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This Act has "Not in Force" sections. See the Table of Legislative Changes.

## **VITAL STATISTICS ACT**

### **[RSBC 1996] CHAPTER 479**

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## Definitions

### 1 In this Act:

**"assisted reproduction"** means a method of conceiving a child other than by sexual intercourse;

**"birth"** means the complete expulsion or extraction from its mother, irrespective of the duration of the pregnancy, of a product of conception in which, after the expulsion or extraction, there is

- (a) breathing,
- (b) beating of the heart,
- (c) pulsation of the umbilical cord, or
- (d) unmistakable movement of voluntary muscle,

whether or not the umbilical cord has been cut or the placenta attached;

**"cemetery"** means land that is set apart or used as a place of burial or other disposition of dead bodies but does not include a crematorium;

**"certificate"** means a certified extract of the prescribed particulars of a registration filed in the office of the registrar general;

**"cremation"** means incineration of a dead body in a crematorium as provided by the *Cremation, Interment and Funeral Services Act*;

**"crematorium"** means a building fitted with appliances for the purpose of burning human remains, and includes everything incidental or ancillary to it;

**"disposition permit"** means a permit to dispose of human remains or cremated human remains;

**"funeral director"** means a person who has possession of a dead human body for the purpose of burial or other disposition;

**"given name"** means a name other than a surname;

**"incapable"** means unable because of death, illness, absence from British Columbia or otherwise;

**"inspector"** means an Inspector of Vital Statistics;

**"international classification"** means the International Statistical Classification of Diseases, Injuries and Causes of Death as last revised by the International Conference assembled for that purpose and published by the World Health Organization;

**"midwife"** means a person who is registered as a member of the College of Midwives of British Columbia;

**"occupier"** includes

(a) the person having the management or charge of any public or private institution where persons are cared for or confined, and

(b) the proprietor, manager, keeper or other person in charge of an hotel, inn, apartment, lodging house or other dwelling or accommodation;

**"parent"** means a parent under Part 3 of the *Family Law Act*;

**"registrar general"** means the registrar general of the Vital Statistics Agency, appointed in accordance with section 31 (2);

**"registration"** means a registration under this Act of the particulars of a birth, stillbirth, adoption, marriage or death;

**"state"** means any state or territory of the United States of America and includes the District of Columbia;

**"surname"** means a hereditary name, family name or last name;

**"stillbirth"** means the complete expulsion or extraction from its mother after at least 20 weeks' pregnancy, or after attaining a weight of at least 500 g, of a product of conception in which, after the expulsion or extraction, there is no breathing, beating of the heart, pulsation of the umbilical cord or unmistakable movement of voluntary muscle;

**"vital statistics registrar"** means a vital statistics registrar appointed under section 33.

### **Duty to give notices of births**

- 2 (1) Each medical practitioner, nurse practitioner or midwife who attends at a birth must give notice of the birth.
- (2) If no medical practitioner, nurse practitioner or midwife attends at a birth, the nurse or other person who attends must give notice of the birth.
- (3) If a birth takes place at a hospital as defined in section 1 or 5 of the *Hospital Act* and the persons having control or management of the hospital are satisfied that notice of the birth will not be given in a timely manner as required under subsections (1) and (2), notice of the birth must be given by or on behalf of the persons having control or management of the hospital.
- (4) If notice of a birth is given under subsection (3), subsections (1) and (2) do not apply to the birth.
- (5) A notice under this section, in the form required by the registrar general, must be delivered to the registrar general within 48 hours after the date of the birth.

### **Reporting of birth**

- 3 (1) Within 30 days after the birth of a child in British Columbia, a statement in the form and containing the information the registrar

general requires respecting the birth must be completed and delivered to the registrar general as follows:

- (a) by the mother and the father of the child;
- (b) by the child's mother, if the father is incapable, deceased or unacknowledged by or unknown to the mother;
- (c) by the child's father, if the mother is incapable or deceased;
- (d) if neither parent is capable or living, or if the mother is incapable or deceased and the father is unacknowledged by or unknown to her, by the person standing in the place of the parents of the child.

