

# Application to change an adult's name

**To use this application:**

- you must be 16 years of age or older, **and**
- you must have lived in Ontario for at least the past 12 months

Personal information on this form is collected under the authority of the *Change of Name Act*, R.S.O. 1990,c.C.7. It will be used to determine whether a change of name can be granted, to register and record the change of name, to publish the change of name in The Ontario Gazette, to provide certified copies of the registration, certificates and search notices and for statistical, security and law enforcement, corrections, adoption and adoption disclosure purposes. It is an offence to willfully make a false statement on this form.

**For any questions about this collection statement or any questions about this application, please contact:**

**The Deputy Registrar General  
Office of the Registrar General  
PO Box 3000, 189 Red River Road  
Thunder Bay ON P7B 5W0**



**Telephone: Outside Toronto but within North America 1-800-461-2156  
or in Toronto or outside North America 416-325-8305,  
TTY/Teletypewriter (for the hearing impaired) 416-325-3408.**

# Important Information about this Application

1. **This application is a permanent legal record.**
  - **Notice of a name change is published in The Ontario Gazette, the Government of Ontario's official publication, which can be searched online.** There are exceptions to publication specified in the *Change of Name Act*. **See Part 5 of the application for more information about the form, what documents to send, police records checks, and publishing of the name change in The Ontario Gazette.**
2. **Make sure you have the right application form.** There are three different forms for changing names:
  - **Application to change an adult's name** – use if you want to change your own name and you are 16 years of age or older and you have lived in Ontario for the last 12 months before sending the application.
  - **Application to change a child's name** – use if you want to change the names of your children who are 17 years of age or younger who have lived in Ontario for the last 12 months before sending the application or since birth if the child is less than one year of age.
3. **Get the right number of application forms.** You need a separate application form for each adult and/or child whose name is being changed.
4. **Fill in the application. Note:** It may take several weeks to gather all the information you need. Allow enough time to complete this application.
  - Print clearly. Use a pen with blue or black ink.
  - **Do not use correction fluid on this application.**
  - If you fill in information and want to change it later, or if you have made a mistake, you must do the following:
    - Put brackets around the wrong information.
    - Enter the correct information.
    - Put your initials beside each change. The person commissioning this form must also initial each change before it is sworn. See part 6 for more information.
  - There are seven parts to the application. **You may not have to use all seven parts.** Be sure to read the instructions at the beginning of each part carefully to find out what to do.
5. The fees are:
  - \$137 for an adult name change.
  - \$ 22 for each name change for a child 17 years of age or younger, using an Application to change a child's name **if the name is changed at the same time as one of the child's parents**. If the child's name is being changed without a parent, the fee is \$137.
  - Fees are subject to change without notice.
6. Mail the documents to the Office of the Registrar General (mailing address listed on the front page of the application). Also include:
  - The certificates/documents listed in Part 5, and the fee.
  - Print your own address on the top left corner of the envelope before mailing.

## What happens after your name change is approved?

- You will get a change of name certificate. It will show your previous name and your new name. You can use this certificate to change your name on other documents such as your driver's licence or your credit cards.
- You will get a new birth certificate in your new name if you were born in Ontario. See page 15 for more information about certificates. You must indicate on page 15 if you do **not** want your sex to be displayed on your birth certificate.
- If you were born in another part of Canada and want a new birth certificate, you must contact the province or territory where you were born after you get your change of name certificate.

# Part 1 – Personal Information

## A. Information About You

(Form 5, Change of Name Act)

### What is your name now?

**Note:** See instruction notes in Part 5 of this form for information regarding your current legal name before completing this section.

