

Application to change a child's name

Use this application if these statements are true:

- you have legal custody of the child and you want to change the child's name
- there is no court order or separation agreement that stops you from changing the child's name
- the child has lived in Ontario for at least the past 12 months, or since birth
- the child is 17 years of age or younger
- the child is not married.

If the child is married, or is changing his or her last name because of marriage, ask the Office of the Registrar General what to do.

If you are 16 years of age or older and you want to change your own name, you must use the Application to change an adult's name.

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, research, medical, law enforcement, corrections, adoption and adoption disclosure purposes.

Questions about this collection should be directed to the:

Office of the Registrar General
PO Box 4600, Thunder Bay ON P7B 6L8

Telephone 1 800 461-2156 or 416 325-8305.

If you have any questions about this application, please contact:

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



1 800 461-2156 or 416 325-8305

Version française disponible

What you need to do to change the child's name

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1. Make sure you are allowed to change the child's name

You can only change the child's name if the child has lived in Ontario for at least the past 12 months or if the child has lived in Ontario since birth.

You must be the child's parent with legal custody or legal guardian or have legal custody of the child.

You cannot change the child's name if there is a court order or a separation agreement that stops you from changing the child's name.

You cannot use this form if the child is married. If the child is married, contact the Office of the Registrar General for help.

2. Make sure you have the right application form

• Application to change a child's name

Use if you want to change the name of a child who is 17 years of age or younger, and has lived in Ontario for at least the past 12 months or since birth.

• 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 have lived in Ontario for at least the past 12 months.

• If the child was born in Ontario, and is less than 12 years old, there may be a different way to change the child's name – call us for details.

Call 1 800 461-2156 or 416 325-8305 for more information.

3. Get the right number of application forms

You must fill in a separate Application to change a child's name for every child whose name you wish to change.

4. Fill in the application

NOTE: Allow lots of time to complete this application. It may take several weeks for you to gather all the information you need.

- Print clearly. Use a pen with blue or black ink.
- There are seven parts to the application.

You may not have to fill in all seven parts.

Read the instructions at the beginning of each part carefully to find out what to do.

- If you fill in information then want to change it later, you must do the following:
 1. Put brackets around the wrong information.
 2. Enter the correct information.
 3. Put your initials beside the change.

Do not use correction fluid on this

application. The person commissioning this form must also initial each change before it is sworn. See Part 6 for further information.

- As you fill in each section, look at the left-hand column of the application for helpful information.

Identifying information about every person 12 years of age and older whose name may be changed by this application is given to the Ministry of Community Safety and Correctional Services to be checked against the Canadian Police Information Centre records (CPIC).

If the name matches a CPIC record, you will be required to obtain a police records check from your local police department and include it with this application before it will be processed.

If you have any questions regarding the police records check, please contact the Ministry of Community Safety and Correctional Services at 416 326-5010.

5. Include the fee using a cheque, money order, VISA, MasterCard or American Express.

The fees are:

- \$137 if only the child's name is being changed
- \$22 for each child 17 years of age or younger, **if they change their names at the same time as one of their parents.**
- fees are subject to change without notice.

6. Mail the documents to the Office of the Registrar General

Put all the parts of this application into the envelope sent with this application. Also put in:

- the certificates and/or documents listed in Part 5
- the fee.

Print your own address on the top left corner of the envelope before mailing it.

What happens after you send in your application

If we approve the child's change of name, we will give you a Change of Name Certificate. It will show the child's old name and new name. You can use this certificate to change the child's name on other personal documents.

Every person born in Ontario who changes their name will also get a new birth certificate with their new name on it.

If the child was born in another part of Canada and you want a new birth certificate, contact the province or territory where the child was born.

The HELP NOTES included in this application are for convenience only and are not part of the form.

This application is a permanent legal record. Please PRINT clearly.

You must fill in this part. It asks for personal information about the child and the child's parents.

A. Information about the child

(Form 5, *Change of Name Act*)

HELP NOTE 1

Print the names that appear on your child's birth certificate if born in Canada. If your child is born outside Canada, print the names that appear on the most recently issued identity document described in Part 5.

What is the child's name now? (See **HELP NOTE 1** on the left.)

What is the child's first name?

What are the child's middle names?

What is the child's last name or family name?

