



Legal Change of Name

Information Guide

Do you need a legal change of name?

A legal change of name may not be needed in the following situations. For more information, [contact Vital Statistics](#) directly. Contact information is at the end of this Information Guide.

- If assuming a spouse's name through marriage, or reverting to maiden last name, previously married last name (after having assumed a married name), a legal change of name may not be needed. See [alberta.ca/getting-married](#) for details.
 - Maiden last name refers to the last name a person used before they got married and assumed their spouse's last name.
- If trying to correct an error and the person is born in Alberta, an amendment may be applicable rather than a legal change of name. See [alberta.ca/correct-birth-marriage-death-record](#) for details.
- If the person, whose name you want to change, is born in Alberta and is younger than 18 years old, and you want to add a father/co-parent to the child's birth record, the child's name may be changed at the same time as a part of that process. A legal change of name may not be needed. See [alberta.ca/add-co-parent-birth-record](#) for details.
- If reclaiming an Indigenous name, [contact Vital Statistics](#) directly for special processing details.

Applicant Information Requirements (Section A on the applications)

An applicant is the person completing the Legal Change of Name Application form requesting the name changes. The following requirements **only** apply to the applicant. They do not apply to a person whose name is being changed.

Whose Name Can You Change?

- As an applicant, you may legally change the following.
 - Your own name.
 - Your spouse's name **OR** your partner's name (not both).
 - Your child's name, if they are a [minor*](#) (younger than 18 years old).
 - If the person is 17 years old at the time of application but turns 18 years old before the application can be processed, a new application is required as they must apply for their own legal change of name once they turn 18 years old. Always check with a registry agent to ensure there is enough time to process an application before they turn 18 years old.
 - If you are the court appointed guardian for the child, a copy of the guardianship order.
- To legally change the name of a represented adult, use the [Legal Change of Name Application for Represented Adults form \(DVS 14761\)](#).
 - A represented adult is a person who is 18 years old or older, has a legal guardian appointed by court order, and cannot lawfully make legal decisions. Guardianship is usually per the *Alberta Adult Guardianship and Trusteeship Act*.
- You cannot change the name of a deceased person or stillborn child.

Alberta Resident

You (as the applicant) **must** be a resident of Alberta when you apply to legally change someone's name. You **must remain a resident of Alberta** until the legal change of name is complete and a Legal Change of Name Certificate is issued.

- An Alberta resident is a person who
 - is lawfully entitled to be in Canada,
 - makes their home in Alberta, and
 - is ordinarily present in Alberta.
- On the application, you **must** provide your current physical address in Alberta to support your residency. Do not record a post office box number, as that is not a physical address.
- If you are here on a Work Permit, Visitor Visa, Student Visa, or Temporary Residency Permit you **may** qualify as a resident of Alberta. Speak with a registry agent for details.

Applicant's Age

You (the applicant) **must** be either

- 18 years old or older;
OR
- **younger** than 18 years old **and** be one of the following.
 - legally married, or
 - widowed, or
 - divorced, or
 - living in an adult interdependent relationship (like common law), or
 - the parent of a child, or
 - the guardian of a child.

Proof of Identity Document

- You (the applicant) **must** provide an acceptable Proof of Identity Document that confirms your identity.
- An acceptable Proof of Identity Document **must** have **all** the following criteria.
 - It must have your picture **and** you must look like the picture.
 - It must have your [given name*](#) and [last name*](#), **or** your [mononym*](#).
 - It must have a unique identification number.
 - A Proof of Identity Document that
 - expires, must be valid at the time it is provided, **or**
 - does not expire, must have been issued within the last 5 years.
 - It must have been issued by a government body. For example: province or territory of Canada, federal government of Canada or the equivalent from another country.
- Examples of acceptable Proof of Identity Documents include: driver's licence, provincial ID card, permanent residency (PR) card, passport, treaty status card, etc. Other documents that meet the above criteria will be considered.
 - Documents, such as birth certificates and citizenship documents are not acceptable as Proof of Identity Documents.
 - If you are a public guardian, responsible for a child identified in the Legal Change of Name Application, you may use your GoA ID card when it meets the above criteria.

- Take your **original** Proof of Identity Document with the completed Legal Change of Name Application to a registry agent office. Faxes, photocopies, scans, etc. will be rejected.