First Name
Middle Name(s)
Last Name or Single Name

### Mailing Address

Street Number and Street Name		PO Box or RR
Apt/Unit/Suite	Buzzer No.	City/Town/Village
Province		Postal Code
Daytime Telephone Number	Alternate Daytime Telephone Number	

**You must have lived in Ontario for at least 12 months immediately before applying for this name change. You will need a Guarantor who can confirm you meet the residency requirement (Part 4 of this form). Print the number of years and months you have been living in Ontario immediately before this application.**

Years	Months
-------	--------

### When were you born?

Year	Month	Day
------	-------	-----

### Where were you born?

City/Town/Village
Province or State
Country

**What do you want your new name to be?** (You may choose a single name if it is in accordance with your traditional culture. A Single Name Request for Name Change form and supporting evidence must be submitted with this application. See Part 5 of this form for additional information.)

First Name
Middle Name(s)
Last Name or Single Name

**For office use only.** Please do not write anything in this box.

Change of Name Registration Number	Change of Name Registration Date	Approved By

## Information about Current Marital or Relationship Status

Are you married now?

(Select **one** box only. If you are separated but not divorced, select the "Yes" box.)

No  Yes What was your spouse/partner's name before you got married?

First Name

Middle Name(s)

Last Name or Single Name

When did you get married?

Year

Month

Day

Where did you get married?

City/Town/Village

Province

Country

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## Declaration of Conjugal Relationship

**Note:** Two people who live together in a conjugal relationship (**or common law relationship**) outside marriage can sign a Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*) to change their last name to their spouse/partner's last name (Form 1, *Change of Name Act*).

Have you ever signed a document called a Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*) and sent it to the Office of the Registrar General?

(Select **one** box only.)

No **Go to information about your parents on page 3**

Yes What is the name of the other person who signed the Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*) with you?

First Name

Middle Name(s)

Last Name or Single Name

When did you send it to the Office of the Registrar General?

Year

Month

Day

You can only revoke a Joint Declaration of Conjugal Relationship by completing and sending to the Office of the Registrar General a Declaration that Conjugal Relationship has Ended (Form 4, *Change of Name Act*).

Have you officially revoked the Joint Declaration by submitting Form 4 of the *Change of Name Act*?

(Select **one** box only.)

No  Yes

## B. Information about your parents

Please provide information about all of the parent(s) listed on your birth registration.

### Parent Information:

Parent's First Name(s)
Parent's Middle Name(s)
Parent's Current Legal Last Name or Single Name
Parent's Legal Last Name or Single Name (at the time of their birth), if different from above
Any Previous Legal Last Name(s) or Single Name of the Parent

### Parent Information:

Parent's First Name(s)
Parent's Middle Name(s)
Parent's Current Legal Last Name or Single Name
Parent's Legal Last Name or Single Name (at the time of their birth), if different from above
Any Previous Legal Last Name(s) or Single Name of the Parent

### Parent Information:

Parent's First Name(s)
Parent's Middle Name(s)
Parent's Current Legal Last Name or Single Name
Parent's Legal Last Name or Single Name (at the time of their birth), if different from above
Any Previous Legal Last Name(s) or Single Name of the Parent

### Parent Information:

Parent's First Name(s)
Parent's Middle Name(s)
Parent's Current Legal Last Name or Single Name
Parent's Legal Last Name or Single Name (at the time of their birth), if different from above
Any Previous Legal Last Name(s) or Single Name of the Parent

If additional space is needed for parent information, please photocopy this blank page, complete and enclose with the application.

### C. Information about your name change and any previous name changes

Why do you want to change your name? Print all of the reasons.


Have you ever changed your name before?  
(Select **one** box only.)

<input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, when did you change your name?		
Year	Month	Day

What was your name **before** you changed it?

First Name
Middle Name(s)
Last Name or Single Name

What was your name **after** it was changed?

First Name
Middle Name(s)
Last Name or Single Name

Where was your name changed?

Province or State
Country

If your name was changed more than once, please photocopy this blank page, complete and enclose with the application for every name change.

Have you ever applied for a name change before and been refused?  
(Select **one** box only.)

<input type="checkbox"/> No <input type="checkbox"/> Yes
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## D. Information about criminal offences

### To be answered by all applicants

**Note:** Questions 3 and 4 pertain to both Canadian criminal offences and criminal offences committed in other jurisdictions. Question 5 pertains to criminal charges in both Canadian and other jurisdictions.

