

# 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 Deputy Registrar General  
Office of the Registrar General  
PO Box 4600, 189 Red River Road  
Thunder Bay ON P7B 6L8  
Telephone: 1-800-461-2156 or 416-325-8305  
TTY/Teletypewriter (for the hearing impaired) 416-325-3408.

**If you have 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 5W0**



**1-800-461-2156 or 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.**
2. **Notice of a name change is published in The Ontario Gazette. The Ontario Gazette is the Government of Ontario's official publication which can be searched online.** Only exceptions in the *Change of Name Act* are not published. **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.**
3. **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 sending 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 the child's parent with legal custody or a legal guardian.
  - 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.
4. **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.
  - 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.
5. **Get the right number of application forms.** You need a separate application form for each adult and/or child whose name is being changed.
6. **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.
7. 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.
8. 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 you send in your application?

- If the child's 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 personal documents.
- Every person born in Ontario who changes their name will also get a new birth certificate with the new name.
- 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.

# 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	Sex

### Mailing Address

Street Number and Street Name		PO Box or RR
Apt/Unit/Suite	Buzzer Number	City/Town/Village
Province		Postal Code
Daytime Telephone Number	Alternate Daytime Telephone Number	

**The child must be living 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
------	-------	-----

### 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 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 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 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 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?

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

<input type="checkbox"/> No	<input type="checkbox"/> 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?

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

<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.  
Put an "X" in one box only.

<input type="checkbox"/> No	<input type="checkbox"/> Yes	Name the court below	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 put an "X" in 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

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:**

Put an "X" in 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).

Put an "X" in 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

Please give details of the order or orders

**Note: If you answered "Yes" to 2 or 3, you must provide a current original police records check with this application. Please contact your local police department to arrange for the check and include it with the 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 judgements 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).

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

<input type="checkbox"/> No <input type="checkbox"/> Yes    Name the court below	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 judgement?  
 (Personal property includes the child's possessions, e.g. furniture and vehicle. Real property includes the child's real estate.)

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

<input type="checkbox"/> No <input type="checkbox"/> Yes    Name the sheriff below	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?  
 (If somebody as a security interest, it means that 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, e.g. for a new furnace.)

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

<input type="checkbox"/> No <input type="checkbox"/> Yes    Name the person who has the lien or security interest below	
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.)

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

<input type="checkbox"/> No <input type="checkbox"/> 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).

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

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

**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 legal custody of a child whose name is being changed. This may include:

- parents or guardians 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 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 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 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 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 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 access to the child. Notice does not have to be provided to a person who:

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

Examples of a person who has legal access and 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 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 access through a court order or separation agreement

Note: Any person who has legal access to the child, but not 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.**

## 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 – Providing 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 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 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. 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) \_\_\_\_\_

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)
- all **court certified** copies of court orders that relate to custody, 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 original written declaration appears on the translation of the original document, the translation of the original document 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 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 legal access to the child. Include with this application, a notice form signed by each person with 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 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 for the child if it is in accordance with the child's or the parent's traditional culture. A separate Single Name Request for Name Change form with supplemental evidence must be completed and submitted with this application. This form and information about single name evidence may be obtained by contacting our office by telephone at 1-800-461-2156 or 416-325-8305 (from Toronto), by fax at 807-343-7459, by email at [infoMGCS@ontario.ca](mailto:infoMGCS@ontario.ca) or online through our website at [Ontario.ca](http://Ontario.ca).

### Police Records 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 record check for the child. If you must obtain a police record check, please contact your local police department to arrange for the check and include it with the application.

After the name change application is received, 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 (CPIC) records. If you have any questions regarding the police records check, please contact the Ministry of Community Safety and Correctional Services at 416-326-5010.

### 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 is an exception to this requirement for transgender individuals where it is requested that notice of the name change not be published. Notice of name changes published in The Ontario Gazette can be searched online at [Ontario.ca](http://Ontario.ca).

You can submit a completed form requesting non-publication of this child's change of name with this application. The form must be submitted with the change of name application in order to be considered. The form is available by mail or online through our website at [Ontario.ca](http://Ontario.ca). To have the form mailed contact our office by telephone at 1-800-461-2156 or 416-325-8305 (from Toronto), by fax at 807-343-7459 or by email at [infoMGCS@ontario.ca](mailto:infoMGCS@ontario.ca).

## 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 Forms 5, 6, 7 or 8.**

## 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 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.

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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## Payment Method and Credit Card Authorization

### Applicant's Information

Last Name or Single Name	First Name	Middle Name(s)
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### Subject's Information

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

- |   |                 |
|---|-----------------|
| <input type="checkbox"/> Adult name change - \$137.00   | How many? _____ |
| <input type="checkbox"/> Child name change at same time as adult - \$22.00                            | How many? _____ |
| <input type="checkbox"/> Child name change only (not being done with an adult name change) - \$137.00 | How many? _____ |

How much money are you sending? Indicate the total amount from above \$ \_\_\_\_\_

- Please ensure the correct fee along with all forms, evidence and all original certificates are returned in the envelope provided.
- Please contact our office at 1-800-461-2156 or 416-325-8305 or visit our website at [Ontario.ca](http://Ontario.ca) for any assistance in completing the form(s).
- If you're sending your payment from anywhere other than Canada, you must pay with an international money order in Canadian funds drawn on a Canadian clearing house, or by VISA or MasterCard.
- We will not accept post-dated cheques. An administration fee of \$35.00 will be applied to any cheques returned by a Financial Institution.
- We **do not** accept cash as payment for any type of application.
- Please note that fees are subject to change without notice. You may send your request by mail, and pay by cheque or money order, made payable to Minister of Finance, or by VISA or MasterCard.

### Method of Payment

Medium Sensitivity

- |                                     |                                       |   |
|-------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> VISA       | <input type="checkbox"/> Cheque*      | * Please make payable to " <b>Minister of Finance</b> " |
| <input type="checkbox"/> MasterCard | <input type="checkbox"/> Money Order* |   |

### Credit Card Information

Print Name of Cardholder (as it appears on the credit card)	Name of Credit Card Company						
Signature of Cardholder and/or Signing Authority	Date (yyyy/mm/dd)						
	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border-bottom: 1px solid black;">Year</td> <td style="width:33%; border-bottom: 1px solid black;">Month</td> <td style="width:33%; border-bottom: 1px solid black;">Day</td> </tr> <tr> <td style="border-bottom: 1px solid black;"> _ _ _ </td> <td style="border-bottom: 1px solid black;"> _ </td> <td style="border-bottom: 1px solid black;"> _ </td> </tr> </table>	Year	Month	Day	_ _ _	_	_
Year	Month	Day					
_ _ _	_	_					
Credit Card Number	Expiration Date						
	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-bottom: 1px solid black;">mm</td> <td style="width:50%; border-bottom: 1px solid black;">yy</td> </tr> <tr> <td style="border-bottom: 1px solid black;"> _ </td> <td style="border-bottom: 1px solid black;"> _ </td> </tr> </table>	mm	yy	_	_		
mm	yy						
_	_						

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 Deputy Registrar General, Office of the Registrar General, PO Box 4600, 189 Red River Road, Thunder Bay, ON P7B 6L8. Telephone 1-800-461-2156 or 416-325-8305, TTY/Teletypewriter (for the hearing impaired) 416-325-3408.