Sex

Mailing Address

Street number and street name

PO Box or RR

Apt/Unit/Suite

Buzzer No.

City/Town/Village

Province

Postal code

What is the applicant's home phone number?

()

How long has the child lived in Ontario? Print the number of years or the number of months.

Years

Months

Has the child lived in Ontario for at least the last 12 months or since birth?

No

Yes

When was the child born?

Month

Day

Year

Where was the child born?

City/Town/Village

Province or State

Country

What do you want the child's new name to be? (See **HELP NOTE 2** on the left.)

First name

Middle names

Last name or family 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:

B. Information about the child's parents

***If the child is adopted, provide details of the child's adoptive parents.**

Give us details about the child's father.

The father's first name
The father's middle names
The father's last name or family name
Any other last name the father has used

Give us details about the child's mother.

The mother's first name
The mother's middle names
What was the mother's last name or family name when she was born?
The mother's last name or family name now
Any other last name the mother has used

C. Information about the child's name change

Why do you want to change the child's name? Print all the reasons.

Did the child ever have a change of name before?
(Put an X in **one** box.)

No Yes... When was the child's name changed?

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

What was the child's name **before** it was changed?

First name	Middle names
Last name or family name	

What was the child's name **after** it was changed?

First name	Middle names
Last name or family name	

Where was the child's name changed?

Province or state
Country

If the child had more than one name change, use a separate piece of paper.
For every name change, print:

- the month, day and year the child's name was changed
- the child's full name **before** it was changed
- the child's full name **after** it was changed
- the province or state and country where the name was changed

Have you ever applied to change the child's name before and been refused?
(Put an X in **one** box.)

No Yes

D. Information about criminal offences

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes... Name the court	Court file number
Court name		
Address of the court		
Describe the proceedings (eg Type of lawsuit etc.)		

If you answered 'Yes' to questions 1 or 2, you *must* provide a police records check with this application. Please contact your local police department to arrange for the check and include it with the application.

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes... Please give details of the order or orders

HELP NOTE 3

This includes judgements and fines. For example, rent arrears and small claims awards.

E. Financial information

Has any court or tribunal ordered the child to pay money that has not been paid yet? (Put an X in one box. See HELP NOTE 3.)

<input type="checkbox"/> No <input type="checkbox"/> Yes... Name the court	Court file number
Name of court	Date of the court order (Month, day, year)
Name of the person who sued the child	
Address of the court or tribunal	

HELP NOTE 4

Personal property includes the child's possessions (e.g., furniture, vehicle). Real property includes the child's real estate.

Are you aware if a sheriff has been directed to take the child's real and personal property to enforce an outstanding judgement?

(Put an X in one box. See HELP NOTE 4.) This question asks about any unsatisfied execution.

<input type="checkbox"/> No <input type="checkbox"/> Yes... Name the sheriff	Writ number
Name of sheriff	
Address of sheriff	

HELP NOTE 5

If somebody has a security interest, it means the child has agreed that the person can take the possessions if the child does not repay the loan or do something they promise to do.

Are you aware of any liens or security interests against the child's personal property?

(Put an X in one box. See HELP NOTE 4 AND 5.)

<input type="checkbox"/> No <input type="checkbox"/> Yes... Name the person who has the lien or security interest	
Name of the person who has the lien or security interest	
How much money does the child owe?	Registration number

HELP NOTE 6

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

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

(Print an X in one box. See HELP NOTE 6.)

<input type="checkbox"/> No <input type="checkbox"/> Yes... What is the registration number?
Registration number

HELP NOTE 7

The child is an undischarged bankrupt if they have not received a discharge from the Trustee in Bankruptcy yet.

Is the child an undischarged bankrupt?

(Put an X in one box. See HELP NOTE 7.)

<input type="checkbox"/> No <input type="checkbox"/> Yes... Give details of the bankruptcy
Details of bankruptcy

Please do not write on this page.

Who needs to fill in this part?

Before we can change the child's name, **you must get written permission from everyone who has legal custody of the child.** That's what Part 2 is for.

Here are some examples of people who might have **legal** custody:

- the child's mother and father share custody unless a custody order or separation agreement states otherwise.
- someone identified by a court as having custody of this child.

If you do not share custody with any other person, you do not need to fill in this part.