1. Are you aware of any pending court proceedings against you, other than pending criminal charges? This includes a proceeding that started but has not yet gone to court or has not yet been decided. (Select **one** box only.)

<input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, complete the following:	Court file number:
Court name	
Address of the court	
Describe the proceedings (e.g. civil, family, provincial offences such as traffic, or other)	

2. Are you aware of any outstanding law enforcement orders against you, including any warrant, prohibition order, restraining order, driver's licence suspension, probation order or parole order? (Select **one** box only.)

<b>Note:</b> Select the "No" box and do not provide details if information would reveal you as being a person dealt with under the <i>Youth Criminal Justice Act</i> (unless you were given an adult sentence).	
<input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, complete the following:	Court file number:
Court name	
Address of the court	
Describe the proceedings (eg type of lawsuit, etc.)	

3. Have you ever been convicted of a criminal offence? (Select **one** box only.)

<b>Note:</b> Select the "No" box if the offence(s) have been pardoned or suspended under the <i>Criminal Records Act</i> (Canada). If providing details of the offence would reveal that you were dealt with under the <i>Youth Criminal Justice Act</i> , select the "No" box, unless: a) If you were convicted of a criminal offence and given an adult sentence (as defined in the <i>Youth Criminal Justice Act</i> ); and b) The time frame for taking an appeal has expired or all proceedings in respect of the appeal have been completed and the appeal court has upheld the adult sentence; and c) The record is not required to be destroyed under the <i>Youth Criminal Justice Act</i> .	
<input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, please give details of the offence or offences below:	

4. Have you ever been found guilty of a criminal offence and not been discharged? (Select **one** box only.)

<b>Note:</b> Select the "No" box below if: <ul style="list-style-type: none"><li>You have never been found guilty of a criminal offence</li><li>More than one year has passed since you were discharged absolutely; or</li><li>More than three years have passed since you were discharged on the conditions prescribed in the probation order; or</li><li>Providing details of the discharge would reveal that you were dealt with under the <i>Youth Criminal Justice Act</i>.</li></ul>	
<input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, please give details of the offence or offences below:	

5. Are you aware of any pending criminal charges against you? This includes a proceeding that has been started but has not yet gone to court or has not been decided. (Select **one** box only.)

<b>Note:</b> Select the "No" box and do not provide details if information would reveal you as being a person dealt with under the <i>Youth Criminal Justice Act</i> .	
<input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, complete the following:	Court file number:
Court name	
Address of the court	
Describe the charges	

**If you answered "Yes" to questions 2, 3, 4, or 5, you must provide a current original police record check with this application. Download the [Requirements for a Police Record Check for a Change of Name](#) and give it to the police force conducting the check to make sure you get the one that meets all the requirements and include it with your application.**

## E. Financial Information

### To be answered by all applicants

1. Has any court or tribunal ordered you to pay money that you have not yet paid?  
(This includes judgements and fines. For example, rent arrears and small claims awards.)  
(Answer no to this question if as a youth, you were charged under the *Youth Criminal Justice Act* but not given an adult sentence and you still owe money because of this conviction).

(Select **one** box only.)

<input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, complete the following:	Court file number:
Court name	Date of the court order (year, month, day)
Name of the person who sued you	
Address of the court or tribunal	

2. Are you aware if a sheriff has been directed to take your real and personal property to enforce an outstanding judgment, such as real estate, vehicle or furniture?

(Select **one** box only.)

<input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, complete the following:	Writ number:
Name of sheriff	
Address of the sheriff	

3. Are you aware of any liens or security interests against your personal property; for example, have you agreed that a person can take your possessions if you do not repay a loan or do something you promised to do?

(Select **one** box only.)

<input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, complete the following:		
Name of the person who has the lien or security interest		
How much money do you owe?	Registration number	

4. Are you aware of any financing statements registered under the *Personal Property Security Act* that name you as a debtor?

(There could be a financing statement registered against you if you used personal possessions to get a loan which has not been repaid yet, e.g. a car loan.)

