

# Application to change a child's name

Use this application if these statements are true:

- you have legal custody/decision-making responsibility 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 if under 12 months old
- the child is 17 years of age or younger
- the child is not married.

If the child is married, or is changing their 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, security and law enforcement, corrections, adoption and adoption disclosure purposes. It is an offence to wilfully make a false statement on this form.

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

**The Deputy Registrar General  
Office of the Registrar General  
PO Box 3000, 189 Red River Road  
Thunder Bay ON P7B 0B3**



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

# Important Information about this Application

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

## What happens after the name change is approved?

- You will get a change of name certificate. It will show the child's previous name and new name. You can use this certificate to change the child's name on other documents.
- You will get a new birth certificate with the new name if the child was born in Ontario. See page 15 for more information about certificates. You must indicate on page 15 if you do **not** want the sex of the child to be displayed on the child's birth certificate.
- Certificate(s) will be sent to the mailing address you provide
- If the child was born in another part of Canada and you want a new birth certificate, you must contact the province or territory where the child was born after you get the change of name certificate.

## Important – Complete the address

### Address Information

#### Mailing Address (certificate(s) issued will be sent here)

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

#### Is the child's mailing address the same as the residential address?

- No - complete the child's residential address below
- Yes - If you check yes, you do not need to enter the address below under the heading "Residential Address"

#### Residential Address

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

### Eligibility to apply for a change of name

The child must be 17 years of age or younger

The child has lived in Ontario for at least the past 12 months, or since birth if under 12 months old

The child is not an offender as defined in section 1 of Christopher's Law (Sex Offender Registry), 2000 who:

- is required under section 3 of Christopher's Law to appear in person at a police service; or
- is not required to so appear only because they are serving the custodial portion of a sentence for any offence or are detained in custody in hospital.

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**Search of the Ontario Sex Offender and Trafficker Registry (OSOTR):** After the name change application is received, if the child is 14 years of age or older, identifying information is given to the Ministry of the Solicitor General to be checked against the OSOTR records. Persons convicted of a sex offence who have a reporting obligation under Christopher's Law are ineligible for a legal change of name in Ontario.

Based on the above search results, a person may be required to obtain a Certified Criminal Record Check (CCRC). People who require a CCRC will be notified with instructions on how to obtain and remit one.

Please do not write on this page

# Part 1 - Personal Information

## A. Information about the child

(Form 5, *Change of Name Act*)

### What is the child's name now?

**Note:** See instruction notes in Part 5 of this form regarding the child's current legal name before completing this section.

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

**The child must have lived in Ontario for at least 12 months immediately before applying for this name change or since birth if the child is under one year old. You will need a guarantor to confirm that the child meets the residency requirement (Part 4 of this form). Print the number of years and/or months the child has been living in Ontario immediately before this application or since birth if the child is under one year old.**

Years	Months
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### When was the child born?

Year	Month	Day
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### Where was the child born?

City/Town/Village
Province or State
Country

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

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

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

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

## B. Information about the child's parents

Please provide information about all parent(s) **listed on the child's birth registration.**

### Parent Information:

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

### Parent Information:

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

### Parent Information:

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

### Parent Information:

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

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

## C. Information about the child's name change and any previous name changes

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


Did the child ever have a change of name before?

(Select **one** box only.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, when was the child's name changed?
Year	Month	Day

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

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

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

First Name
Middle Name(s)
Last Name or Single 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 or anyone else ever applied to change the child's name before and been refused?

(Select **one** box only.)

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

### To be answered by all applicants

1. Are you aware of any outstanding court proceedings, other than outstanding criminal charges against the child? This includes a proceeding that has been started, but has not yet gone to court or has not yet been decided.

(Select **one** box only.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, complete the following:	Court file number
Court name			
Address of the court			
Describe the proceedings (e.g. type of lawsuit, etc.)			

