



# ADULT APPLICATION FOR CHANGE OF NAME

## UNDER THE PROVISIONS OF THE BRITISH COLUMBIA NAME ACT

A legal change of name may take **up to 24 weeks** to process. Incomplete applications may take longer.

### Newly Married or Divorced?

You do **NOT** need to complete a legal change of name to use your spouse's surname or to return to the surname on your Canadian birth certificate.

To update identification documents such as a driver's licence (ICBC), passport, or services card (HIBC) etc., you need to contact the responsible agency directly and ask them what is required to change your surname as a result of marriage or divorce. If you were born outside of Canada, contact Immigration, Refugees and Citizenship Canada to find out if you require a legal change of name.

Take into consideration that if you were born and/or married in B.C., changing your surname legally will change your surname on your birth record and/or your current marriage record. If you were born and/or married outside of B.C. but within Canada, contact your birth/marriage province to find out how it will affect your records.

### Eligibility

- Age 19 or older.
- Changing your own name.
- Resident of B.C. for **at least three (3) months immediately before** applying.
- Have not been convicted of a prescribed offence (see Schedule 1 of this form), been found a Dangerous Offender, Long-Term Offender, or found Not Criminally Responsible Due to a Mental Disorder.

### To Avoid Delays

- Read instructions carefully and submit **all** required **documentation**.
- For your new name, ensure you have included **both** a first name **and** a surname.
- Use the fill, save and print feature using the free Adobe Acrobat Reader, or use **black or blue ink only**. Do not use a pencil.
- Write your initials next to any changes you make. Do not use white out.
- **Print** clearly and ensure your contact information is correct.
- Include the correct payment amount in Canadian funds. Payment and fee details are on page 4.

### After Your Change of Name is Registered

- You will receive a change of name certificate by standard mail. Certificates issued in B.C. are printed in UPPERCASE lettering only.
- B.C. birth and current B.C. marriage records **are updated** with your new name.
- Notification of the change of name is sent to the Vital Statistics office of the birth province/territory; **however, you are responsible for notifying ALL other agencies**.
- **If you were born outside of Canada, please contact Immigration, Refugees and Citizenship Canada (IRCC)** to determine their requirements for updating your record.
- You will **NOT** receive a new birth and/or marriage certificate as part of this application.
- If you were born and/or married in Canada contact your birth/marriage province/territory to order new certificates.
  - B.C. certificates: <https://ecos.vs.gov.bc.ca/>
  - Other Canadian Vital Statistics offices: <https://www.statcan.gc.ca/eng/about/relevant/vscc/organisations>

**REQUIRED DOCUMENTATION CHECKLIST** (Check all applicable sections below)**Birth****IF BORN IN CANADA MUST INCLUDE:**

- ☐ **ALL** original **VALID** birth certificates with a registration number.  
– OR –
- ☐ **Born in B.C.** and do not have a birth certificate:  
\$27.00 search fee (per search) and complete birth details on [page 4](#).

**IF BORN OUTSIDE OF CANADA MUST INCLUDE:**

- ☐ **Certified** copies of **BOTH** sides of your **VALID NON-EXPIRED** Permanent Resident Card in your current legal name.  
– OR –
- ☐ **Certified** copies of **BOTH** sides of your **VALID NON-EXPIRED** Canadian Citizenship Card/Certificate in your current legal name.  
– OR –
- ☐ **Certified** copies of **BOTH** sides of your **VALID NON-EXPIRED** Work Permit, Study Permit or Refugee Protection Claimant Document in your current legal name.



DOCUMENTS	NOT RETURNED
B.C. and other Canadian birth certificates	✗ Destroyed
Certified documents (e.g. <b>copies</b> of immigration papers)	✓ Kept on File

**How to Get a Document Certified**

Take the **ORIGINAL** document to a **Commissioner for Taking Affidavits, practicing lawyer, articulated law student, notary public or to the Vital Statistics office located at 400-5021 Kingsway in Burnaby**. The designated official will photocopy the original document and place their official stamp or seal next to their signature to certify the copy.

**TIP:** The same person who certifies your documents can witness your signature on the statutory declaration on [page 7](#).