(Select **one** box only.)

<input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, what is the registration number?	
Registration number	

5. Are you an undischarged bankrupt?

(You are an undischarged bankrupt if you have not received a discharge from your Trustee in Bankruptcy yet.)

(Select **one** box only.)

<input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, give details of the bankruptcy below:	

## Part 2 – Giving Notice about Your Name Change

You only need to fill in this part if:

- you are married now, **or**
- you signed a Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*)

**Note:** Two people who live together in a conjugal relationship (e.g. common law relationship) outside marriage can sign a Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*). They usually do this so they can legally change their last names to their partner's last name using Form 1, *Change of Name Act*.

**If you are not married and did not sign a Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*), do not fill in Part 2. Go to Part 3.**

**If you signed a Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*), but have officially cancelled it by completing and sending to the Office of the Registrar General Form 4 of the *Change of Name Act*, do not fill in Part 2. Go to Part 3.**

**Here is what to do if you need to fill in Part 2:**

Notice of this name change must be provided to your spouse or partner as noted in the two examples at the top of this page.

- Remove this page from the application and complete the top portion of the Notice form on the next page. Provide a copy of this completed Application to Change an Adult's Name and the notice to each person being notified of the name change at least 30 days before submitting the application.
- If more than one person requires notice, photocopy the blank Notice form and provide a separate notice and a copy of the completed Application to Change an Adult's Name to **each** person being notified.
- Send the Notice form and a copy of the application by registered or certified mail to the last known address of **each** person entitled to notice. **Send the original registered mail receipt that includes the name, address and date stamp on it with this application.**

**With this application, submit all original completed and signed notice form(s) as required.**

- **If the signed Notice form is not returned to you, submit the original registered mail receipt with the name, address and date stamp on it for each Notice.**
- **If the person you send this page to signs the Notice form and sends it back to you, put it with the rest of this application.**
- **If you are living with the person and if they fill in and sign the Notice form, you do not have to mail the Notice to them. Include the signed Notice form with the rest of the application that you submit to the Office of the Registrar General.**

Note: The person you send notice to cannot stop you from changing your name unless they get a court order.

## Notice Form (Form 6, *Change of Name Act*)

The purpose of this form is to let you know that the person listed below has requested a name change. If you sign this form, it does not mean you agree or disagree with the name change. It simply means that you know about it. The Registrar General may proceed with the name change if a signed Notice is not received and the Registrar General is satisfied that the Notice was sent by registered or certified mail to each person entitled to Notice.

Please fill in the information below, sign this form and return it to the address of the applicant provided below. If you have questions, please call the Office of the Registrar General at 1-800-461-2156 or 416-325-8305.

Print clearly and use a pen with blue or black ink. **Do not use correction fluid.** If you fill in information and then want to change it later, put brackets around the wrong information and put your initials beside the change.

### To be filled in by the applicant (the person signing the Statutory Declaration in Part 6 of this application).

Notice is hereby given to \_\_\_\_\_  
Print Name of Person Entitled to Notice

of an application to change an adult's name under section 5 of the *Change of Name Act* to change the name as follows:

Your current name (enter the full current name exactly as it is listed on page 1 of the application):

First Name \_\_\_\_\_

Middle Name(s) \_\_\_\_\_

Last Name or Single Name \_\_\_\_\_

Your new name (enter the full new name exactly as it is listed on page 1 of the application):

First Name \_\_\_\_\_

Middle Name(s) \_\_\_\_\_

Last Name or Single Name \_\_\_\_\_

Your Full Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed (yyyy/mm/dd)

### Acknowledgement of Notice of a Name Change (to be filled in by the person acknowledging notice of the name change).

I, \_\_\_\_\_  
Print Name of Person Acknowledging Notice of the Change of Name

of \_\_\_\_\_  
Complete Mailing Address of Person Acknowledging Notice

am  married to/spouse of applicant

or  partner who has signed a Joint Declaration of Conjugal Relationship (see help note on previous page)

By signing below, I agree that I have been informed of the proposed change of name.