2. Are you aware of any criminal offences where the child has been given an “adult sentence” (as defined in the *Youth Criminal Justice Act*) that has resulted in a conviction?

**A conviction means that:**

The child has been found guilty of a criminal offence and was given an adult sentence; and

- a) The time frame for taking an appeal has expired or
- b) All proceedings in respect of an appeal have been completed and the appeal court has upheld the adult sentence.

**Note:** Only select the “Yes” box and provide details if,

- a) The child has been given an adult sentence (as defined in the *Youth Criminal Justice Act*) that has resulted in a conviction and
- b) The child’s record in respect of the offence has not been suspended under the *Federal Criminal Records Act*.

No  Yes If yes, give details of the criminal offence(s) below:

Please give details of the criminal offence(s)

3. 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?

**Note:**

Select the “No” box and do not provide details if information would reveal the child as being a person dealt with under the *Youth Criminal Justice Act* (unless the child was given an adult sentence).

Select the “Yes” box and provide details if the child was given an adult sentence, or if details would **not** reveal the child as being dealt with under the *Youth Criminal Justice Act*.

No  Yes If yes, give details of the order(s) below:

Please give details of the order or orders

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

## E. Financial Information

### To be answered by all applicants

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

(Select **one** box only.)

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

2. Are you aware if a sheriff has been directed to take the child's real and personal property to enforce an outstanding judgment, such as real estate, vehicle or furniture?  
(Personal property includes the child's possessions, e.g. furniture and vehicle. Real property includes the child's real estate.)

(Select **one** box only.)

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

3. Are you aware of any liens or security interests against the child's personal property; for example, has the child agreed that a person can take their possessions if they do not repay a loan or do something they promised to do?

(Select **one** box only.)

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

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

(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.)

(Select **one** box only.)

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

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

(Select **one** box only.)

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

**Please do not write on this page.**

## Part 2 – Getting Consent to Change the Child’s Name

The *Change of Name Act* requires the written consent of every person with lawful custody/decision-making responsibility of a child whose name is being changed, and any person whose consent is necessary in accordance with a court order or separation agreement. This may include:

- parents or any other person with lawful custody/decision-making responsibility of the child other than the applicant (the child’s parents share custody unless a custody order or separation agreement states otherwise)
- someone identified by the court as having custody/decision-making responsibility of the child
- the child, if the child is 12 years of age or older

You must send all original or court certified copies of court orders or separation agreements that name the person or persons with custody/decision-making responsibility of the child. The applicant for this name change is not required to complete a separate consent form. Consent of the child is required if the child is 12 years of age or older.

If you need consent of any person for this name change, do the following:

- 1) Carefully remove this page from the application.
- 2) Fill in the top section of the Consent form on the next page.
- 3) If more than one person needs to consent, make a photocopy of the Consent form for each person and ask them to complete and sign the bottom section.
- 4) When you have all of the completed Consent forms, submit them 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 the person’s consent. If the court gives you such an order, submit the court certified copy of the court order with the application when you submit it to the Office of the Registrar General.

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

A legal name change has been requested for the child listed below. The purpose of this form is to get the consent of any person with legal custody/decision-making responsibility of this child or if a court order or legal agreement states consent is required in order to change the name.

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

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

The child's current name (enter the full current name exactly as listed on page 1 of the application):

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

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

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

The child's new name (enter the full new name exactly as listed on page 1 of the application)

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

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

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

The Child's Date of Birth (yyyy/mm/dd) \_\_\_\_\_

Name of the Applicant \_\_\_\_\_

Full Mailing Address of the Applicant \_\_\_\_\_

### To be filled in by the person with legal custody/decision-making responsibility or child consenting to the legal name change of the child.

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

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

am  a person with legal custody/decision-making responsibility of the child listed above

or  the child

and consent to the change of name of the child as noted above.