(1.1) Despite subsection (1), if a child is born as a result of assisted reproduction, the statement referred to in that subsection must be completed and delivered to the registrar general within 30 days after the birth of the child in British Columbia as follows:

- (a) by the parents of the child;
- (b) if a parent is incapable or deceased, by
  - (i) the other parent of the child, or
  - (ii) if the child has more than one other parent, the child's other parents;
- (c) if the child has one parent only and paragraph (b) does not apply, by the parent of the child;
- (d) if no parent is capable or living, by the person standing in the place of the parents of the child.

(2) If no person referred to in subsection (1) or (1.1) delivers a statement to the registrar general, the registrar general may prepare the statement with the information provided in the notice of birth received under section 2.

(3) If the statement is made by a person under subsection (1) (c) or (d) or (1.1) (d), the person making the statement must make and submit with the statement an affidavit setting out the facts that require the statement to be made by the declarant.

(4) If a pregnancy results in the birth of more than one child, a separate statement for each child must be completed and delivered as provided in subsection (1) or (1.1), as applicable, and each statement must state the number of children born and their order of birth.

(5) [Repealed 2011-25-454.]

(6) If a statement completed by only one parent of the child or by a person who is not the child's parent is registered, the registrar general must amend the registration of birth on application and payment of the prescribed fee by

(a) the person or persons referred to in subsection (1) (a), (b) or (c) or (1.1) (a), (b) or (c), as applicable, or

(b) a parent of the child, if the application is accompanied by a copy of an order of the court declaring the child's paternity or parentage, unless the court orders that a parent's particulars are not to be included on the child's registration of birth.

(6.1) Subsection (6) (b) does not apply to an order of the court declaring the child's paternity made before October 1, 2002, but

(a) the mother or father may apply to the court in the proceeding in which the paternity order was made for an order that the father's particulars are to be included on the child's registration of birth, and

(b) the registrar general must amend the registration of birth on application of the mother or father if the application is accompanied by a copy of an order under paragraph (a).

(7) If a parent applies to amend the registration of birth without another parent because that other parent is incapable, the applicant must make and submit with the application an affidavit specifying the nature of the incapacity.

### **Name of child**

**4** (1) The surname of a child must be registered as follows:

(a) if only one parent completes the statement under section 3, the surname must be the one chosen by that parent;

(b) if more than one parent completes the statement under section 3, the surname must be one chosen by them;

(c) if more than one parent completes the statement under section 3, but the parents do not agree on the child's surname, the surname must be,

(i) if the parents have the same surname, the parents' surname, or

(ii) if the parents have different surnames, a surname consisting of the parents' surnames hyphenated or combined in alphabetical order;

- (d) if a person who is not the child's parent completes the statement under section 3, the surname must be,
  - (i) if the parents have the same surname, the parents' surname,
  - (ii) if the parents have different surnames, a surname consisting of the parents' surnames hyphenated or combined in alphabetical order, or
  - (iii) if only one parent is known, that parent's surname;
- (e) in accordance with an order of the court under section 4.1 (1).

(2) Despite subsection (1),

- (a) a surname must not contain more than 2 surnames hyphenated or combined, and
  - (b) if a parent has a hyphenated or combined surname, only one of the names in that surname may be used.
- (3) For the purpose of subsection (1) (c) (ii) and (d) (ii) and if subsection (2) applies, the one name to be used under subsection (2) is the name that alphabetically precedes the other.

### **Court order respecting child's name**

**4.1** (1) The court may, in an order declaring a child's parentage, make an order

- (a) that the registration of a child's name be changed, or
- (b) if the child's name has not yet been registered, requiring the child's name to be registered as specified in the order.

(2) If an order under subsection (1) is in respect of a child's surname, the court must order the child's surname to be

- (a) the surname of a parent, or
- (b) a surname consisting of the parents' surnames hyphenated or combined in alphabetical order, in which case, section 4 (2) and (3) applies.

(3) Before making an order under subsection (1), the court must

- (a) consider the best interests of the child, including the matters set out in section 9 (1) (a), (b) and (c),
- (b) if the child is at least 7 years of age but less than 12, consider the views of the child, and

(c) if the child is 12 years of age or older, have the child's written consent to change the child's name.

(4) If an order is made under subsection (1),

(a) the registrar general must amend the child's registration of birth in respect of the child's name, consistent with the order of the court, and

(b) a birth certificate issued after the making of an amendment under paragraph (a) must be prepared as if the child's original birth registration had been made containing the name as amended.

