

Ministry of Government Services
Office of the Registrar General



Application to change an adult's name

To use this application:

- you must be 16 years of age or older, *and*
- you must have lived in Ontario for at least the past 12 months.

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, Ontario P7B 5W0**



1 800 461-2156 or 416 325-8305

Version française disponible

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1. Make sure you have the right application form

There are three different forms for changing names:

- **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.
- **Application to change a child's name**
Use if you want to change the names of your children who are 17 years of age or younger and have lived in Ontario for at least the past 12 months or since birth.
- **Name Change Election**
Use if you want to change your last name because of marriage, divorce, or the death of your husband or wife. You may also use it to change your last name while you are living with a person of the opposite sex or the same sex together in a conjugal relationship outside marriage. You can get this form from the Office of the Registrar General. Call 1 800 461-2156 or 416 325-8305 for more information.

2. Get the right number of application forms

You need a separate application form for each adult who wants to change their name. If you want to change the names of your children, you must fill in the Application to change a child's name for every child who is 17 years of age or younger.

3. Fill in the application

NOTE: Allow lots of time to complete this application. It may take several weeks 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 each 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 (CPIC) records.

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.

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

The fees are:

- \$137 for each adult name change
- \$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.

5. 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/documents listed in Part 5
- 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 we approve your name change, we will give you a Change of Name Certificate. It will show your old name and your new name. You can use this certificate to change your name on other personal documents such as your driver's licence or your credit cards.

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

If you were born in another part of Canada and want a new birth certificate, you must contact the province or territory where you were 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 section. It asks for personal information about you and your parents.

A. Information about you

(Form 5, *Change of Name Act*)

HELP NOTE 1

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

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

What is your first name?	
What are your middle names?	
What is your 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 your home phone number? ()	What is your work phone number? ()	

How long have you lived in Ontario? Print the number of years **or** the number of months.

Years	or	Months
Have you lived in Ontario for the past 12 months?		
<input type="checkbox"/> No <input type="checkbox"/> Yes		

When were you born?

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

HELP NOTE 2

Your new name will be the name you print here. Make sure to print the name exactly the way you want it.
If you were born in Canada, this is the name that will appear on your new birth certificate.

Where were you born?

City/Town/Village
Province or State
Country

What do you want your 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:
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HELP NOTE 3

Two people of the opposite sex or the same sex who live together in a conjugal relationship outside marriage can sign a Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*). They usually do this so they can legally change their last names (Form 1, *Change of Name Act*).

HELP NOTE 4

You can only revoke a Joint Declaration of Conjugal Relationship by completing and sending to the Office of the Registrar General a Declaration that Conjugal Relationship has Ended (Form 4, *Change of Name Act*).
Page 2

Are you married now?
(Put an X in **one** box. If you are separated but not divorced, put an X in the box beside "Yes.")

No Yes... What was your spouse/partner's name before you got married?

First name	Middle names
Last name or family name	

When did you get married?

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

Where did you get married?

City/Town/Village
Province or State
Country

Have you ever signed a document called a Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*) and sent it to the Office of the Registrar General?
(Put an X in **one** box. See **HELP NOTE 3**.)

No Go to Information about your parents on page 3.
 Yes... What is the name of the other person who signed the Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*) with you?

First name	Middle names
Last name or family name	

When did you send it to the Office of the Registrar General?

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

Have you officially cancelled the declaration by submitting Form 4 of the *Change of Name Act*?
(Put an X in **one** box. See **HELP NOTE 4**.)

No Yes

B. Information about your parents

***If you are adopted, provide details of your adoptive parents.**

Give us details about your father.

Your father's first name

Your father's middle names

Your father's last name or family name

Any other last name your father has used

Give us details about your mother.

Your mother's first name

Your mother's middle names

What was your mother's last name or family name when she was born?

Your mother's last name or family name now

Any other last name your mother has used

C. Information about your name change

Why do you want to change your name? Print all the reasons.

Have you ever changed your name before?
(Put an X in **one** box.)

No Yes... When did you change your name?

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

What was your name **before** you changed it?

First name	Middle names
Last name or family name	

What was your name **after** you changed it?

First name	Middle names
Last name or family name	

Where did you change your name?

Province or state
Country

If you changed your name more than once, use a separate piece of paper.
For every name change, print:

- the month, day and year you changed your name
- your full name **before** you changed it
- your full name **after** you changed it.
- the province or state and country where you changed it.

Have you ever applied for a name change before and been refused?
(Put an X in **one** box.)

No Yes

D. Information about criminal offences

To be Answered by All Applicants

In this section, **you** and **your** mean the person whose name is being changed.

If you answered 'Yes' to questions 1, 2, 3, 5 or 6, 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 your application.