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

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

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## Part 3 – Giving Notice about the Child’s Name Change

Notice of this name change must be given to any person lawfully entitled to parenting time/access to the child. Notice does not have to be provided to a person who:

- a) has been denied all parenting time/access to a child by a court; or
- b) is not allowed any parenting time/access to a child under the terms of a legal agreement

For example, if the following people have parenting time/legal access, they must receive a copy of the application and notice:

- a parent of a child, unless a court order or separation agreement **specifically states** the parent cannot have parenting time/access
- your spouse may be entitled to notice of the change of name application (may not be the same person as the acknowledged parent)
- any person who has been granted parenting time/access through a court order or separation agreement

Note: Any person who has legal parenting time/access to the child, but not decision-making responsibility/custody of the child, cannot stop the name change unless they get a court order.

Here is what to do if you need to fill in Part 3:

- Carefully remove the Notice form from the application on the next page, and complete the top part of the form. Provide a copy of this completed Application to Change a Child’s Name and the Notice to each person being notified of the name change at least 30 days before submitting the application.
- You do not need to send this Notice to anyone who has signed the Consent form in Part 2.
- If more than one person requires Notice, photocopy the blank Notice form and provide a separate Notice and a copy of the completed Application to Change a Child’s Name to each person being notified.
- Send by registered or certified mail to the last known address of the person entitled to Notice. **Send the original registered mail receipt with the name, address and date stamp on it with this application.**

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

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

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

- photocopies of all court orders that relate to decision-making responsibility (i.e., custody), parenting time (i.e., access) or naming of the person whose name is being changed

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

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

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

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

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

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

Notice is hereby given to \_\_\_\_\_  
Print Name of Person Entitled to Notice  
of an application to change a child's name under section 5 of the *Change of Name Act* to change the name of the child as follows:  
The child's current name (enter the full current name listed on page 1 of the application):  
First Name \_\_\_\_\_  
Middle Name(s) \_\_\_\_\_  
Last Name or Single Name \_\_\_\_\_

The child's new name (enter the full new name exactly as listed on page 1 of the application)  
First Name \_\_\_\_\_  
Middle Name(s) \_\_\_\_\_  
Last Name or Single Name \_\_\_\_\_  
The Child's Date of Birth (yyyy/mm/dd) \_\_\_\_\_

Full Mailing Address of the Applicant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date Signed (yyyy/mm/dd) \_\_\_\_\_

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

I, \_\_\_\_\_  
Print Name of Person Acknowledging Notice of the Change of Name of the Child  
of \_\_\_\_\_  
Complete Mailing Address of Person Acknowledging Notice

Hereby acknowledge receipt of the notice of a name change for the child as listed above.

Signature of the Person Acknowledging Notice \_\_\_\_\_ Date Signed (yyyy/mm/dd) \_\_\_\_\_

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## Part 4 – Proving How Long the Child Has Lived in Ontario

A requirement to legally change a person's name is that he or she must be ordinarily a resident of Ontario for at least 12 months, or since birth if under 12 months old, immediately before the application is submitted.

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

To be considered ordinarily resident, a residential address must have been maintained with the intention of it being considered the child's permanent address in Ontario for 12 consecutive months immediately before application is made. Even if the child was born in Ontario, the child must still meet the residency requirement.

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

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

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

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

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

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

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

A legal name change is being requested for the child listed below. The purpose of this form is to prove that this child has been ordinarily resident in Ontario for at least the past 12 months or since birth if the child is under 12 months old. Please **completely** fill in the information and return this page to the person applying for the name change.