**Note:** Signatures are valid for six (6) months only.

**Previous Change of Name****IF YOU'VE PREVIOUSLY CHANGED YOUR NAME IN CANADA:**

- ☐ **ALL** original Canadian change of name certificate(s) must be surrendered.  
– OR –
- ☐ If you do not have any original certificate(s), **include a letter with the following details:**
- The year the change of name(s) occurred
  - The province or territory where the change of name(s) occurred
  - The previous and new name(s) listed on the certificate(s)
  - Why you no longer have the certificate(s)



DOCUMENTS	RETURNED
Previous change of name certificate(s)	✓ Stamped "historical document"

**Note:** Current legal name must be listed on **VALID** Canadian Birth Certificate, Immigration or Citizenship document.



## Marriage

### IF CURRENTLY MARRIED IN B.C. (NOT applicable if divorced or widowed):

☐ **ALL** original B.C. marriage certificate(s) with registration number.

– OR –

☐ **Married in B.C.** and do not have a marriage certificate: \$27.00 search fee and complete marriage details on [page 4](#).

#### → IMPORTANT NOTES:

- Submit a copy when the certificate lists your **EXACT** new name.
- Submit a copy of any previous marriage certificates to explain other surnames used in this application or documents provided.
- We **CANNOT** accept marriage licences, commemorative certificates or certificates issued by churches.



DOCUMENTS	NOT RETURNED
Current B.C. marriage certificate(s)	× Destroyed

## Criminal Record Check

### A CRIMINAL RECORD CHECK MUST BE OBTAINED (SECTION 6.1 OF THE NAME ACT)

#### Where can a Criminal Record Check be obtained?

- Most RCMP detachments (Visit <https://www.rcmp-grc.gc.ca/detach/en> for detachment locations)
- Local police departments
- Any RCMP-accredited criminal record check company or its affiliate who submit fingerprints electronically for the purpose of a criminal record check. For a list of accredited companies, visit <http://www.rcmp-grc.gc.ca/en/where-do-get-a-criminal-record-check>



#### → IMPORTANT NOTES:

- Criminal record check fees may vary.
- Criminal record check results are returned to:
  - **Adults (18 years and older)** – directly to the Vital Statistics Agency
- Criminal record checks are only used for the purpose required by the *Name Act*.
- **IMPORTANT** – When attending a policing agency to obtain a criminal record check, take the [Requesting a Criminal Record Check for Change of Name in BC](#) information sheet (see [page 9](#)) and provide to the policing agency.

DOCUMENTS	NOT RETURNED
Criminal Record Check results	✓ Kept on file

## Submit Your Application

### PLACE ALL DOCUMENTS ALONG WITH THE COMPLETED APPLICATION FORM, IN A SUITABLY SIZED ENVELOPE AND SUBMIT IT WITH PAYMENT:

1. **IN PERSON** at the Vital Statistics office at 400-5021 Kingsway in **Burnaby** or any Service BC Centre; locations are listed at [www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca).

**Note:** The Vital Statistics office in Burnaby and Service BC offices can accept applications and payment; however, they cannot confirm if your application is complete and ready for processing.

– OR –

2. **BY MAIL** to:

Vital Statistics Agency  
**ATTENTION: CONFIDENTIAL SERVICES**  
 PO Box 9657 Stn Prov Govt  
 Victoria, BC V8W 9P3



If you do not have an original B.C. birth or marriage certificate, complete the applicable section(s) below. Include a \$27 payment for **each** search.

**B.C. Birth Search**

Full name of person as currently listed on birth record (NOT by marriage)

Surname		First Name		Middle Name(s)	
Date of Birth	Month (e.g. Feb)	Day	Year	Place of Birth	City/Town/Village
				Province <b>BRITISH COLUMBIA</b>	Sex

**Father/Parent Information**

Surname as currently listed on the child's birth record		First Name		Middle Name(s)	
Place of Birth (City, Province/State, Country)					

**Mother/Parent Information**

Surname as currently listed on the child's birth record (NOT by marriage)		First Name		Middle Name(s)	
Place of Birth (City, Province/State, Country)					

**B.C. Marriage Search**

Date of Marriage	Month (e.g. Feb)	Day	Year	Place of Marriage	City/Town/Village
				Province <b>BRITISH COLUMBIA</b>	

**Provide your SPOUSE'S information below:**

Spouse's Surname (at the time of marriage)		Spouse's First Name		Spouse's Middle Name(s)	
Spouse's Place of Birth (City, Province/State, Country)					

**Payment Details**

Submit payment in **Canadian funds** using the table below to calculate the amount owed. Fees below do not include the cost of obtaining certified copies or translations, having your signature witnessed on a statutory declaration, or replacing documents following the change of name.