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

No Yes... Name the court

Court file number

Court name

Address of the court

Describe the proceedings (eg Type of lawsuit etc.)

2. Are you aware of any outstanding law enforcement orders against you, including any warrant, prohibition order, driver's licence suspension, probation order or parole order?

No Yes... Please give details of the order or orders

To be Answered by Applicants 18 years and older

3. Have you ever been convicted of a criminal offence? If the offence or offences you have been convicted of have been pardoned under the *Criminal Records Act* (Canada), put an X in the 'No' box.

No Yes... Please give details of the offence or offences

4. Have you ever been found guilty and discharged of a criminal offence? If the *Criminal Records Act* (Canada) requires that the record of the offence or offences be purged, put an X in the 'No' box.

No Yes... Please give details of the offence or offences

5. Have you ever been found guilty of a criminal offence for which an adult sentence has been imposed under the *Youth Criminal Justice Act* (Canada)? If the record of the offence or offences is required to be destroyed under the *Youth Criminal Justice Act* (Canada), put an X in the 'No' box.

No Yes... Please give details of the offence or offences

6. Are you aware of any pending criminal charges against you? This includes a proceeding that has been started but has not yet gone to court or has not yet been decided.

No Yes... Name the court

Court file number

Court name

Address of the court

Describe the charges

HELP NOTE 5

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

E. Financial information

Has any court or tribunal ordered you to pay money that you have not yet paid? (Put an X in **one** box. See HELP NOTE 5.)

<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 you	
Address of the court or tribunal	

HELP NOTE 6

Personal property includes your possessions (e.g., furniture, vehicle). Real property includes real estate.

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

(Put an X in **one** box. See HELP NOTE 6.) 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 7

If somebody has a security interest, it means that you have agreed that the person can take your possessions if you do not repay your loan or do something you promise to do. (e.g. for a new furnace.)

Are you aware of any liens or security interests against your personal property?

(Put an X in **one** box. See HELP NOTE 6 AND 7.)

<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 do you owe?	Registration number

HELP NOTE 8

There could be a financing statement registered against you if you 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 you as a debtor?

(Print an X in **one** box. See HELP NOTE 8.)

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

HELP NOTE 9

You are an undischarged bankrupt if you have not received a discharge from your Trustee in Bankruptcy yet.

Are you an undischarged bankrupt?

(Put an X in **one** box. See HELP NOTE 9.)

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

HELP NOTE 10

Two people of the opposite sex or the same sex who live together in a conjugal relationship outside marriage can sign a Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*). They usually do this so they can legally change their last names (Form 1, *Change of Name Act*).

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The person you send this page to cannot stop you from changing your name unless they get a court order.

In this section, **you** and **your** mean the person applying for a name change.

You only need to fill in this part if:

- you are married now, **or**
- you signed a document called a Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*). (See **HELP NOTE 10** on the left.)

If you are not married and did not sign a Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*), do not fill in Part 2. Go to Part 3.

If you signed a Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*) but officially cancelled it by completing and sending to the Office of the Registrar General, Form 4 of the *Change of Name Act*, do not fill in Part 2. Go to Part 3.

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

1. Carefully remove this page from the application and fill in the section below.
2. Send this page **by registered mail** to the following people, using their last known address:
 - the person you are now married to,
 - the person who signed a Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*) with you. This is the same person you named on page 2.

You must submit the registered mail receipt with the address and date stamp with this application.
3. If the person you send this page to signs the Notice form on page 8 and sends it back to you, put it with the rest of this application.

(Note: If you're living with the person and if they fill in the Notice form, you do not have to mail the notice to them.)

Notice form (Form 6, *Change of Name Act*)**To be filled in by the person applying for a name change**

What is your name now? (See **HELP NOTE 1** on page 1)

First name	Middle names
Last name or family name	

What do you want your new name to be? Make sure you print the new name exactly the way you want it.

First name	Middle names
Last name or family name	

Mailing address of applicant

Street number and street name	PO Box or RR
Apartment/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	

In this section, **you** and **your** mean the person who gets this notice.

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

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

The person named on page 7 has asked for an official name change.

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 fill in the information below, sign this form and return it to the address of the applicant provided on page 7.

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 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
Apartment/Unit/Suite	City/Town/Village
Province	Postal code

How are you related to the person applying for a change of name?
(Put an X in **one** box.)

- married / spouse partner who has signed a Joint Declaration of Conjugal Relationship
(See **HELP NOTE 11**.)

By signing below, I agree that I have been informed of the proposed change of name on page 7.

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.