### **Repealed**

**5** [Repealed 2014-14-97.]

### **Birth registration within one year**

**6** If, within one year after a birth, the registrar general receives a statement in the form required by the registrar general respecting the birth, the registrar general must register the birth if satisfied as to the truth and sufficiency of the statement.

### **Birth registration after one year**

**7** If a birth is not registered within one year after the birth and application for the registration is

(a) made by any person to the registrar general in the form required by the registrar general,

(b) verified by affidavit, and

(c) accompanied by a statement in the form required by the registrar general respecting the birth and other evidence as may be prescribed,

the registrar general must register the birth if satisfied as to the truth and sufficiency of the matters stated in the application and that the application is made in good faith.

### **Foundlings**

**8** (1) If a newborn child is found deserted,

(a) the person who finds the child must provide to the person who takes charge of the child all information the person who



finds the child has regarding the particulars referred to in paragraph (b), and

(b) the person who takes charge of the child must provide to the registrar general, within 7 days after taking charge of the child, the information that the person has regarding the particulars required to be registered concerning the birth of the child.

(2) The registrar general, on receipt of the information regarding the birth of the child and on being satisfied that every reasonable effort has been made without success to identify the child, must require the person who has charge of the child to complete the following:

- (a) an affidavit concerning the facts of the finding of the child;
- (b) a statement, to the extent the person is able, in the form required under section 3 (1).

(3) [Repealed 2014-14-99.]

(4) The registrar general, on receipt of the affidavit and statement referred to in subsection (2), must

- (a) review the case, and
- (b) if satisfied as to the correctness and sufficiency of the matters stated, register the birth.

(5) A registration under subsection (4) must establish for the child a date of birth, a place of birth and a surname and given name.

(6) The registrar general, on registering a birth under this section, must transmit to the director designated under the *Child, Family and Community Service Act* for the purposes of this section a copy of all documents filed under this section respecting the child.

(7) If, subsequent to the registration of a birth under this section, the identity of the child is established to the satisfaction of the registrar general or further information with respect to it is received by the registrar general, the registrar general must

- (a) add to or correct the registration of the birth made under this section, or
- (b) cancel the registration of birth made under this section and cause a new registration in accordance with the actual facts of the birth to be made and filed in substitution for the registration first made under this section.

(8) If a new registration of the birth of a child is made under subsection (7),

(a) the date of registration must be as shown on the registration first made, and

(b) a certificate in respect of the first registration must not be issued after that.

(9) The registrar general must promptly notify the director designated under the *Child, Family and Community Service Act* for the purposes of this section of any action taken under subsection (7).

(10) [Repealed 2004-55-5.]

### **Registration of names**

9 (1) Despite sections 4, 6 and 7, if the registrar general considers that a name that a person applying for registration of a birth or an amendment to a registration of birth seeks to give to a child

(a) might reasonably be expected to cause

(i) mistake or confusion, or

(ii) embarrassment to the child or another person,

(b) is sought for an improper purpose, or

(c) is, on any other ground, objectionable,

the registrar general must

(d) register the birth without the name applied for or refuse to amend the existing name on a birth registration, as the case may be, and

(e) notify the applicant promptly of the decision.

(2) If, under subsection (1), the registrar general registers the birth without the name applied for or refuses to amend the existing name on a birth registration, the applicant may, within 30 days after receipt of notification of the refusal, appeal the refusal to the minister.

(3) The minister may, in the best interests of the child, the applicant and the public,

(a) order the registrar general to amend the birth registration to include the name for which the applicant applied, or

(b) confirm the registrar general's decision.

(4) The minister must promptly notify the applicant of the decision.

(5) If an appeal is made to the minister under subsection (2) and the minister confirms the registrar general's decision, the applicant may, within 30 days after receipt of notification of the minister's decision, appeal to the Supreme Court.

(6) On an appeal to the Supreme Court under this section, the court may consider the evidence that in the opinion of the court is relevant and may make an order it considers just.

### **Amendments respecting given names**

**10** (1) Subject to section 9 and except in a case to which section 4.1 or 26 applies, this section applies if a child's birth has been registered and an amendment to the registration is desired respecting the child's given name.