<input type="checkbox"/> <b>Change of Name</b>	\$137
<input type="checkbox"/> <b>B.C. Birth Search</b> (Complete Section Above)	\$ 27
<input type="checkbox"/> <b>B.C. Marriage Search</b> (Complete Section Above)	\$ 27
<b>Amount Enclosed:</b>	\$

**Payment Method (Indicate one)**

☐ Interac/Cash payment may be made in person at any Service BC office ([www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca)) and at the Vital Statistics office located at 400-5021 Kingsway in **Burnaby**.

☐ Certified Cheque or Money Order **payable to the Minister of Finance (Personal or postdated cheques are not accepted)**

☐ Credit Card, please bill my: ☐ Visa ☐ MasterCard ☐ American Express

**Note:** Credit card information is not retained. Upon authorization of the payment request, all credit card information is destroyed.

Card Holder Name (PRINT as on credit card)	Card Number	Expiry Date	Signature

**→ IMPORTANT NOTE:**

A letter will be sent for applications missing information or documentation. If you do not respond to this request within 90 days, your file will be **cancelled** and the fee of \$137 will be retained to cover administrative costs.

Information in this application is collected by the Vital Statistics Agency under section 7 of the *Name Act* and will be used to fulfill the requirements of the *Name Act* for the release of name information. Should you have any questions about the collection of this personal information, please contact: Manager, Vital Statistics Agency, 250 952-2681, PO Box 9657 Stn Prov Govt, Victoria BC V8W 9P3.



## ADULT APPLICATION FOR CHANGE OF NAME

OFFICE  
USE ONLY:

AFS #

REG #

## Identification

Adult's full name as currently listed on **VALID NON-EXPIRED** birth certificate, immigration/citizenship document, or change of name certificate.Surname (*NOT by marriage*)

First Name

Middle Name(s)

Full name as you would like it to appear following the legal change of name

Surname

First Name

Middle Name(s)

Ryan

Date of Birth

MMM

DD

YYYY

Sex

Place of Birth

City/Town

Province/State, Country

Personal Health Number (PHN) (To confirm residency in B.C.)

## Proof of Current Residential Address

- ☐ **A copy of the front and back of your picture ID.** The address on your ID must match the residential address on your application form. If your current residential address is not listed on your ID, a copy of a recent utility bill/banking/government correspondence in your name.



## Indicate what identification you have enclosed

## Born in Canada:

- ☐ **VALID original** Canadian birth certificate  
– OR –  
☐ \$27.00 Search fee (I was born in **British Columbia** but I do not have a birth certificate. I have completed a Search Application on [page 4](#))

## Born outside of Canada:

- ☐ **Certified** copies of **BOTH** sides of your **VALID NON-EXPIRED** Permanent Resident Card or Canadian Citizenship Card/Certificate, Study/Work Permit or Refugee Protection Claimant Document

Have you previously had a legal change of name in Canada? You **must** choose an option.

- ☐ No ☐ Yes – **ALL original** Canadian change of name certificates **are enclosed**. Certificate(s) will be stamped "Historical Document. *Not to be accepted as proof of current legal name*" and returned to you upon completion of this application.
- ☐ Yes – I do NOT have ANY **original** Canadian change of name certificates **AND** I have included a letter indicating the year the change of name(s) occurred, the province or territory where the change of name(s) occurred, the previous and new name(s) listed on the certificate(s) and why I no longer have the certificate(s).

**Note:** Your current legal name must be listed on your **VALID** Canadian Birth Certificate, Immigration or Citizenship document.

## Proof of Criminal Record Check

## A copy of the receipt for your payment for a Criminal Record Check

- ☐ Enclosed – the date on the receipt must be **within 30 days** of the date your application is received by our office.

