Information Sheet
For Ordering Legal Change of Name Certificates

Public (when completed)

READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION

Applicants applying from within Alberta

If you are applying from within Alberta, you must complete this application and apply in person at an authorized Alberta registry agent office. Applications sent directly to Vital Statistics WILL NOT be processed. To locate an Alberta registry agent office, visit our website at http://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm

- You must present acceptable proof of identity to the registry agent in person.
- Ensure you are eligible to apply. *(See Eligibility Information for details)*
- There is a government fee of $20.00 for each document, plus a registry agent service fee.

Applicants applying from outside of Alberta

If you are not in Alberta and cannot apply in person, you may apply by mail however additional requirements confirming your identity are required before your application can be approved for processing. To order a legal change of name certificate for events that occurred outside of Alberta, contact the province/territory/country where the event took place.

Applying by Mail

If you are located outside of Alberta and need to apply for a legal change of name certificate, you must include the Proof of Identity document with your application. All applications for people applying from outside of Alberta must be submitted directly to Registry Connect or AMA for AMA members only. All documents submitted must have original signatures. Applications sent directly to Vital Statistics WILL NOT be processed.

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

Proof of Identity is required

When ordering documents, you 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, your 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, it must have been issued within the last 5 years. If the document is in a language other than English, you must provide a notarized English translation including an affidavit from the translator stating the translation is accurate.

Using a Designated Agent

If you do not have acceptable proof of identity or you cannot apply in person, you may be eligible to provide your consent to another person to act on your behalf as a designated agent - see Eligibility Information. When designating another person to apply on your behalf, you are still the applicant. You are required to complete the application form and enter your personal information, your relationship to the person listed on the certificate, the event information and sign the application form. You must also complete the Applicant's Consent to Designated Agent section. The designated agent must have known you for at least 1 year; they must complete the Designated Agent's Statutory Declaration on the application, and must present their own acceptable proof of identity in person.

Legal Change of Name 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.

Application processing time

Under normal circumstances when the application has been completed correctly and there are no further requirements, documents are usually processed within 3 business days after the registry agent submits your request to Vital Statistics.

Delivery options for Legal Change of Name Certificates

- By mail to the address provided on the application - No extra charge.
- To the registry agent office, if they offer call box service. Arrangements must be made with the registry agent office - A registry agent service fee may apply.
- To the Government call box in Edmonton or Calgary for rush or emergency situations only - No extra charge.

NOTE: Documents cannot be picked up without acceptable proof of identity (see above). Documents will ONLY be released to you as named on the application. If someone else is picking up your document on your behalf, you must provide them with a written letter of authorization and they will provide their own acceptable proof of identity. If you have used a Designated Agent, they will also require a letter of authorization to pick up your document(s). **There are no exceptions**.

1) The person whose name was changed - 12 years of age or older.
2) The person whose name was changed - younger than 12 years of age, the minor may make the application with the written consent of the minor's parent or guardian. The Consent for Minor Younger than 12 to Apply for Own Certificate - DVS11139 form must be attached to the application.
3) The parent of a minor whose name was changed as established by the birth record or by a court order. A copy of the court order (when applicable) showing the applicant's name must be attached to the application.
4) A guardian for a person described in 1) or 3). A copy of the guardianship order showing the applicant's name must be attached to the application.
5) A person with power of attorney for the person described in 1) to 3). A copy of the legal document showing the applicant's name must be attached to the application.
6) A person with an Alberta court order issued within 1 year of application. A copy of the Alberta order authorizing the applicant must be attached to the application.
7) A lawyer for a person described in 1) to 6) or 8) & 9). A copy of the lawyer's valid Law Society card must be attached to the application (this is in addition to the ID requirement).

When the person whose name was changed is deceased *or* the parent of the person whose name was changed is deceased:

A death certificate must first be provided to show the applicant is eligible in this category

8) The executor, personal representative or estate administrator for the deceased person's estate or for the deceased parent's estate. Proof of death and a copy of the legal document showing the applicant's name must be attached to the application.
9) A public trustee for the deceased person's estate or for the deceased parent's estate. Proof of death and proof of relationship must be attached to the application.

Designated Agent:

When an eligible applicant does not have acceptable ID to make an application, a designated agent may be used by the person described in 1) to 4). The consent and statutory declaration on the application form must be completed in full.

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

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This information is collected in accordance with the *Vital Statistics Act and Regulations*. It is required by Vital Statistics to complete the request 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 vs@gov.ab.ca or 780-427-7013 (toll free 310-0000 within Alberta).

Applications cannot be faxed or emailed to the agents. Applications mailed directly to Vital Statistics will NOT be processed.

IMPORTANT: To avoid delays, read the Information Sheet and Eligibility Information BEFORE completing this application.

PRINT CLEARLY - The information you provide will be used to process your request and mail the document(s) 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)			State Your Relationship to Person Named on Certificate	
Suite/Apt No.	Complete Street Address	City/Town/Village/Hamlet	Province/Country	Postal/Zip Code
Applicant's Telephone			Applicant's Email Address	
Mail Documents and any Correspondence (if applicable) to: ◯ Applicant's Address (above) OR ◯ Alternate Address (below)		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/Hamlet	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 requested at the registry agent office.

LEGAL CHANGE OF NAME DETAILS

TYPE OF DOCUMENT

FORMER Last Name	Given Name(s)			Legal Change of Name Certificate	Quantity
◯ M ◯ F ◯ X	Date of Legal Name Change **(Alberta legal name changes only)** *Month by name* / *Day* / *Year*		Date of Birth *Month by name* / *Day* / *Year*		Place of Birth *Province/Country*
NEW Last Name	Given Name(s)				

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

I, _____
Full Name of Applicant

of _____
Street Address — City/Town/Village/Hamlet

Province/Country — Postal/Zip Code — Phone Number

give my consent to _____
Full Name of the Designated Agent

of _____
Street Address — City/Town/Village/Hamlet

Province/Country — Postal/Zip Code — Phone Number

whom I have known for _____ year(s) to make this application on my behalf.

X _____
Signature of Applicant

DESIGNATED AGENT'S STATUTORY DECLARATION

I, _____
Full Name of Designated Agent

of _____
Street Address — City/Town/Village/Hamlet

Province/Country — Postal/Zip Code — Phone Number

_____
Designated Agent's Relationship to Applicant

do solemnly declare that I am 18 years of age or older and have known _____ for _____ year(s).
Full Name of the Applicant

X _____
Signature of Designated Agent

Declared before me at _____ Alberta

dated _____, _____

X _____
Signature of Commissioner for Oaths/Notary Public in and for Alberta