Affidavit

- You (the applicant) must swear/affirm the Applicant's Affidavit for Legal Change of Name in the Legal Change of Name Application form.
- Your name on the affidavit must be exactly the same as it is on your Proof of Identity document in Section A.
- There are 2 affidavits based on if you are, or are not, a public guardian responsible for a child identified in the Legal Change of Name.
 - Your response to the first question on the application in Section A will generate the correct affidavit for you to sign (Are you a Public Guardian employed with the Government of Alberta responsible for a child identified in this legal change of name application?).
- Your signature on the affidavit **must** be **original**.
 - Print the online Legal Change of Name Application and sign the form by hand.
 - Electronic signatures will be rejected, and a new application will be required.
- Your affidavit must be commissioned; this can be done at a registry agent office.

Document Requirements

Legal Name Document

You (the applicant) must provide a valid Legal Name Document for every person who is legally changing their name.

- A Legal Name Document contains a person's legal name.
 - In Alberta, a legal change of name can only be processed for a legal name.
- A name assumed through marriage in Alberta is not a legal name. Although a person can legally assume their spouse's name after marriage, it is not a legal name of the purpose of a legal change of name. Speak with a registry agent if you are unsure.
- The Legal Name Document you must provide depends on where you were born (inside or outside Canada).
- A Proof of Identity document is not the same as a Legal Name Document.

Born in Canada

- When a person is born in Canada, their Legal Name Document is an **original** Canadian birth certificate.
- A person's legal name is their full name as it appears on their current Canadian birth certificate. This is their given name (first and all middle names) and last name, **or** their [mononym](#)*.
- Take the **original** birth certificate with the completed application to a registry agent office; faxes, photocopies, scans, etc. will be rejected.
 - If the person is born outside Alberta and they do not have an original birth certificate, they **must** get one from the province/territory in which they were born.
 - If the person is born in Alberta and they do not have an original birth certificate, Vital Statistics will locate their birth record (you do not have to purchase a new birth certificate for the Legal Change of Name application).

- All Canadian birth certificates **must be surrendered** as part of the Legal Change of Name Application as they will no longer reflect a person's legal name once the legal change of name is processed.
 - All surrendered birth certificates are destroyed when the legal change of name is processed. They are **not** returned to the person or sent to the jurisdiction of birth.
 - All surrendered Alberta birth certificates are replaced free of charge with new ones that reflect the new name.

Born Outside Canada

- When a person (whose name is being changed) is born outside Canada, their Legal Name Document is an **original** immigration document that shows the person is legally entitled to reside in Canada.
- A person's legal name is their full name as it appears on their immigration document which permits them to be in Canada. This is their given name (first and all middle names) and last name, **or** their [mononym](#)*.
 - If a name on an immigration document has been shortened (truncated) due its length, the truncated name is what will appear on the final Change of Name Certificate issued. If you want the full name (non-truncated name) on the Change of Name Certificate issued, a letter from Immigration & Citizenship confirming the non-truncated name must be provided with the Legal Change of Name Application to support the longer name.

- **Examples of Legal Name Documents.**

Always provide a Canadian Citizenship or valid Permanent Residency card whenever possible.

- Original Canadian Citizenship
 - Original Canadian Citizenship Certificate - issued on or after February 01, 2012
 - Original Canadian Citizenship Card - issued before February 01, 2012
 - The registry agent will take a photocopy of both sides of the citizenship document.
 - A Verification of Status letter from IRCC **may** be accepted in place of a certificate or card, check with the registry agent.
- Valid Original Permanent Residency (PR) Card
 - The registry agent will take a photocopy of both sides of the permanent residency card.
 - If the card is expired, a Verification of Status letter from IRCC **may** be accepted, check with the registry agent.
- Confirmation of Permanent Residence (COPR) document (IMM 5292 or IMM 5688)
 - The COPR must be issued within a year of this application.
- Record of Landing (IMM 1000)
 - A Record of Landing is not acceptable if it has been stamped saying the person is no longer a permanent resident.
- Valid Work Permit
 - The work permit must be valid for at least 6 months from the date the Legal Change of Name Application is submitted.
- Valid Study Permit
 - The study permit must be valid for at least 6 months from the date the Legal Change of Name Application is submitted.
- Other documents **may** be acceptable, speak with a registry agent.
- Take the original immigration document with the completed Legal Change of Name Application to a registry agent office. They will take a photocopy of the immigration document and return the original to you. Faxes, photocopies, scans, etc. will be rejected.