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

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

The child's name (enter the full current name listed on page 1 of the application):

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

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

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

### To be filled in by the guarantor.

Name of the guarantor

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

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

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

Mailing Address

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

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

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

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

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

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

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

Signature of Guarantor \_\_\_\_\_ Date Signed (yyyy/mm/dd) \_\_\_\_\_

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## Part 5 – Application and Documents to be sent

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

Generally, the name the child is currently entitled to be recognized by can be determined as follows:

- If the child was born in Ontario, the child is entitled to be recognized by the name listed on the child's birth certificate
- If the child was born in Ontario and had a legal name change completed in Ontario, the child is entitled to be recognized by the name on the child's change of name certificate
- If the child was born outside of Ontario, the child is entitled to be recognized by the name recognized in law in the last place the child had a real and substantial connection before residing in Ontario
- If after coming to reside in Ontario, the child's name was legally changed in Ontario, the child is entitled to be recognized by the name on the change of name certificate

The proof of the child's current legal name to send with this application is described below:

**If the child was born in Canada (including Ontario)**, the child's current legal name will normally be the name listed on the child's Canadian birth certificate issued by the province or territory where the child was born. **Please send the following:**

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

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

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

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

- photocopies of all change of name certificates or change of name documents if the child has had a legal name change before (within Canada or outside Canada)
- photocopies of all court orders that relate to custody/decision-making responsibility, parenting time/access or naming of the person whose name is being changed

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 signed written explanation as to why you are unable to provide it and what you have done to try to obtain it.**

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

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

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

The translator's original written declaration must state:

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

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

## B. Review of the contents of the form

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

Part	Title of Section	Information About the Section(s)	Who Must Complete
Part 1	Personal Information	Sections A to E	<b>All sections to be completed by everyone</b>
Part 2	Getting consent to change the child's name	Consent Form – a separate consent form to be completed and signed by every person who shares legal custody/decision-making of the child, <b>and</b> the child if twelve years of age or older.	Required for any person who shares legal custody of the child <b>and</b> the child if 12 years of age or older.
Part 3	Giving notice about the child's name	Notice Form - Notice and a copy of this application must be given to every person with parenting time/legal access to the child. Include with this application, a notice form signed by each person with parenting time/legal access <b>or</b> 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.	Required for any person who has parenting time/legal access to the child.
Part 4	Providing how long the child has lived in Ontario	Guarantor's Statement – to be completed by the applicant and the guarantor	<b>Required for everyone</b>
Part 5	Application and documents to be sent	Review and send applicable documents as listed in Part 5, sections A and B.	<b>Required for everyone</b>
Part 6	Signing this application	Statutory Declaration form – signed by the applicant and the commissioner. All errors on the form must be bracketed and initialed by the applicant and the commissioner.	<b>Required for everyone</b>
Part 7	Payment	Fee is paid by VISA, MasterCard, money order or cheque. It is payable to the Minister of Finance. Do not send cash, stamps or pre-paid envelopes.	<b>Required for everyone</b>

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

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

### Single Name Request

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

### Police Record Checks

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

**Search of the Canadian Police Information Centre (CPIC) Records:** After the name change application is received, if the child is 12 years of age or older, their name is given to the Ministry of the Solicitor General to be checked against the CPIC records. Based on this search, a police records check for the child may be required even if "no" was answered to the above noted questions in Section D. For more information about police records checks in Ontario, visit on line at [Police record checks](#).

### Publication of Name Changes in The Ontario Gazette

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

## Part 6 – Signing This Application

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. The statement says you have followed all the steps and all the information is true. **It is a serious crime under the *Criminal Code of Canada* to make a false statement.**

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

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

### Here's what to do

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

### Documents You Will Receive

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

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

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

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

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

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

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

## Part 6 - Continued

### Statutory Declaration Form

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

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

I declare that I have lawful custody/decision-making responsibility of the child named in this application.

I declare that every consent specified in this application has been obtained or dispensed with by the court.

I declare that every notice specified in this application has been given.

I declare that the child has been ordinarily resident in Ontario for at least one year immediately before making this application, or since birth if less than one year old.

I declare that I am not making this application for any improper purpose.

I declare that the information I have given in this application is true and complete.

#### For persons born in Ontario:

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

Applicant to place initials in the box:

I, \_\_\_\_\_  
(print name of applicant)

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.

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

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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