\_\_\_\_\_  
Signature of the Person of Acknowledging Notice

\_\_\_\_\_  
Date Signed (yyyy/mm/dd)

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## Part 3 – Getting Consent to Change Your Name

You need to fill in this part only if:

- you are 16 or 17 years old **and** you are not married

The *Change of Name Act* requires the written consent of every person with legal custody of a child before the child's name can be changed. This may include:

- parents or guardians other than the applicant (the child's parents share custody unless a court order or separation agreement states otherwise)
- someone identified by the court as having custody of the child

You must send all original or court certified copies of court orders or separation agreements that name persons who have custody of you.

If you are 16 or 17 years old and you **are** married, you do not need to fill in Part 3. However, you must send us proof that you are married, e.g. a copy of a marriage certificate.

With the application, submit all original completed and signed consent form(s) as required. If more than one person is providing consent, photocopy the blank consent form for each person to complete.

If someone refuses to sign and return this page to you, you may ask the Ontario Court of Justice for an order allowing you to apply for a name change without the person's consent. If the court gives you such an order, submit the court certified copy of the order with the application when you submit it to the Office of the Registrar General.

## Consent Form (Form 7, *Change of Name Act*)

A legal name change has been requested by the applicant listed below. If you have legal custody of this person or if there is a legal agreement that states consent is required to change the person's name, please complete this form to consent to the name change.

Print clearly and use a pen with blue or black ink. **Do not use correction fluid.** If you fill in information and then want to change it later, put brackets around the wrong information and put your initials beside the change.

### To be filled in by the applicant (the person signing the Statutory Declaration in Part 6 of this application).

Your current name (enter the full current name exactly as it is listed on page 1 of the application):

First Name \_\_\_\_\_

Middle Name(s) \_\_\_\_\_

Last Name or Single Name \_\_\_\_\_

Your new name (enter the full new name exactly as it is listed on page 1 of the application):

First Name \_\_\_\_\_

Middle Name(s) \_\_\_\_\_

Last Name or Single Name \_\_\_\_\_

Your Date of Birth (yyyy/mm/dd) \_\_\_\_\_

Your Full Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### To be filled in by the person with legal custody consenting to the name change.

I, \_\_\_\_\_  
Print Name of Person Consenting to the Change of Name

of \_\_\_\_\_  
Complete Mailing Address of Person Consenting

am a person with legal custody of the person listed above and consent to the change of name.

\_\_\_\_\_  
Signature of Person Consenting

\_\_\_\_\_  
Date Signed (yyyy/mm/dd)

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## Part 4 – Proving How Long You Have Lived in Ontario

You must have been ordinarily a resident of Ontario for at least 12 months immediately before submitting your change of name application.

Part 4 is used to prove you have been ordinarily resident in Ontario for at least the past 12 months. You must find a guarantor who will confirm how long you have lived in Ontario.

To be considered ordinarily resident, you must have maintained a residential address, with the intention of that being considered your permanent address in Ontario for 12 consecutive months immediately before making your application. Even if you were born in Ontario, you must still meet the residency requirement before applying.

Only absences of a temporary nature are allowed. If you have questions about whether you meet the residency requirement, please contact our office.

Any of the following people who know that you have been ordinarily resident in Ontario for at least the past 12 months can be a guarantor:

1. Provincial judges appointed under the *Courts of Justice Act*.
2. Justices of the peace appointed under the *Justices of the Peace Act*.
3. Chiefs of Indian bands that are located in Ontario.
4. Persons authorized under the *Marriage Act* to solemnize marriages.
5. Legally qualified medical practitioners.
6. Members of the Law Society of Upper Canada.
7. Heads of Municipal Councils in Ontario.
8. Clerks of municipalities in Ontario.
9. Principals of elementary and secondary schools, as defined in the *Education Act*.
10. Managers or signing officers of Ontario branches of banks listed in Schedule I or II of the *Bank Act* (Canada), loans corporations, trust corporations, credit unions and caisses populaires.