## Marital Status

Marital Status You <b>must</b> choose an option	Date of Marriage MMM DD YYYY	Spouse's Surname Before Marriage	Place of Marriage (City/Town)	Province/State, Country
<input type="radio"/> Married <input type="radio"/> Divorced <input type="radio"/> Widowed <input type="radio"/> Never Married				
I understand my Canadian birth record and/or current B.C. marriage record <b>WILL</b> change. <input type="radio"/> Yes <input type="radio"/> No		Is this application changing your surname to the surname of your spouse? <b>Note:</b> You may assume your spouse's surname without completing a legal change of name. <input type="radio"/> Yes <input type="radio"/> No		

## Proof of Marriage

- ☐ Original Enclosed (I am currently married and my marriage took place in BC)
- ☐ \$27 Search Fee (I am currently married, my marriage took place in BC, and I don't have an original certificate)
- ☐ Copy Enclosed (My certificate lists my EXACT new name or explains other surnames used in my application)





### Residential and Mailing Address

Place(s) of Residence for Last Three Months (**ALL fields must be completed**)

Suite/Apt No.	Street Address	From: MMM DD YYYY
City/Town	Province <b>B.C.</b>	Postal Code <b>To: PRESENT</b>
Suite/Apt No.	Street Address	From: MMM DD YYYY
City/Town	Province <b>B.C.</b>	Postal Code <b>To: MMM DD YYYY</b>
Mailing Address for Letter(s) and Certificate (If different than your current residential address)		
Name/Organization	Suite/Apt No.	Street Address
City/Town	Province/State, Country	Postal/Zip Code

### Contact Information

Preferred Contact Method

☐ Telephone

☐ Mail

☐ Email

**If Email is preferred, do you consent to personal information being contained in the email message(s)?**

☐ Yes ☐ No

If Yes, signature  
is **required**



Signature



Contact Numbers

Preferred Phone Number (including area code)

Alternate Phone Number (including area code)

Email Address (if applicable)

### Information for the Following Page

**THE STATUTORY DECLARATION (FOLLOWING PAGE) MUST BE SIGNED IN FRONT OF ONE OF THE DESIGNATED OFFICIALS LISTED BELOW:**

- Our Vital Statistics office located at 400-5021 Kingsway in **Burnaby** can witness your signature on the statutory declaration and certify original documents for a fee of \$17(CAD)
- a Commissioner for Taking Affidavits
- a practicing lawyer or articled law student
- a notary public

**Please note:**

- These individuals charge for their services and their fees vary.
- Signature dates must match.
- Signatures are **valid for six (6) months only**.





## Statutory Declaration

I \_\_\_\_\_  
Applicant's full name

have read the application and to the best of my knowledge, information and belief, the statements made are true in substance and in fact.

**AND** I understand that any documentation submitted to support this application, including any criminal record check results, may be verified for validity and/or authenticity with the issuing authority and I provide my consent to the Vital Statistics Agency to receive any information or documentation in order to complete this verification.

**AND** I am not changing my name, or the name of anyone named in this application, to avoid criminal or civil liabilities.

**AND** I understand that if a criminal record exists for anyone in this application, who is 12 years old or older, their new name (in this application) will be cross-referenced to their criminal record.

**AND** I understand that anyone changing their name in this application is not eligible to legally change their name if any of the following apply to them. This applies only when the conviction or finding happened after they were 12 years old and sentenced as an adult.

- Been convicted of an offence described the *Name Regulation*;
- Been convicted of an offence described in section 239 [attempt to commit murder] of the *Criminal Code*;
- Been convicted of the offences described in sections 463 [attempts, accessories] and 465 [conspiracy] of the *Criminal Code*, but only in relation to an offence described in the *Name Regulation*;
- Been convicted of an offence in a previous version of the *Criminal Code* that was substantially similar to that described in section 239 of the *Criminal Code*;
- Been convicted of an offence in a previous version of the *Criminal Code* that was substantially similar to one described in section 463 or 465 of the *Criminal Code*, but only in relation to an offence described in the *Name Regulation*;
- Found to be a dangerous offender under section 753 of the *Criminal Code*;
- Found to be a long-term offender under section 753.1 of the *Criminal Code*;
- Found not criminally responsible due to a mental disorder under section 672.34 of the *Criminal Code* and the act or omission that formed the basis of the offence charged was an offence prescribed in the *Name Regulation*.