You can go to Part 3. But **you must send all court orders or separation agreements that name you as the only person with legal custody of the child.**

You must also get written permission from the child if the child is 12 years of age or older.

Here's what to do if you need to fill in Part 2:

1. Carefully remove this page from the application.
2. Fill in the section on page 7. If you need to send it to more than one person, fill in the section on page 7, then make photocopies of page 7 and 8.
3. Give the photocopies to anyone who shares legal custody of the child. Ask them to fill in the Consent form on page 7 and 8. If the child is 12 years of age or older, give a copy to the child.
4. When they have filled in the Consent form, put the pages with the child's change of name application.

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 without that person's consent. If the court gives you such an order, put the court order with the rest of this application.

Consent form (Form 7, Change of Name Act)**To be filled in by the person applying for the child's change of name**

What is the child's name now? Print the names that are on the child's birth certificate. If the child doesn't have a birth certificate, print the names that are on other documents you use to prove who the child is.

First name	Middle names
Last name or family name	

What do you want the child's new name to be? Make sure you print the new name as it is printed on page 1.

First name	Middle names
Last name or family name	

When was the child born?

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

Mailing address

Street number and street name		PO Box or RR
Apt/Unit/Suite	City/Town/Village	
Province	Postal code	

In this section, **you** means the person applying for the name change.

PLEASE TEAR OFF HERE

In this form, **you** and **your** mean the parent, guardian or person with legal custody.

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

To be filled in by the parent or guardian giving consent for a name change.

An official name change has been requested for the child named on page 7.

The purpose of this form is to get your permission to change this child's name.

- Print clearly. Use a pen with 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. (Commissioner must also initial changes)

Do not use correction fluid on this application.

What is your name?

First name	Middle names
Last name or family name	

Mailing address

Street number and street name	PO Box or RR
Apt/Unit/Suite	City/Town/Village
Province	Postal code

Who has legal custody of the child named on page 7?

(Put an X in **one** box.)

You share legal custody of the child with:

First name	Middle names
Last name or family name	

You are the child named on page 7 and you are 12 years of age or older.

By signing below, I agree to the name change for the child named on page 7.

Sign here	Date you signed
X	

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Questions about this collection should be directed to the:

Office of the Registrar General
PO Box 4600, Thunder Bay ON P7B 6L8

Telephone 1 800 461-2156 or 416 325-8305.

Who needs to fill in this part?

"Everyone who is lawfully entitled to access to the child has a right to know about the name change." That's what Part 3 is for.

An example of a person who has legal access and must get a copy of Part 3:

- the child's father/mother, unless a court order or separation agreement specifically says the father/mother cannot have access.
- the applicants spouse may be entitled to notice of the change of name application (may not be the same person as mother/father).

Here's what to do if you need to fill in Part 3.

1. Carefully remove this page from the application and fill in the section on page 9. Then make a photocopy of page 9 and 10 for every person who has the right to know about the name change. You do not need to send this page to anyone who will get the Consent form in part 2.
2. Send a copy of page 9 and 10 to the last known address of every person who has a right to know about the name change. **You must use registered mail. You must submit the registered mail receipt with the address and date stamp on it with this application.**
3. If the person signs the Notice Form and sends it back to you, put it with the rest of this application.

EEEEEEEE

Any person who has legal access to the child, but not custody of the child, cannot stop this name change unless they get a court order.

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

To be filled in by the person applying for the child's change of name

What is the child's name now? (See **HELP NOTE 1** on page 1)

First name	Middle names
Last name or family name	

What do you want the child's new name to be? Make sure you print the new name exactly as it is on page 1.

First name	Middle names
Last name or family name	

Mailing address of applicant

Street number and street name		PO Box or RR
Apt/Unit/Suite	City/Town/Village	
Province	Postal code	

Signature of the person filling out the change of name form

Sign here	Date you signed
X	

PLEASE TEAR OFF HERE.

In this form, **you** and **your** mean the person getting this notice of an application to change a name.

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

To be filled in by the person who gets this Notice Form

An official name change has been requested for the child named on page 9. The purpose of this form is to let you know about the 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.**

Please note: if you have a court order or separation agreement that says this child's name cannot be changed without your consent, immediately send the court order or separation agreement to the person who sent you this notice **and** to the Office of the Registrar General.