(2) A parent having guardianship or another guardian of a child, with the consent of all other guardians of the child, or the child after the child has reached 19 years of age, may apply to the registrar general for an amendment in respect of a child's given name by providing

(a) an affidavit, in the form required by the registrar general, setting out the particulars of the amendment, and

(b) other documentary evidence satisfactory to the registrar general.

(3) On being satisfied that the application under subsection (2) is made in good faith and on payment of the prescribed fee, the registrar general must amend the child's registration of birth.

(4) An amendment under this section may be made only in respect of a name given to the child before the child reached 12 years of age.

(5) An amendment to a registration of birth in respect of a given name must not be made except as provided in this Act.

(6) A birth certificate issued after the making of an amendment under this section must be prepared as if the person's original birth registration had been made containing the given name as amended.

(7) If a person whose signature is required under this section cannot be located after adequate search, the applicant and the registrar general may proceed without the certificate of that person.

(8) The registrar general is to be the judge of the sufficiency of the evidence that the person cannot be located.

### **Stillbirths**

- 11** (1) A stillbirth in British Columbia must be registered as provided in this Act.
- (2) Within 48 hours after a stillbirth in British Columbia, a statement, in the form required by the registrar general, respecting the stillbirth must be completed and delivered to a funeral director or a vital statistics registrar by
- (a) a parent of the stillborn child, or
  - (b) an adult person, including the funeral director, having knowledge of the facts relevant to the stillbirth.
- (3) Every medical practitioner in attendance at a stillbirth, or, if there is no medical practitioner in attendance, a medical practitioner, a nurse practitioner or a coroner, must
- (a) complete the medical certificate, included in the form referred to in subsection (2), showing the cause of the stillbirth, and
  - (b) deliver the medical certificate to the funeral director or a vital statistics registrar.
- (4) On receipt of the statement, the funeral director must
- (a) complete the statement, setting out the proposed date and place of burial or other disposition of the body, and
  - (b) deliver or cause to be delivered the statement to a vital statistics registrar.
- (5) On receipt of the statement, the vital statistics registrar must register the stillbirth if satisfied as to the truth and sufficiency of the statement.
- (6) On the registration of a stillbirth, a vital statistics registrar must promptly prepare a disposition permit and deliver it to the person requiring it for the purpose of the burial or other disposition of the body of the stillborn child.
- (7) Subject to this section, sections 2, 6, 7 and 17 to 24 apply to stillbirths.

### **Registration of adoption**

- 12** (1) The registrar general must register an adoption on receipt of
- (a) a copy of the order of adoption transmitted under the *Adoption Act*, or
  - (b) the notice of adoption given under section 12.1 of this Act.

(2) If, at the time of the registration of the adoption, or at any time afterward, there is in the registrar general's office a registration of the birth of the person adopted, the registrar general, on production of evidence satisfactory to the registrar general of the identity of the person, must amend the original birth registration in accordance with the facts contained in the order or notice of adoption.

(3) If a person is adopted under an order, judgment or decree of adoption made by a court of competent jurisdiction in another province, state or country, the registrar general,

(a) on receipt of a certified copy of the order, judgment or decree, and

(b) on production of evidence satisfactory to the registrar general of the identity of the person,

must, if there is in the registrar general's office a registration of the birth of that person, register the adoption in the manner referred to in subsection (1) and amend the birth registration in the manner referred to in subsection (2).

(4) If a person born outside British Columbia is adopted in British Columbia, the registrar general may transmit to the person who has charge of the registration of births in the province, state or country in which the person was born,

(a) for adoptions under the *Adoption Act*, a certified copy of the order of adoption, or

(b) for adoptions under a law of a treaty first nation, a copy of the notice of adoption under section 12.1 of this Act, if any.

### **Notice of adoptions under treaty first nation laws**

**12.1** (1) If a treaty first nation makes a law in accordance with its final agreement providing for the adoption of children, the treaty first nation may give notice to the registrar general of an adoption occurring under that law.

(2) A notice under subsection (1) must be given in the form required by the registrar general.

### **Special register of adoptions**

**13** The registrar general must maintain a special register in which the registrar general must keep

- (a) the original birth registrations as they appeared before being amended under section 12, and
- (b) the copies of all orders, judgments and decrees received by the registrar general for the purposes of section 12, other than the copy required for the purposes of section 12 (4).