Previous Name Change Documents

You (the applicant) **must** provide a photocopy of all the previous legal name changes processed (if any) for every person who is now legally changing their name.

- A Change of Name Certificate issued outside Alberta may be referred to as a deed poll, court issued name change order, etc.
- If a change of name was processed in Alberta and you do not have the Change of Name Certificate to provide, Vital Statistics will locate the record.
- If a change of name was processed outside Alberta and you do not have the Change of Name Certificate/document to provide, you must get one from the jurisdiction in which the change of name was processed.
- If a Change of Name Certificate/document is not in English, a notarized translation is required. See [Foreign Language Documents](#) below for acceptability details.
- Take the Change of Name Certificate/document with the completed Legal Change of Name Application to a registry agent office. They will take a photocopy of the document and return your document to you.

Certified Criminal Record Check (CCRC)

- Needing a CCRC depends on a person's age.
 - If a person is 18 years old or older, you (the applicant) **must** provide a CCRC for them. A CCRC contains both a criminal record check and fingerprints.
 - If you are unsure, speak with a registry agent.
- A CCRC may be obtained from RCMP detachments, larger police service detachments, and approved private fingerprinting companies.
 - For a list of approved private fingerprinting companies, see rcmp-grc.gc.ca/en/private-fingerprinting-companies-accredited-by-the-RCMP.
 - A CCRC from a non-accredited third party or online provider will be rejected.
 - To ensure you get what you need for an Alberta Legal Change of Name Application, **bring** this [Letter of Instruction for a CCRC](#) with you to the agency where you are getting the CCRC.
- A CCRC **must**:
 - contain the person's correct date of birth.
 - have the
 - "Application Type" field state: "Other", and
 - "Application Specifics" field state: "Name Change Alberta".
- A CCRC **must** be submitted with the Legal Change of Name Application at a registry agent office **within 30 days** of the date noted in the body of the CCRC document.
 - If a CCRC is more than 30 days old when submitted to a registry agent, it will be rejected and a new CCRC will have to be purchased.
- A CCRC has 2 purposes.
 - To obtain the fingerprints of the person changing their name.
 - Fingerprints are used to cross reference a person's new name with their criminal record (if the person has one).
 - To ensure the person is eligible to have their name legally changed.

A person is not eligible to apply for a legal change of name in Alberta when they have been convicted of specific designated offences listed in the [Sex Offender Information section, 490.011\(1\) of the Criminal Code \(Canada\)](#). Specifically:

- been convicted of an offence under section 490.011(1)(a), (c), (c.1), (d), (d.1) and (e) of the Criminal Code of Canada; or
- been designated a dangerous offender under section 753 of the Criminal Code of Canada; or
- been designated a long-term offender under section 753.1 of the Criminal Code of Canada; or
- been designated a high-risk offender.
- Vital Statistics does not keep a CCRC on file.
 - Vital Statistics reviews the CCRC to ensure a person is eligible to have their name legally changed, then the CCRC is destroyed.
- Take the CCRC with the completed Legal Change of Name Application to a registry agent office.

Fingerprints

- Needing fingerprints depends on a person's age.
 - If a person is 12 to 17 years old, you (the applicant) **must** provide a fingerprint report for them.
 - If a person is 18 years old or older, fingerprints obtained as part of a CCRC. See [Certified Criminal Record Check \(CCRC\)](#) above.
 - If you are unsure, speak with a registry agent.
- Electronic fingerprints may be obtained from RCMP detachments, larger police service detachments, and approved private fingerprinting companies.
 - For a list of approved private fingerprinting companies, see rcmp-grc.gc.ca/en/private-fingerprinting-companies-accredited-by-the-RCMP.
 - A fingerprint report from a non-accredited third party provider will be rejected.
- A fingerprint report **must**
 - contain the person's correct date of birth.
 - be electronic; manual fingerprints will be rejected.
- Name on the Fingerprint Report
 - A child/spouse's name on their Fingerprint Report must be the same as it is on the identity document they provided to the fingerprinting agency.
 - If you are the applicant and younger than 18 years old, the name on your fingerprint report must match the name on your Proof of Identity Document in section A of the Legal Change of Name Application.
- A fingerprint report obtained for another purpose cannot be used for a legal change of name.
- The purpose of a fingerprint report is to cross reference a new name with a criminal record (if any) on file with the RCMP's Canadian Criminal Real Time Identification Service (CCRTIS) office in Ottawa.
- Vital Statistics does not keep fingerprint reports on file. They are destroyed once a criminal record cross-reference check is completed.
- Take the fingerprint report with the completed Legal Change of Name Application to a registry agent office.