The list above is not an endorsement by the Office of the Registrar General of professional status or recognition of superior qualifications.

If you can't identify anyone from this list to act as a guarantor, you must find someone other than a relative who has known you for at least five years, and knows that you have been ordinarily resident in Ontario for at least the past 12 months.

**Remove the Guarantor's Statement from the application and ensure all sections are fully completed before submitting. The applicant will complete the top section and the guarantor will complete the bottom section.**

## Guarantor's Statement (Form 8, Change of Name Act)

The person named below as the applicant is applying for a legal name change. The purpose of this form is to prove that this person has been ordinarily resident in Ontario for at least the past 12 months. Please **completely** fill in the information below and return this page to the person applying for the name change.

Print clearly using blue or black ink. If you fill in information then want to change it later, put brackets around the wrong information and put your initials beside the change. **Do not use correction fluid on this application.**

### To be filled in by the applicant (the person signing the Statutory Declaration in Part 6 of this application).

Your current name (enter the full current name listed on page 1 of the application):

First Name \_\_\_\_\_

Middle Name(s) \_\_\_\_\_

Last Name or Single Name \_\_\_\_\_

### To be filled in by the guarantor.

Name of the guarantor:

First Name \_\_\_\_\_

Middle Name(s) \_\_\_\_\_

Last Name or Single Name \_\_\_\_\_

Mailing Address:

Street Number and Street Name \_\_\_\_\_ Apartment/Unit/Suite/PO Box/RR \_\_\_\_\_

City/Town/Village \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

What is your usual occupation? \_\_\_\_\_

How long have you known the person named at the top of this page? (list the month and year)

Since: Month (mm) \_\_\_\_\_ Year (yyyy) \_\_\_\_\_

To your knowledge, how long has the person listed at the top of this page been ordinarily resident in Ontario? (list the month and year)

Since: Month (mm) \_\_\_\_\_ Year (yyyy) \_\_\_\_\_

Signature of Guarantor \_\_\_\_\_

Date Signed (yyyy/mm/dd) \_\_\_\_\_

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## Part 5 – Application and Documents to be sent

### A. Review of the documents to be sent

Generally, the name you are entitled to be recognized by can be determined as follows:

- If you were born in Ontario, you are entitled to be recognized by the name listed on your birth certificate
- If you were born in Ontario and legally changed your name in Ontario, you are entitled to be recognized by the name on your change of name certificate
- If you were born outside of Ontario, you are entitled to be recognized by the name recognized in law in the last place you had a real and substantial connection before residing in Ontario
- If after coming to reside in Ontario, you legally changed your name in Ontario, you are entitled to be recognized by the name on your change of name certificate

The proof of your current legal name to send with your application is described below:

**If you were born in Canada (including Ontario)**, your current legal name will generally be the name listed on your birth certificate issued by the province or territory where you were born. **Please send the following:**

- if you were born in Ontario, send **all** previously issued original birth certificates or certified copies of birth registration (long form birth certificates)
- if you were born outside Ontario but within Canada, submit either an original birth certificate or certified copy of birth registration (long form birth certificate)
- if you do not have a birth certificate, apply for a birth certificate and submit the certificate with this change of name application

**If you were born outside of Canada**, we require documents that show your legal name before you came to live in Ontario. If you have ever legally changed your name, provide proof of the legal name change. If there are differences in your name, date of birth or place of birth between your identity documents, you will be asked to provide additional consistent proof of your identity information. Include a detailed written explanation stating where, when and how the information was changed on each document and what supporting documents were used to make the changes. **Please send the following documents:**

- photocopy of original birth certificate **or** photocopy of certified copy of birth registration from country of birth **and**;
- photocopy of Canadian Citizenship Card/Certificate (both sides) **or** photocopy of Canadian Record of Immigrant Landing **or** photocopy of Permanent Resident Card (both sides) **and**;
- photocopy of the passport used to enter Canada (if still held by the applicant)

**If applicable, all applicants are required to send:**

- photocopies of all change of name certificates or change of name documents if you have had your name legally changed before (within Canada or outside Canada)
- photocopies of all court orders that relate to custody, access or naming of the person whose name is being changed.