### **Birth certificate after adoption**

**14** (1) If a child born in British Columbia is adopted under the laws of British Columbia, of a treaty first nation or of another jurisdiction and a registration of adoption has been made under section 12, a certificate of birth of that child subsequently issued by the registrar general

- (a) must be in accordance with the birth registration as amended under section 12, and
- (b) in any case where parentage is shown, must indicate the adopting parents in accordance with the *Adoption Act* or the notice under section 12.1 of this Act,

and nothing must appear on any certificate of birth issued by the registrar general that would disclose that the child is an adopted child.

(2) Subsection (1) is subject to sections 63 and 64 of the *Adoption Act*.

### **Birth certificate if assisted reproduction**

**14.1** If a child is born in British Columbia as a result of assisted reproduction, nothing must appear on any certificate issued by the registrar general that would disclose that the child was born as a result of assisted reproduction.

### **Registration of marriages**

**15** (1) A marriage solemnized in British Columbia must be registered as provided in this Act.

(2) A person authorized by law to solemnize marriage in British Columbia must, immediately after the person solemnizes a marriage, prepare a statement in the form required by the registrar general respecting the marriage, which statement must be signed by all of the following:

- (a) each of the parties to the marriage;
- (b) at least 2 witnesses to the marriage;
- (c) the person by whom the marriage was solemnized.

(3) The person who solemnized the marriage must provide the registrar general with the statement completed under subsection (2) within 2 days after the date of the marriage.

(4) On the receipt within one year from the day of a marriage of a completed statement respecting the marriage, the registrar general must register the marriage if satisfied as to the truth and sufficiency of the statement.

### **Marriage registration after one year**

**16** If a marriage is not registered within one year from the day of the marriage and application for registration of it is made by any person to the registrar general by affidavit accompanied by

(a) a statement in the form required by the registrar general respecting the marriage, and

(b) other evidence as may be prescribed,

the registrar general must register the marriage if satisfied as to the truth and sufficiency of the matters stated in the application and that the application is made in good faith.

### **Particulars of deaths**

**17** (1) The death of a person who dies in British Columbia must be registered as provided in this Act.

(2) The personal particulars of the deceased person must, on the request of the funeral director, be set out in a statement in the form required by the registrar general and delivered to the funeral director by one of the following as applicable:

(a) by the nearest relative of the deceased present at the death or in attendance at the last illness of the deceased;

(b) if no such relative is available, by any relative of the deceased;

(c) if no relative is available, by any adult person present at the death;

(d) by any other adult person having knowledge of the facts;

(e) by the occupier of the premises in which the death occurred;

(f) by the coroner who has been notified of the death and has made an investigation or held an inquest regarding the death.

**Medical certificate**

**18** (1) A medical certificate must be prepared in accordance with subsection (2) in any of the following circumstances:

- (a) if a medical practitioner or nurse practitioner
  - (i) attended the deceased during the deceased's last illness,
  - (ii) is able to certify the medical cause of death with reasonable accuracy, and
  - (iii) has no reason to believe that the deceased died under circumstances which require an investigation or inquest under the *Coroners Act*;
- (b) if the death was natural and a medical practitioner or nurse practitioner
  - (i) is able to certify the medical cause of death with reasonable accuracy, and
  - (ii) has received the consent of a coroner to complete and sign the medical certificate;
- (c) if a coroner conducts an investigation or inquest into the death under the *Coroners Act*.

(2) Within 48 hours after the death, the medical practitioner, nurse practitioner or coroner, as applicable, must

- (a) complete and sign a medical certificate in the form required by the registrar general stating in it the cause of death according to the international classification, and
- (b) make the certificate available to the funeral director.

(3) A funeral director, medical practitioner or nurse practitioner must promptly notify the coroner if either of the following circumstances occurs:

- (a) a death occurred without the attendance of a medical practitioner or nurse practitioner during the last illness of the deceased;
- (b) the medical practitioner or nurse practitioner who attended the deceased is for any reason unable to complete the medical certificate within 48 hours after the death.

(4) If a cause of death cannot be determined within 48 hours after the death and

- (a) an autopsy is performed, or



(b) an investigation or inquest is commenced under the *Coroners Act*,

and the medical practitioner who performs the autopsy or the coroner who commences an investigation or inquest under the *Coroners Act*, as the case may be, considers that the body is no longer required for the purposes of the autopsy, investigation or inquest, the medical practitioner or the coroner, as the case may be, may, despite subsection (1), issue and must make available to the funeral director an interim medical certificate in the form required by the registrar general.