Changing Own Name

To legally change your own name, you must provide the following documents.

- [Legal Name Document](#), see above.
- All [Previous Name Change Documents](#) (if any), see above.
- A [Certified Criminal Record Check \(CCRC\)](#) if you are 18 years old or older, see above.
- A [Fingerprint Report](#) if you are younger than 18 years old, see above.

Changing Child's Name

To legally change your child's name, you must provide the following documents for your child.

- [Legal Name Document](#), see above.
- All [Previous Name Change Documents](#) (if any), see above.
- A [Fingerprint Report](#) if they are 12 to 17 years old, see above.

Relationship Document (parental)

- Proof of who the parents are is required, as all parents must consent to their child's name being legally changed.
- You (the applicant) **must** provide a government issued birth certificate for each child showing who the parents are.

Born in Canada

- Take the **original** Canadian birth certificate with the completed application to a registry agent office; faxes, photocopies, scans, etc. will be rejected.
 - If the person is born outside Alberta and they do not have an original birth certificate, they **must** get one from the province/territory in which they were born.
 - If the person is born in Alberta and they do not have an original birth certificate, Vital Statistics will locate their birth record (you do not have to purchase a new birth certificate for the Legal Change of Name application).
- All Canadian birth certificates **must be surrendered** as part of the Legal Change of Name Application as they will no longer reflect a person's legal name once the legal change of name is processed.
 - All surrendered birth certificates are destroyed when the legal change of name is processed. They are **not** returned to the person or sent to the jurisdiction of birth.
 - All surrendered Alberta birth certificates are replaced free of charge with new ones that reflect the new name.
- The same Canadian birth certificate can be used as both a Legal Name Documents and Relationship Document.

Born Outside Canada

- If a copy of a government issued birth certificate is not obtainable, immigration documents that show the parents may be acceptable; speak with a registry agent.
- If a document is not in English, that document must be translated to English. See [Foreign Language Documents](#) below for details.
- Take the government issued birth certificate with you to a registry agent office; they will take a photocopy of it.

Guardianship

- All court appointed guardians (if any) for the minor must be identified, as their consent to a child's name being legally changed is required; proof of guardianship is required.
- You (the applicant) **must** provide the guardianship order(s) that identify all the guardians.
- There are two kinds of guardians.
 - Public Guardian – is employed as a Public Guardian with the Government of Alberta.
 - Guardian – not a Public Guardian.
- A copy of the guardianship order (all pages) is required.
 - The minor and the guardian(s) must be named in the guardianship order(s).
- Take a copy of the guardianship order(s) with the completed Legal Change of Name Application to a registry agent office.

Consents

- To legally change a child's name, consent is required from
 - all the parents recorded on a child's birth certificate.
 - all the child's court appointed guardians (if any).
 - the child, when they are 12 years old or older.
- You (the applicant) **must** obtain all the required consents on the Legal Change of Name Application form.
- Consents are obtained when a person signs the applicable consent section in the Legal Change of Name Application.
 - If you cannot get a person's consent, a dispensation document is required; see [Dispensations](#) below.
 - If a consent and dispensation document cannot be obtained, the person's name cannot be legally changed.
- Consent signatures **must** be original.
 - Print the online Legal Change of Name Application and sign the form by hand.
 - Electronic signatures will be rejected, and a new application will be required.

Witnesses

- Each person's consent must be witnessed.
- You (the applicant) **must** ensure all consents are properly witnessed on the Legal Change of Name Application form.
- A witness **must** sign the Legal Change of Name Application (witnessing each person signing their consent).
- A witness must be 18 years old or older.