**AND** I understand that the Vital Statistics Agency must use the exact name recorded on my birth certificate, immigration or citizenship document, or change of name certificate, and if I record a name other than that name on my application form the Vital Statistics Agency will amend my application to match.

**AND** I have enclosed all original Canadian birth certificates, B.C. marriage certificates and change of name certificates in my possession and I understand that any Canadian birth certificates and B.C. marriage certificates will **not be returned** on completion of the change of name.

**AND** I understand that all previously issued birth certificates, B.C. marriage certificates and change of name certificates will be cancelled under Section 40.1(1)(h) of the *Vital Statistics Act*, and that to use any cancelled certificates may constitute a fraudulent action.

**AND** I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Signature of Applicant



\* Month (e.g. APR) Day Year

Declared before me at \_\_\_\_\_ in the Province of British Columbia.

City

Signature of Commissioner  
for Taking Affidavits, Lawyer,  
Articled Law Student, or  
Notary Public

(Note: Authorized individuals charge a fee for witnessing your signature.)

\* Month (e.g. APR) Day Year

\* Dates must match

OFFICIAL  
STAMP/SEAL

## Designated Official's Information

Surname	First Name	Middle Name(s)	Phone Number (Include Area Code)
Business/Organization Details			Business/Organization Address Stamp
Name			
Suite/Unit No./Street Address			
City/Town/Village			
Province/State, Country		Postal/Zip Code	

**Prescribed Offences as per Name Regulation****SCHEDULE 1**

(section 1)

**Prescribed offences (current Criminal Code)**

- 1** For the purposes of section 1 of this regulation, the offences described under the following provisions of the *Criminal Code* are prescribed:
- (a) section 151 [sexual interference];
  - (b) section 152 [invitation to sexual touching];
  - (c) section 153 [sexual exploitation];
  - (d) section 153.1 [sexual exploitation of person with disability];
  - (e) section 155 [incest];
  - (f) section 160 [bestiality];
  - (g) section 162 [voyeurism];
  - (h) section 162.1 [publication, etc., of an intimate image without consent];
  - (i) section 163.1 [child pornography];
  - (j) section 170 [parent or guardian procuring sexual activity];
  - (k) section 171 [householder permitting prohibited sexual activity];
  - (l) section 171.1 [making sexually explicit material available to child];
  - (m) section 172.1 [luring a child];
  - (n) section 172.2 [agreement or arrangement – sexual offence against child];
  - (o) section 173 [indecent acts, exposure];
  - (p) section 177 [trespassing at night];
  - (q) section 235 [murder];
  - (r) section 236 [manslaughter];
  - (s) section 245 [administering noxious thing];
  - (t) section 246 [overcoming resistance to commission of offence];
  - (u) section 264 [criminal harassment];
  - (v) section 271 [sexual assault];
  - (w) section 272 [sexual assault with a weapon, threats to a third party or causing bodily harm];
  - (x) section 273 [aggravated sexual assault];
  - (y) section 273.3 [removal of child from Canada];
  - (z) section 279 [kidnapping];
  - (aa) section 279.01 [trafficking in persons];
  - (bb) section 279.011 [trafficking of a person under the age of eighteen years];
  - (cc) section 279.02 [material benefit – trafficking];
  - (dd) section 279.03 [withholding or destroying documents – trafficking];
  - (ee) section 280 [abduction of person under age of 16];
  - (ff) section 281 [abduction of a person under age of 14];
  - (gg) section 286.1 [obtaining sexual services for consideration];
  - (hh) section 286.2 [material benefit from sexual services];
  - (ii) section 286.3 [procuring];
  - (jj) section 346 [extortion];
  - (kk) section 348 [breaking and entering].

**Prescribed offences (Criminal Code before 1983)**

- 2** For the purposes of section 1 of this regulation, the offences described under any of the following provisions of the *Criminal Code*, R.S.C. 1970, c. C-34, as they read from time to time before January 4, 1983, are prescribed:
- (a) section 144 [rape];
  - (b) section 145 [attempt to commit rape];
  - (c) section 149 [indecent assault on female];
  - (d) section 156 [indecent assault on male];
  - (e) section 246 (1) [assault with intent], if the intent is to commit an offence referred to in any of the provisions referred to in paragraphs (a) to (d) of this section.