(5) After the conclusion of the autopsy, investigation or inquest referred to in subsection (4),

(a) the medical practitioner who performed the autopsy, or the coroner, must complete and sign the medical certificate referred to in subsection (2) and deliver it to the registrar general, and

(b) the coroner must deliver a copy of any report prepared under section 13 (3) or 16 of the *Coroners Act* to the registrar general.

### **Statement and certificate to vital statistics registrar**

**19** On receipt of the statement referred to in section 17 (2) and of the medical certificate or the interim medical certificate, the funeral director must promptly deliver the statement and certificate to a vital statistics registrar.

### **Registration of death**

**20** (1) A vital statistics registrar or the registrar general must register a death if the statement and certificate under section 19 are received within one year from the date of the death and the vital statistics registrar or registrar general is satisfied as to the truth and sufficiency of the statement.

(2) If a death is not registered within one year from the date of the death, and if application for registration of it is made by any person to the registrar general accompanied by the statement and certificate under section 19 and other evidence as may be prescribed, the registrar general must register the death if satisfied as to the truth and sufficiency of the matters stated in the application and that the application is made in good faith.

(3) On receiving a court order that declares a person to be presumed dead for all purposes, the registrar general must register the death.

(4) Each month, the registrar general must provide to the chief electoral officer a list of the names and addresses of persons whose deaths were registered with a vital statistics registrar or the registrar general since the last list was provided.

(5) If requested by the chief electoral officer for the purpose of resolving an objection to the registration of a voter or an elector, the registrar general must conduct a search of the register of deaths and report the results to the chief electoral officer.

## **Repealed**

**21** [Repealed 2002-74-17.]

## **Disposition permit**

**22** (1) On receipt of the statement and certificate under section 19, a vital statistics registrar must prepare a disposition permit and issue it to the funeral director.

(2) [Repealed 2002-74-18.]

(3) A person must not

(a) bury or otherwise dispose of the body of a person who dies in British Columbia, or

(b) remove the body from the community where the death occurred or the body was found, except temporarily for the purpose of preparing it for burial,

unless a disposition permit in respect of the deceased has been obtained from a vital statistics registrar.

(4) If the body of a person is to be removed by a common carrier to the place of burial or other disposition, the removal must not take place unless the appropriate copies of the disposition permit have been attached to the outside of the casket.

(5) A funeral director must do the following:

(a) at the place of burial or other disposition of a dead body, remove the copies of the disposition permit attached to the outside of the casket;

(b) before the burial or other disposition of a dead body, deliver the appropriate copy of the disposition permit to the person conducting the funeral or religious service;

(c) at the time of burial or other disposition of a dead body,

- (i) subject to subparagraph (ii), deliver the appropriate copy of the disposition permit to the operator of the cemetery, mausoleum or crematorium, or
- (ii) if no person is in charge of the cemetery or mausoleum at time of burial or other disposition, sign the appropriate copy of the disposition permit and write "No person in charge" on the face and deliver the disposition permit to the registrar general.

(6) If a death occurs outside British Columbia and the burial or other disposition of the body is to take place in British Columbia, a disposition permit or other document authorized under the law of the province or country in which the death occurs, signed by a vital statistics registrar or other proper officer, is sufficient authority for the burial or other disposition of the body.

#### **Cemetery or crematorium operator's duties**

**23** The operator of a cemetery, mausoleum or crematorium must not permit the interment or cremation of a dead body unless the operator holds the appropriate copy of the disposition permit or other document described under section 22.

#### **Birth or death on aircraft or ship**

**24** If the birth or death of a person occurs on an aircraft or ship whose first stop after the birth or death is in British Columbia, the registrar general may register the birth or death.

#### **Repealed**

**25** [Repealed 2002-74-20.]

#### **Amendment to name**

**26** (1) If the name of a person is changed under the *Name Act* or under a statute of another province, the registrar general, on production to the registrar general of proof of the change and evidence satisfactory to the registrar general as to the identity of the person,

(a) if the birth or marriage of the person is registered in British Columbia, must amend the registration of birth or marriage, as applicable, to reflect the change, and

(b) if the change was made under the *Name Act* and the person was born or married in Canada but outside British Columbia,

must transmit to the officer in charge of the registration of births and marriages in the jurisdiction in which the person was born or married a copy of the proof of the change of name produced to the registrar general.