Please fill in the information below, sign this form and return it to the address of the applicant provided on page 9.

If you have questions, please call the Office of the Registrar General at 1 800 461-2156 or 416 325-8305.

- Print clearly. Use a pen with 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. (Commissioner must also initial changes)
- Do not use correction fluid on this application.**

What is your name?

First name	Middle names
Last name or family name	

Mailing address of applicant

Street number and street name		PO Box or RR
Apt/Unit/Suite	City/Town/Village	
Province	Postal code	

How are you related to the child applying for a change of name?
(See **HELP NOTE 8**.)

Your relationship to the child

By signing below, I agree that I have been informed of the proposed change of name on page 9.

Sign your name here	Date you signed
X	

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PO Box 4600, Thunder Bay ON P7B 6L8
Telephone 1 800 461-2156 or 416 325-8305.

HELP NOTE 8

Print your relationship to the child. For example, you could be the child's mother or the child's father.

You must fill in the information on page 11. Then you must find someone who will say how long the child has lived in Ontario. We call this person a guarantor.

Any of the following people who know that the child has lived in Ontario for at least the past 12 months or since birth can act as 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 the child for **at least five years or since birth**, and knows that the child has lived in Ontario for at least the past 12 months or since birth.

Here's what to do:

1. Carefully remove Part 4 from the application.
2. Print the child's name in the section on page 11.
3. Find someone to be a guarantor and ask them to fill in the Guarantor's statement on page 12.
4. After the child's guarantor has filled in and signed the Guarantor's statement, put it with the rest of this application.

Guarantor's statement (Form 8, *Change of Name Act*)

To be filled in by the person applying for the change of name

What is the child's name now? Print the names that are on the child's birth certificate. If the child doesn't have a birth certificate, print the names that are on other documents you use to prove who the child is.

First name	Middle names
Last name or family name	

In this section, **you** means the person applying for this child's change of name.

PLEASE TEAR OFF HERE.

In this form, **you** and **your** mean the guarantor.

Guarantor's statement (Form 8, *Change of Name Act*)

To be filled in by the guarantor

An official change of name has been requested for the child named on page 11.

The purpose of this form is to prove that the child has lived in Ontario for at least the last 12 months or since birth. Please fill in the information below and return this page to the person applying for the name change.

- Print clearly. Use a pen with 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.**

What is your name?

First name	Middle names
Last name or family name	

Mailing address

Street number and street name	PO Box or RR
Apt/Unit/Suite	City/Town/Village
Province	Postal code

What is your usual occupation?

--

How long have you known the child named on page 11?

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

How long has the child named on page 11 lived in Ontario?

Since: Month	Year
Sign your name here	Date you signed
X	

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Questions about this collection should be directed to the:

Office of the Registrar General
PO Box 4600, Thunder Bay ON P7B 6L8

Telephone 1 800 461-2156 or 416 325-8305.

You must send additional documents along with this application.

If the child was born in Canada send:

- all **original** birth certificates or certified copies of birth registrations (long form birth certificates)
- if the child does not have a birth certificate, you must apply for a birth certificate and submit the certificate with the change of name application
- photocopies of all change of name certificates if the child's name was changed before
- all **court certified** copies of court orders (if applicable)

If the child was born outside of Canada, you must send the following documents:

If the child is a Canadian Citizen send:

- photocopy of Canadian Citizenship Card (both sides)
- photocopy of original birth certificate or photocopy of certified copy of birth registration from country of birth
- photocopies of all change of name certificates if the child's name was changed before
- all **court certified** copies of court orders (if applicable)

If the child is a Landed Immigrant/Permanent Resident send:

- photocopy of Canadian Record of Immigrant Landing/Permanent Resident Card (both sides)
- photocopy of original birth certificate or photocopy of certified copy of birth registration from country of birth
- photocopies of all change of name certificates if the child's name was changed before
- all **court certified** copies of court orders (if applicable)

If the child was born **outside of Canada** and for some reason you cannot obtain a photocopy of the child's birth certificate issued by the country in which the child was born, include a written explanation as to why you are unable to provide a copy of the child's birth certificate.

If the child's birth certificate is not written in English or French, you must send us an English or French translation of the child's birth certificate. You must also send us an affidavit that a professional translator has sworn stating that:

- the translation is complete and correct;
- the translator is fluent in English or French;
- the translator is fluent in the language used on the child's birth certificate.