- A witness cannot be seen as having a conflict of interest with the legal change of name and cannot be
 - you the applicant;
 - a parent or guardian;
 - the child;
 - a stepparent whose name is being taken;
 - named in the Legal Change of Name Application as anything but a witness.
- Witness signatures **must** be original.
 - Print the online Legal Change of Name Application and sign the form by hand.
 - Electronic signatures will be rejected, and a new application will be required.

Dispensations

- When a person's consent cannot be obtained, you (the applicant) **must** obtain one of the following dispensation documents to dispense with that required consent.
 - A copy of a dispensation order from the Alberta Court of King's Bench issued in accordance with Section 69 of the *Vital Statistics Act*; or
 - Government issued death certificate showing the parent/guardian of a minor is deceased.
 - A court order that says the applying person is the "sole" guardian of the minor (dependent on the wording). Vital Statistics will verify the wording.
 - A court order that says the other parent's parental rights have been terminated (dependent on the wording). Vital Statistics will verify the wording.
 - A court order that appoints guardians in lieu of parent(s).
 - A Canadian divorce order that states the applying parent has "sole custody" or "sole decision-making powers" for the child (dependent on the wording). Vital Statistics will verify the wording.
- If a person does not consent and a dispensation document is not provided, the legal change of name cannot be processed; the consent(s) remains required.

Changing Spouse's Name

To legally change your spouse's name, you must provide the following documents for your spouse.

- [Legal Name Document](#), see above.
- All [Previous Name Change Documents](#) (if any), see above.
- A [Certified Criminal Record Check \(CCRC\)](#) if they are 18 years old or older, see above.
- A [Fingerprint Report](#) if they are younger than 18 years old, see above.

Relationship Document (marriage document)

- Proof the person is your spouse is required, as a spouse must consent to their name being legally changed.
- A spouse is the person to whom you (the applicant) are legally married.
- You (the applicant) **must** provide a government issued marriage certificate showing you and your spouse are married.
- A copy of a government issued marriage certificate is required to prove your relationship.
 - A religious or civil marriage statement will be rejected

Married Outside Canada

- If a copy of a government issued marriage certificate is not obtainable, immigration documents may be acceptable; speak with a registry agent.
- If a document is not in English, that document must be translated to English. See [Foreign Language Documents](#) below for details.

Consents

- To legally change your spouse's name, their consent is required.
- You (the applicant) **must** obtain their required consent on the Legal Change of Name Application form.
- Consent is obtained when your spouse signs the applicable consent section in the Legal Change of Name Application.
 - If you cannot get your spouse's consent, a dispensation document is required; see [Dispensations](#) below.
 - If a consent and dispensation document cannot be obtained, the person's name cannot be legally changed.
- If your spouse is not able to consent because they are a represented adult, use the [Legal Change of Name Application for a Represented Adult \(DVS 14761\)](#) form to change their name.
 - A represented adult is a person who is 18 years old or older, has a legal guardian appointed by court order, and cannot lawfully make legal decisions. Guardianship is usually per the *Alberta Adult Guardianship and Trusteeship Act*.
- Consent signatures **must** be original.
 - Print the online Legal Change of Name Application and sign the form by hand.
 - Electronic signatures will be rejected, and a new application will be required.

Witnesses

- Your spouse's consent must be witnessed.
- You (the applicant) **must** ensure a consent is properly witnessed on the Legal Change of Name Application form.
- A witness **must** sign the Legal Change of Name Application (witnessing your spouse signing their consent).
- A witness must be 18 years old or older.
- A witness cannot be seen as having a conflict of interest with the legal change of name and cannot be you the applicant.
 - The witness cannot be named in the Legal Change of Name Application as anything but a witness.
- Witness signatures **must** be original.
 - Print the online Legal Change of Name Application and sign the form by hand.
 - Electronic signatures will be rejected, and a new application will be required.

Dispensations

- When your spouse's consent cannot be obtained, you (the applicant) **must** obtain a dispensation order from the Alberta Court of King's Bench issued in accordance with Section 69 of the *Vital Statistics Act*.
- If your spouse does not consent and a dispensation document is not provided, the legal change of name cannot be processed; the consent remains required.