If you were born **outside of Canada** and for some reason you cannot obtain a photocopy of your birth certificate issued by the country in which you were born, **include a signed written explanation as to why you are unable to provide it and what you have done to try to obtain it.**

#### **Translations of documents that are not in English or French**

If all or part of a document sent in support of your change of name application is not written in English or French, you must send us an English or French translation. If a translation is required, your application must include:

- a complete photocopy of the document requiring translation;
- a complete photocopy of the translation of the original document; and
- an original written declaration from one of the following:
  1. A professional translator, who indicates their professional status as a translator (this declaration is not required to be sworn); or
  2. A person who is not a professional translator (this declaration must be sworn in front of a commissioner for taking affidavits).

The translator's original written declaration must state:

- The translator understands English or French and the language of the original document; and
- The translator is of the opinion that the translation is complete and correct.

If the translator's declaration is written on the translation of the original document, the translation must be submitted in its original form. A photocopy will not be accepted.

## Part 5 – Application and Documents to be sent

### B. Review of the contents of the form

Please review the information below to ensure you complete and submit all parts of the form and documents that apply to this application. **Submit all pages of the application regardless of whether some of the pages do not apply to you.**

Part	Title of Section	Information about the Section(s)	Who Must Complete
Part 1	Personal Information	Sections A to E	<b>All sections to be completed by everyone</b>
Part 2	Giving notice about your name change	Notice Form – signed by the applicant and either: a) the person they are married to or; b) a person with whom they have signed a form called a Joint Declaration of Conjugal Relationship.	Only required if the applicant is currently married or has signed a Joint Declaration of Conjugal Relationship form with the Office of the Registrar General.
Part 3	Getting consent to change your name	Consent Form – signed by the applicant and their parent(s), guardian(s) or anyone who has legal custody of the applicant.	Only required if the applicant is 16 or 17 years old and is not married.
Part 4	Providing how long you have lived in Ontario	Guarantor’s Statement – to be completed by the applicant and the guarantor	<b>Required for everyone</b>
Part 5	Application and documents to be sent	Review and send applicable documents listed in Part 5, sections A and B.	<b>Required for everyone</b>
Part 6	Signing your application	Statutory Declaration form – signed by the applicant and the commissioner. All errors on the form must be bracketed and initialed by the applicant and the commissioner.	<b>Required for everyone</b>
Part 7	Payment	Fee is paid by VISA, MasterCard, money order or cheque. It is payable to the Minister of Finance. Do not send cash, stamps or pre-paid envelopes.	<b>Required for everyone</b>

Additional evidence to support a change of name application may be required. Photocopies of additional evidence may be acceptable however, this office reserves the right to request original or certified copies.

**Applications that do not contain the requested documentation will be returned to the applicant as incomplete and will cause a delay in processing.**

#### Single Name Request

You may choose a single name if it is in accordance with your traditional culture. A separate request using a Name Change to a Single Name form with supplemental evidence must be completed and submitted with this application. This form and information about single name evidence may be obtained online through our website at [ServiceOntario.ca](http://ServiceOntario.ca) or by calling the number on the cover of this application.

#### Police Record Checks

If you answered yes to questions 2, 3, 4 or 5 in Part 1, Section D of this form, then you are required to obtain and submit a currently issued original police records check. If you must obtain a police records check, please contact your local police department to arrange for the check. **Bring the [Requirements for a Police Record Check for a Change of Name information sheet](#) to ensure you obtain the right type of check.** Once the police records check is received, include it with the application.

**Search of the Canadian Police Information Centre (CPIC) Records:** After your name change application is received, your identifying information is given to the Ministry of the Solicitor General to be checked against the CPIC records. Based on this search, you may be required to provide a police records check even if you answered “no” to the above noted questions in Section D. For more information about police records checks in Ontario, visit online at [ontario.ca/policerecordchecks](http://ontario.ca/policerecordchecks).