**Prescribed offences (Criminal Code as amended in 1983)**

- 3** For the purposes of section 1 of this regulation, the offences described under the following provisions of the *Criminal Code*, R.S.C. 1970, c. C-34, as enacted by an Act to amend the *Criminal Code* in relation to sexual offences and other offences against the person and to amend certain other Acts in relation thereto or in consequence thereof, S.C. 1980-81-82-83, c. 125, s. 19, are prescribed:
- (a) section 246.1 [sexual assault];
  - (b) section 246.2 [sexual assault with a weapon, threats to a third party or causing bodily harm];
  - (c) section 246.3 [aggravated sexual assault].

**Prescribed offences (Criminal Code before 1988)**

- 4** For the purposes of section 1 of this regulation, the offences described under the following provisions of the *Criminal Code*, R.S.C. 1970, c. C-34, as they read from time to time before January 1, 1988, are prescribed:
- (a) section 146 (1) [sexual intercourse with a female under the age of fourteen];
  - (b) section 146 (2) [sexual intercourse with a female between ages of fourteen and sixteen];
  - (c) section 153 [sexual intercourse with a step-daughter];
  - (d) section 157 [gross indecency];
  - (e) section 166 [parent or guardian procuring defilement];
  - (f) section 167 [householder permitting defilement].

**Prescribed offences (Criminal Code before 2014)**

- 5** For the purposes of section 4.1 (a) of the Act, the offences described under the following provisions of the *Criminal Code*, as they read from time to time before December 6, 2014, are prescribed:
- (a) section 212 (1) (i) [stupefying or overpowering for the purpose of sexual intercourse];
  - (b) section 212 (2) [living on the avails of prostitution of person under 18 years];
  - (c) section 212 (2.1) [aggravated offence in relation to living on the avails of prostitution of person under 18 years];
  - (d) section 212 (4) [prostitution of person under 18 years].





## Requesting a Criminal Record Check for Change of Name in BC

The *Name Amendment Act (No. 2)*, 2024 became effective September 1, 2024 and establishes new requirements for a legal Change of Name in BC. All applicants for a legal Change of Name in BC aged 12 years and older are now required to obtain a criminal record check (CRC) as per section 6.1 of the *Name Act*, authorize a CRC to be obtained by the Registrar General, and authorize the Registrar General to verify the results. These requirements must be met within 30 days before a legal change of name application is filed with the Vital Statistics Agency.

The required criminal record check for individuals aged 18 years and older is separate from the criminal record check for youth aged 12 to 17 years old.

For the purposes of a Criminal Record Check, "Adult" and "Young Persons" (Youth) are defined in the *Youth Criminal Justice Act*.

A criminal record check is mandatory for all individuals aged 12 years or older who are applying for a legal change of name in BC.

**The information below outlines the necessary details to be provided when attending an RCMP detachment or a RCMP accredited private fingerprinting company to request a Criminal Record Check.**

### INFORMATION TO PROVIDE WHEN REQUESTING A CRIMINAL RECORD CHECK

#### Adult (aged 18 years and older) – Results returned directly to the Vital Statistics Agency

Application Type	"Other (Specify Reason)"
Application Type Specifics	"Name Change – British Columbia"
Individual Contributor Reference Number	"Surname, First Name, Middle Name "
Send Results	"Response Address"
Return mailing address	BC VITAL STATISTICS AGENCY, ATTENTION: CONFIDENTIAL SERVICES, PO Box 9657 Stn Prov Govt, Victoria, BC V8W 9P3

**\*\*\* Do not use application type "Name Change – British Columbia or Other" or "Criminal Record Check for Personal Use – Other (Provide Details)"\*\*\***

The results of your RCMP Certified Criminal Record Check may include findings of not criminally responsible on account of a mental disorder, which is required per section 4.1(1)(b).

**Note:** Results of a criminal record check for individuals aged 18 years and over will be provided directly to the Vital Statistics Agency.