Changing Partner's Name

To legally change your partner's name, you must provide the following documents for your partner.

- [Legal Name Document](#), see above.
- All [Previous Name Change Documents](#) (if any), see above.
- A [Certified Criminal Record Check \(CCRC\)](#) if they are 18 years old or older, see above.
- A [Fingerprint Report](#) if they are younger than 18 years old, see above.

Relationship Document (statutory declaration)

- Proof of your and your partner's adult interdependent relationship is required, as a partner must consent to their name being legally changed.
- You (the applicant) and your partner **must** each complete one of the statutory declarations in the Legal Name Change Application declaring your relationship.
- A partner is per section 3 of the *Adult Interdependent Relationship Act*.
 - The Act states a person is the adult interdependent partner of another person if
 - they are not legally married to each other, and
 - the person has lived with the other person in a relationship of interdependence for a continuous period of at least 3 years or of some permanence, or
 - there is a child of the relationship by birth or adoption.
 - A person cannot have more than one adult interdependent partner at a time. A married person cannot become an adult interdependent partner while living with their spouse.
 - See the [Adult Interdependent Relationships Act](#) for more information.

Consents

- To legally change your partner's name, their consent is required.
- You (the applicant) **must** obtain their required consent on the Legal Change of Name Application form.
- Consent is obtained when your partner signs the applicable consent section in the Legal Change of Name Application.
 - If you cannot get your partner's consent, a dispensation document is required; see [Dispensations](#) below.
 - If a consent and dispensation document cannot be obtained, the person's name cannot be legally changed.
- If your partner is not able to consent because they are a represented adult, use the [Legal Change of Name Application for a Represented Adult \(DVS 14761\)](#) form to change their name.
 - A represented adult is a person who is 18 years old or older, has a legal guardian appointed by court order, and cannot lawfully make legal decisions. Guardianship is usually per the Alberta *Adult Guardianship and Trusteeship Act*.
- Consent signatures **must** be original.
 - Print the online Legal Change of Name Application and sign the form by hand.
 - Electronic signatures will be rejected, and a new application will be required.

Witnesses

- Your partner's consent must be witnessed.
- You (the applicant) **must** ensure a consent is properly witnessed on the Legal Change of Name Application form.
- A witness **must** sign the Legal Change of Name Application (witnessing your spouse signing their consent).
- A witness must be 18 years old or older.
- A witness cannot be seen as having a conflict of interest with the legal change of name and cannot be you the applicant.
 - The witness cannot be named in the Legal Change of Name Application as anything but a witness.
- Witness signatures **must** be original.
 - Print the online Legal Change of Name Application and sign the form by hand.
 - Electronic signatures will be rejected, and a new application will be required.

Dispensations

- When your partner's consent cannot be obtained, you (the applicant) **must** obtain a dispensation order from the Alberta Court of King's Bench issued in accordance with Section 69 of the *Vital Statistics Act*.
- If your partner does not consent and a dispensation document is not provided, the legal change of name cannot be processed; the consent remains required.

Fees

- Legal Change of Name Application Fee
 - The government fee is \$120.00 for each Legal Change of Name Application form.
 - The fee is paid to a registry agent at the same time a Legal Change of Name Application is submitted for processing.
- Registry Agent Service Fee
 - The registry agent will charge a service fee.
 - Check with different registry agents as their service fees will vary.
- Certified Criminal Record Check (CCRC) Fee
 - The fee for a CCRC is paid directly to the place where the CCRC service is provided.
 - Check with different CCRC service providers as their fees will vary.
- Fingerprint Report Fee
 - The fee for a fingerprint report is paid directly to the place where the fingerprinting service is provided.
 - Check with different fingerprinting service providers as their fees will vary.

Foreign Language Documents

- All required documents must be in English or translated to English.
- A translation may be either
 - a notarized translation, which includes
 - a copy of the non-English document; and
 - the English translation of the document; and
 - an **original** affidavit from the person who translated the document swearing/affirming the translation is accurate.
- or
 - provided by a certified translating service, which includes
 - a copy of the non-English document; and
 - the English translation of the document; and
 - a statement from the translator.
- The expense of providing an English translation is the responsibility of the applicant.