(2) A birth or marriage certificate, issued after the recording of a change under this section, must be issued as if the original registration had been made in the name of the person as changed under the *Name Act*.

### **Amendment to sex designation**

**27** (1) This section applies if a person's birth has been registered in British Columbia and an amendment to the registration is desired respecting the person's sex designation.

(2) A person may apply to the registrar general for an amendment to the sex designation on the person's birth registration by providing all of the following in the form required by the registrar general:

- (a) an application setting out the desired amendment;
- (b) a declaration, made by the applicant, stating that the applicant has assumed, identifies with and intends to maintain the gender identity that corresponds with the desired sex designation;
- (c) a statement from one of the following persons that confirms that the sex designation on the applicant's birth registration does not correspond with the applicant's gender identity:
  - (i) a practising registrant of the College of Physicians and Surgeons of British Columbia;
  - (ii) a practising registrant of the College of Psychologists of British Columbia;
  - (iii) in the case of an applicant who resides outside British Columbia, a person who is practising and who is authorized, in another province or territory, to practise a health profession equivalent to that practised by a person referred to in subparagraph (i) or (ii);
- (d) in the case of a minor, the consent of all parents having guardianship and all other guardians of the minor.

(3) The minister may waive or modify a requirement of subsection (2)

- (a) on application in the form required by the minister, made by the person desiring the amendment to the person's birth registration, and

(b) if satisfied that the waiver or modification would be in the person's best interests.

(4) On being satisfied that an application under subsection (2) is made in good faith and on payment of the prescribed fee, the registrar general must amend the person's birth registration.

(5) A birth certificate issued after the making of an amendment under this section must be prepared as if the person's original birth registration had been made containing the sex designation as amended.

### **Registrations fraudulently or improperly obtained**

**28** If, after the notice to and hearing of those interested parties as the registrar general considers proper, the registrar general is satisfied that a registration under this Act was fraudulently or improperly obtained, the registrar general may order that it be cancelled, and after that a certificate must not be issued in respect of the registration.

### **Corrections of errors and omissions**

**29** (1) and (2) [Repealed 2002-74-22.]

(3) If on receipt and examination of a registration it appears to the registrar general that an error or omission exists in the registration, the registrar general must inquire into the matter and may correct the error or omission on production of evidence of the error or omission satisfactory to the registrar general.

(4) If after a registration has been filed by the registrar general, it is reported to the registrar general that an error or omission exists in the registration, the registrar general must inquire into the matter, and may correct the error or omission on production of evidence of the error or omission satisfactory to the registrar general verified by affidavit and on payment of the prescribed fee.

(5) If, after the correction of an error or omission application is made for a certificate, the certificate must be prepared as if the registration had been made containing correct particulars at the time of registration, except that a photostatic copy or photographic print of the registration must include both the original information and all amendments made under subsections (3) and (4).

### **Appeal from decision of registrar general**

**30** (1) A person who wishes to dispute a decision of the registrar general to either accept or refuse an application for registration of a birth, stillbirth,

marriage or death may, within one year of the registrar general's decision, make an application to the Supreme Court for an order requiring the registrar general

(a) to accept the application for registration and register the birth, stillbirth, marriage or death, as applicable, or

(b) to reject the application for registration and cancel any registration of the birth, stillbirth, marriage or death, as applicable, that was made.

(2) On an application under subsection (1), the court may make an order described in that subsection if the court

(a) is satisfied

(i) that the application is made in good faith, and

(ii) of the truth and sufficiency of the evidence adduced on the application, and

(b) considers the standards respecting delayed registration set out in the regulations for the guidance of the registrar general.

(3) [Repealed 2004-55-10.]

(4) The clerk of the court must promptly send a copy of an order under subsection (2) to the registrar general, who must comply with the order and attach the copy to the registration.

(5) If an application for a certificate or a search in respect of the registration of a birth, stillbirth, marriage or death is refused by the registrar general, an application may be made to the Supreme Court for an order under subsection (7).