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

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

Application to Change a Child's Name Checklist

Please ensure that you have completed all of the listed documentation before you send your form to the Office of the Registrar General (ORG). Current processing time is 6 – 8 weeks for applications that do not need to be returned for additional information. If you do not include all of the necessary information, your form will be returned to you and processing will be delayed. **Please ensure you submit all pages of the package to the ORG regardless of whether some of the pages do not apply to you.**

- Part 1 – Sections A to E** (mandatory for all applicants).
- Part 2 – Consent Form** signed by every person who shares legal custody of the child, and the child if twelve years of age or older.
- Part 3 – Notice Form** Notice must be provided to every person who has legal access to the child. You must provide a notice form signed by each person with legal access, or a registered mail receipt to show notice has been sent. The registered mail receipt must contain a full mailing address and the date sent to the person entitled to notice.
- Part 4 – Guarantor's Statement** to be completed by the applicant and the Guarantor (mandatory for all applicants).
- Part 6 – Statutory Declaration Form** signed by the applicant and the commissioner (mandatory for all applicants). All errors must be bracketed and initialled by the applicant and the commissioner.
- Part 7 – Payment and contact information.** Fee is paid by cheque, money order, VISA, MasterCard or American Express. It is payable to the Minister of Finance. Please do not send cash, stamps or pre-paid envelopes. Correction fluid is not permitted anywhere on the form.
- Request for Non-Publication in *The Ontario Gazette*.** If you are applying for a change of name for a child, and you wish to request that notice of the name change not be published in *The Ontario Gazette* because the child is a transgendered individual, please contact our office by telephone at 1 800 461-2156 or 416 325-8305 (from Toronto), by fax at 807 343-7459 or by e-mail at infoMGS@ontario.ca for a request form.

Birth Certificate (mandatory)

- If the child is **born in Canada**, submit all original birth certificates. If the child does not have a birth certificate, you must obtain one and submit it with the change of name package.
- or
- If the child is born **outside of Canada**, submit a photocopy of the original birth certificate, or a photocopy of the certified copy of birth registration from the country in which the child was born.

For children born outside of Canada, you are required to submit one of the following (mandatory for children born outside of Canada)

- Photocopy of Canadian Citizenship Card (**both sides**), if Canadian Citizen.
- or
- Photocopy of Canadian Permanent Residence Card (**both sides**), if Permanent Resident.
- or
- Photocopy of Canadian Record of Immigrant Landing, if Landed Immigrant.

Additional Evidence:

- Court Certified copies of **all** applicable court orders (Only originals will be returned. Court Certified copies will be retained by the ORG).
- Photocopies of **all** previous change of name certificates, if applicable.

Before you send us the child's application, you must first sign the next page. You must sign this statement in front of a person called a commissioner for taking affidavits or a commissioner for taking oaths. 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 for you for little or no cost. 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 the documents you need are filled in and signed by the necessary people.
2. Make sure you have 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.**

HELP NOTE 9

If any changes have been made to Forms 5, 6, 7 or 8, the applicant and commissioner must initial the changes.

Statutory declaration form

To be signed by the person applying for the child's name change

By signing on page 16, I declare that I have followed all the rules and provided all the documents needed for this name change application.

I declare that I have lawful custody of the child named in this application.

I declare that every consent has been obtained or dispensed with by the court and notice given.

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.

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.

Signature of Applicant

X

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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Please answer the following questions to help us process your application.

How many name change applications for **children** are you sending?

Number of applications

How many name change applications for **adults** are you sending?

Number of applications

FEES

If only the child's name is being changed \$137.00

For each child 17 years of age or younger, when a parent changes the child's name **at the same time as the parent changes his or her name** \$22.00

How much money are you sending?
Indicate the total amount.

Amount enclosed
\$

How are you paying?
(Put an X in **one** box.)

cheque

Please make out all cheques and money orders to:
Minister of Finance. **Do not send cash!**

money order

VISA

MasterCard

American Express

Card number

Expiry date (mm/yy)

Name on the card

Cardholder's signature

X

What language should we use if we need to contact you?
(Put an X in **one** box.)

English

French

How can we contact you for more information?

Home telephone

Work telephone

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