Other Details

Name Restrictions

- New names are subject to restrictions. See alberta.ca/restrictions-respecting-personal-names

Name Linking Document

- When a name on a Proof of Identity document, fingerprint document and/or certified criminal record check does not match a person's name on their legal name document; a document that links the 2 names is required.
- For example, if a birth certificate has the name Mary Brown but their driver's licence has Mary Green, a marriage certificate showing Mary Brown married Peter Green would link how it is that Mary is using the last name Green (assumed through marriage).
- Other clear linking documents may be accepted, or a court order may be required. Speak with a registry agent if you are unsure.

Submitting the Application

- Ensure all information is entered correctly before you print the online Legal Change of Name Application form.
- **Errors**
 - If there is an error on the Legal Change of Name Application after you print it, draw **one** line through the mistake and print the correct information near it.
 - put your initials beside the correction.
 - **Never** use correction tape/fluid (white-out). If you do, your application will be rejected and a new application will be required.
 - If there are too many errors, correct them online and print a new Legal Change of Name Application to submit. An application with too many errors may result in not getting what you want, the application being rejected, and/or a new change of name being required at your cost.
 - If you do not make the correction as noted, your application may be delayed or rejected.
- Documents that appear to have been tampered with will be rejected.
- Signatures on a Legal Change of Name Application **must** be original. Electronic signatures will be rejected, and a new application will be required.
- All pages **must** be submitted; missing pages may result in delays.
- Completed applications with all the required supporting documents **must** be submitted in person at an Alberta registry agent office. Applications sent directly to Vital Statistics will be rejected.
 - To locate a registry agent, see servicealberta.gov.ab.ca/find-a-registry-agent.cfm for details.

After the Legal Change of Name is Processed

- A Change of Name Certificate is issued for each person whose name has been legally changed. The certificate will reflect the old name and the new name. It is used to change documents from the old name to the new name, for example on an Alberta Driver's Licence.
- If the person, whose name has been legally changed, is born in Alberta, their birth record will be updated with the new name.
- New Alberta birth certificates reflecting the new name may be purchased at a registry agent office. To locate a registry agent, see servicealberta.gov.ab.ca/find-a-registry-agent.cfm for details.
- If any Alberta birth certificates were surrendered as part of the Legal Change of Name Application, they are replaced free of charge with new ones reflecting the new name.
- If you surrendered Canadian birth certificates not from Alberta, contact the jurisdiction of birth to purchase new ones that reflect the new name.
- Further Amendments
 - A Legal Change of Name Application does not update Alberta marriage records (if any). If you want a marriage record that reflects an old name updated to the new name, request an amendment to the marriage record after you receive the legal change of name certificates.
 - A Legal Change of Name Application does not update the parents' names on Alberta birth records (if any). If you want a birth record that reflects an updated name for a parent, request an amendment to the birth record after you receive the legal change of name certificates.
 - See alberta.ca/correct-birth-marriage-death-record for amendment details.

*Terms (for the purpose of a legal change of name)

- Given Name
 - This is a person's first name and all their middle names. The names which precede a last name.
- Last Name
 - Family name or surname. The name used in common by members of a family.
- Legal Name
 - A person's legal name is dependent on where they are born.
Born in Canada: a person's name on their Canadian birth certificate.
Born Outside Canada: a person's name on the document which permits them to legally be in Canada; for example: Canadian Citizenship card, Permanent Residency (PR) card, etc.
- Minor
 - Person younger than 18 years old.
- Mononym
 - A name where there is no "given name" or "last name" distinction; culturally the person only has a "name". A mononym may have one or more words. Examples: Harpreet Singh, Grey Eagle Feather, Madonna, etc.

Contact Information

Service Alberta and Red Tape Reduction Contact Centre:

- Phone:
 - 780-427-7013 (Edmonton and area)
 - Toll free in Alberta: dial 310-0000 before the phone number
- **For the deaf or hard-of-hearing:**
 - TTY: 780-427-9999 (Edmonton and area)
 - Toll free in Alberta TTY: 1-800-232-7215

Email address for Vital Statistics:

- <mailto:SARTR.VitalStatisticsLCN@gov.ab.ca>

Mailing address for Vital Statistics:

- Vital Statistics
Box 2023
Edmonton, Alberta T5J 4W7