HELP NOTE 11

Two people of the opposite sex or the same sex who live together in a conjugal relationship outside marriage can sign a Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*). They usually do this so they can legally change their last names (Form 1, *Change of Name Act*).

You need to fill in this part only if:

- you are 16 or 17 years old, **and** you are not married.

Part 3 is for getting permission from your parents, guardians or anyone who has legal custody of you before you can change your name. If you are 16 or 17 years old and you are married, you do not need to fill in Part 3. However, you must send us proof that you are married.

If you do not need to fill in Part 3, **go to Part 4**.

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 below.
2. Give this page to your parents, guardians and anyone who has legal custody of you. Ask them to fill in the Consent form on page 8. If you need to send it to more than one person, fill in the section below then send them photocopies of both sides of this page.
3. After they fill in the Consent form, put the pages with the rest of this application.
4. If your parents or guardians refuse to give permission, you may ask the Ontario Court of Justice to let you apply without consent. If you get a court order that lets you apply without consent, put the court order with your application.

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

What is your name now? (See **HELP NOTE 1**, on Page 1.)

First name	Middle names
Last name or family name	

What do you want your new name to be? Make sure you print the new name exactly the way you want it.

First name	Middle names
Last name or family name	

When were you born?

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

In this section, **you** and **your** mean the person applying for the name change.

PLEASE TEAR OFF HERE.

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

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

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

The person named on page 9 has asked for a legal name change. Please fill in this section and return it 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. (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
Apartment/Unit/Suite	City/Town/Village
Province	Postal code

Who has legal custody of the child named on page 9?
(Put an X in **one** box.)

You share legal custody of the child with:

First name	Middle names
Last name or family name	

You alone have legal custody of the child. (You must send the custody papers with this form.)

You do not have custody, but a court order or separation agreement says this person's name may not be changed without your agreement. (You must send the court order or separation agreement with this form.)

By signing below, I agree to the change of name for the child named on page 9.

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 use Part 4 to prove you have lived in Ontario for at least the past 12 months.

You must find someone who will say how long you have lived in Ontario. We call this person a guarantor.

Any of the following people who know that you have lived 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 you for **at least five years**, and knows that you have lived in Ontario for at least the past 12 months.

Here's what to do

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

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

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

What is your name now? (See **HELP NOTE 1** on Page 1.)

First name	Middle names
Last name or family name	

In this section, **you** and **your** mean the person applying for a change of name.

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

The person named on page 11 has asked for a legal name change.

The purpose of this form is to prove that this person has lived in Ontario for at least the past 12 months. 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
Apartment/Unit/Suite	City/Town/Village
Province	Postal code

What is your usual occupation?

--

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

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

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

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

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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 you were born in Canada send:

- all **original** birth certificates or certified copies of birth registrations (long form birth certificates)
- if you do 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 you've had your name changed before
- all **court certified** copies of court orders (if applicable)

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

If you are 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 you have changed your name before
- all **court certified** copies of court orders (if applicable)

If you are 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 you have changed your name before
- all **court certified** copies of court orders (if applicable)

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

If your birth certificate is not written in English or French, you must send us an English or French translation of your 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 your 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 an Adult'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 – Notice Form** signed by the applicant and the person they are married to or who has signed a Joint Declaration of Conjugal Relationship form with them.
Note: This is only required if the applicant is currently married, or has signed a Joint Declaration of Conjugal Relationship form with the ORG.
- Part 3 – Consent Form** signed by the applicant and their parents, guardians or anyone who has legal custody of the applicant.
Note: This is only required if the applicant is 16 or 17 years old and isn't married.
- Proof of Marriage** (if the applicant is 16 or 17 years old and married).
- 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, and you wish to request that notice of the name change not be published in *The Ontario Gazette* because you are 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.

Birth Certificate (mandatory)

- If you are **born in Canada**, submit all original birth certificate(s). If you do not have a birth certificate, you must obtain one and submit it with your change of name application.
- or
- If you are 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 you were born.

For applicants born outside of Canada, you are required to submit one of the following (mandatory for those 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:

- Photocopies of **all** previous change of name certificates, if applicable.

Before you send us your 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 12

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 name change

By signing below, I declare that I have followed all the rules and provided all the documents needed for this name change 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 **adults** are you sending?

Number of applications

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

Number of applications

F E E S

For every **adult** name change \$137.00

For each **child** 17 years of age or younger, if they change their name at the same time as one of their parents \$22.00

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

Amount enclosed \$

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

- checkbox cheque
checkbox money order
checkbox VISA
checkbox MasterCard
checkbox American Express
Please make out all cheques and money orders to: Minister of Finance. Do not send cash!

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.)

- checkbox English
checkbox French

How can we contact you for more information?

Home telephone Work telephone
() ()

