sign the application form and enter your personal information and relationship to the person listed on the certificate.

What is the cost for documents?

For certificates there is a government fee of \$20.00 per document, plus a registry agent service fee. For search letters, there is a government fee of \$20.00 plus a registry agent service fee.

How long does it take to process an application?

Under normal circumstances when the application has been completed correctly and there are no further requirements, certificates/documents are usually printed within 2 business days after the agent submits the request to Vital Statistics.

How will a legal change of name document be delivered to me?

Documents are mailed to the address provided on the application, unless other arrangements have been made with a registry agent office.

Who is eligible to apply for Vital Statistics' legal change of name documents?

- a) The adult person whose name was changed.
- b) The person who applied for the change of name.
- c) A guardian or trustee for a person whose name was changed. A copy of the legal document showing the applicant's name must be attached to the application.
- d) A person who is a designated agent for a person described in a) to c), g), h). The consent and the statutory declaration on the application form must be completed.
- e) A person who holds power of attorney to act on behalf of the person described in a). A copy of the legal document showing the applicant's name must be attached to the application.
- f) A person with an order from a court in Alberta. A copy of the order authorizing the applicant must be attached to the application.

When the person whose name was changed is a minor:

- g) The parent of the person whose name was changed as established by a Registration of Birth or court order. A copy of the court order (when applicable) showing the applicant's name must be attached to the application.
- h) A guardian, trustee, or person with power of attorney, for a parent of the person whose name was changed. A copy of the legal document showing the applicant's name must be attached to the application.

When the person whose name was changed is deceased:

- i) The executor, personal representative or estate administrator for the deceased person's estate. A death certificate and copy of the legal document showing the applicant's name must be attached to the application.
- j) A public trustee who needs it to comply with Part 2 Division 2 of the *Public Trustee Act*.

No eligibility requirements:

- k) Anyone may apply for a Legal Change of Name search letter. Former name and new name must be provided.

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 our website <http://www.servicealberta.gov.ab.ca/family-and-life-events.cfm>



Application for Legal Change of Name Documents

This information is collected in accordance with the *Vital Statistics Act and Regulations*. It is required to determine your eligibility to apply for products and services, search Vital Statistics registration records and process your request. 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' staff @ Box 2023, Edmonton AB T5J 4W7 or 780-427-7013 (toll free 310-0000 within Alberta).

YOU MUST SUBMIT THIS APPLICATION IN PERSON TO A REGISTRY OFFICE. Applications mailed directly to Vital Statistics will **NOT** be processed.

IMPORTANT: To avoid delays, read the **Information Sheet** (page 1) and the **Eligibility Information** (page 2) **BEFORE** completing this application.

PRINT CLEARLY - The information you provide will be used to process your request and mail the LEGAL CHANGE OF NAME documents requested below and any correspondence (if necessary).

ELIGIBLE APPLICANT'S INFORMATION (Complete all areas of this section in full)

Full Name of Eligible Applicant (See Eligibility Information)		Applicant's Phone No. (Daytime)	Applicant's Email Address	
Suite/Apt No.	Complete Street Address	City/Town/Village/County	Province/Country	Postal/Zip Code
State Your Relationship to Person Named on Certificate		Reason Certificate Required		
Mail Birth Documents and any Correspondence (if applicable) to: <input type="checkbox"/> Applicant's Address ↑ <input type="checkbox"/> Alternate Address ↓		Date Signed (month, day, year)	Signature of Applicant X	

ALTERNATE MAILING ADDRESS IF DIFFERENT FROM ABOVE (If this section applies, please complete in full)

C/O Name (if different from applicant)				
Suite/Apt No.	Complete Street Address	City/Town/Village/County	Province/Country	Postal/Zip Code

NOTE: All correspondence (if applicable) will be mailed directly to the address selected above regardless of the certificate delivery option at the registry agent office.

TYPE OF DOCUMENT

Legal Change of Name Certificate	Quantity	Search Letter	Quantity
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LEGAL CHANGE OF NAME DETAILS

Former Name					
Last Name			Given Name(s)		
<input type="checkbox"/> M <input type="checkbox"/> F	Date of Legal Name Change (Alberta legal name changes only)			Date of Birth	
<input type="checkbox"/> X	Month by name	Day	Year	Month by name	Day Year
Place of Birth (Province/Country)					
New Name					
Last Name			Given Name(s)		

NOTE: The information you provide above must be as complete as possible. If you cannot complete the required legal change of name details, you must provide a written explanation with your application before it can be approved by Vital Statistics.

Only complete the section below if you are providing your consent to a designated agent to apply on your behalf (see Information Sheet).

APPLICANT'S CONSENT TO DESIGNATED AGENT	DESIGNATED AGENT'S STATUTORY DECLARATION
I, _____ Full Name of Applicant	I, _____ Full Name of Designated Agent
of _____ Street Address City/Town/Village	of _____ Street Address City/Town/Village
Province/Country Postal/Zip Code Phone Number	Province/Country Postal/Zip Code Phone Number
give my consent to _____ Full Name of the Designated Agent	do solemnly declare that I have known _____ Full Name of the Applicant
of _____ Street Address City/Town/Village	for _____ year(s). X Number Signature of Designated Agent
Province/Country Postal/Zip Code Phone Number	Declared before me at _____ Alberta
whom I have known for _____ year(s) to make this application on my behalf.	dated _____
Number X	X
Signature of Applicant	Signature of Commissioner for Oaths/Notary Public in and for Alberta