#### Publication of Name Changes in The Ontario Gazette

The *Change of Name Act* requires that notice of a legal name change under this Act be published in The Ontario Gazette. There are exceptions to this requirement for transgender and for First Nations, Inuit, and Métis individuals who request that notice of their name change not be published. Notice of name changes published in The Ontario Gazette can be searched online at [Ontario.ca/Gazette](http://Ontario.ca/Gazette). You can submit a completed form requesting non-publication of your change of name with your application. The form must be submitted with the change of name application in order to be considered. The form is available online through our website at [ServiceOntario.ca](http://ServiceOntario.ca) or by mail by calling our office at the number on the cover of this application.

## Part 6 – Signing Your Application

Before you send us your application, you must first sign the next page. You must sign this statement in front of a person called a commissioner for taking affidavits. The statement says you have followed all the steps and all the information is true. **It is a serious crime under the Criminal Code of Canada to make a false statement.**

There are commissioners in every community who will provide this service. Here are some examples of commissioners:

- a member of the Legislative Assembly of Ontario
- clerks, deputy clerks and treasurers of local municipalities
- a lawyer entitled to practice law in Ontario
- provincial judges and justices of the peace

### Here's what to do

1. Make sure all documents you need are filled in and signed by the necessary people. Refer to the Application and Documents to Be Sent part of the form in Part 5 (B) to confirm you have what you need.
2. Make sure you have included with your application all the birth certificates and other documents as explained in Part 5.
3. Bring the application and all of the documents to the commissioner. Sign at the X on the next page in front of the commissioner.
4. The commissioner will fill in and sign the Statutory Declaration form on the next page.
5. **Make sure the commissioner puts his or her initials beside any changes or corrections you have made on the application. This includes changes made to Form 5.**

### Documents You Will Receive

If your name change is approved, you will get a change of name certificate. It will show your previous name and your new name. You can use this certificate to change your name on other personal documents such as your driver's licence or credit cards.

Every person born in Ontario who changes their name will also get a new birth certificate in their new name. The birth certificate automatically issued does not contain parental information. If you wish to apply for a birth certificate with parental information or a certified copy of the birth registration, you can do so by submitting a Request for a Birth Certificate application and the associated payment along with this form, or at a later date (after the name change is completed).

An Ontario birth certificate is an extract of a person's birth registration.

Sex (M, F, or X) as it is recorded on a person's birth registration will be displayed on the certificate, unless you indicate that you do not want it displayed by selecting the box below:

I do **not** want sex to be displayed on this birth certificate.

Note that this request will not change or amend the birth registration.

**Disclaimer:** The Government of Ontario cannot guarantee that a birth certificate with no sex displayed will be accepted by organizations in Ontario or by other jurisdictions.

# Part 6 – Continued

## Statutory Declaration Form

To be signed by the person applying for the name change.

By signing this Statutory declaration form, I declare that I have followed all the rules and provided all the documents needed for this name change application.

I declare that every consent specified in this application has been obtained or dispensed with by the court.  
I declare that every notice specified in this application has been given.  
I declare that I have been ordinarily resident in Ontario for at least one year immediately before making this application.  
I declare that I am not making this application for any improper purpose.  
I declare that the information I have given in this application is true and complete.

### For persons born in Ontario:

I confirm that I have returned with this application, all previously issued birth certificates, birth certificates with parental information and certified copies of birth registration in my possession. I am aware that all previously issued birth certificates and certified copies will no longer be valid after this name change is processed.

Applicant to place initials in the box:

I, \_\_\_\_\_ make this solemn  
(print name of applicant)  
declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

**Must** be signed in front of a commissioner for taking affidavits.

Signature of Applicant X
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Declared before me at the \_\_\_\_\_  
(municipality where declaration made)  
of \_\_\_\_\_  
(county, district or regional municipality where declaration made)  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
day Month year

\_\_\_\_\_  
Commissioner for taking Affidavits Signature

Commissioner's seal/stamp

Or state occupation/authority to commission

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