(6) An application under subsection (7) must be made within one year of the refusal by the registrar general.

(7) On an application respecting a refusal referred to in subsection (5), the court may, on being satisfied that

(a) the application is made in good faith, and

(b) the applicant has good reason for requiring the certificate or search

order the registrar general to issue the certificate or make the search.

(8) The clerk of the court must promptly forward a copy of the order to the registrar general, who must comply with it.

(9) Any interested person may appeal to the Supreme Court if the registrar general makes an order to cancel

- (a) a registration under section 28, or
- (b) a certificate under section 40.1 (2).

(10) An appeal under subsection (9) may be heard at any time after the order being appealed is made.

(11) On an appeal under subsection (9), the court may make an order confirming or setting aside the order of the registrar general, and the order of the court is final and is binding on the registrar general.

(12) An application or appeal must not be made under this section unless at least 30 days' notice of the hearing of the application has been served on the registrar general, accompanied by

- (a) a statement of the particulars of the application, and
- (b) a copy of each paper intended to be produced to the court on the hearing of the application or appeal.

### **The Vital Statistics Agency**

**31** (1) There must be a Vital Statistics Agency in the minister's ministry.

(2) The registrar general of vital statistics must be appointed under the *Public Service Act* to supervise the work of the Vital Statistics Agency.

### **Repealed**

**32** [Repealed 2002-74-25.]

### **Vital statistics registrars**

**33** (1) The minister may appoint vital statistics registrars necessary for carrying out this Act.

(2) [Repealed 2014-14-119.]

### **Enforcement duties of vital statistics registrars**

**34** A vital statistics registrar must

- (a) under the supervision and direction of the registrar general and in accordance with the regulations, enforce this Act, and
- (b) immediately report any violation of this Act to the registrar general.

### **Searches of registration records**

**35** (1) If a person applies in the form required by the registrar general and pays the prescribed fee, and if the registrar general is satisfied that the information is not to be used for an unlawful or improper purpose, the registrar general must make a search for the registration of any birth, stillbirth, marriage, death, change of name or adoption.

(2) The registrar general must make a written report on the search to the person who applied under subsection (1) stating whether or not the birth, stillbirth, marriage, death, change of name or adoption is registered or recorded and the report must not contain further information.

### **Birth certificates**

**36** (1) A certificate of birth may be issued by the registrar general, on application in the form required by the registrar general and on payment of the prescribed fee, only to the following persons:

- (a) the person who is the subject of the certificate;
- (b) a parent of the person who is subject of the certificate, if that person is less than 19 years of age or is incapable;
- (c) a guardian of the person who is subject of the certificate, if that person is less than 19 years of age or is incapable;
- (d) a person who has written authorization from a person described in paragraph (a), (b) or (c) to be issued the certificate;
- (e) an officer of any provincial government or the government of Canada who requires the certificate for use in the discharge of official duties;
- (f) any other person who satisfies the registrar general concerning the good faith of the person's cause for requiring the certificate.

(2) A birth certificate must contain all of the following:

- (a) the name of the person;
- (b) the date of birth;
- (c) the place of birth;
- (d) the sex of the person;
- (e) the date of registration;
- (f) the serial number of the registration.



(3) A birth certificate may contain the names and places of birth of the parents.

(4) Subject to sections 63 (2) and 64 (3) of the *Adoption Act*, a certified copy or certified electronic extract of a registration of birth, or of a portion of the copy or extract, may be issued, on application in the form required by the registrar general and on payment of the prescribed fee, by the registrar general only to the following persons:

- (a) a person who is eligible to receive a certificate of birth under subsection (1);
- (b) a parent of the person who is the subject of the registration, regardless of the age or capability of that person;
- (c) if the person described under subsection (1) (a) is deceased, the nearest living relative of that person;
- (d) a person who requires the copy or extract to comply with section 32 (b) of the *Adoption Act*;
- (e) a medical health officer designated under the *Public Health Act* who requires the copy or extract for use in the discharge of official duties;
- (f) any person, if
  - (i) the person described under subsection (1) (a) has been deceased for 20 years or more, or
  - (ii) more than 120 years have passed since the birth of the person described under subsection (1) (a);
- (g) any other person who satisfies the registrar general concerning the good faith of the person's cause for requiring the copy or extract.

### **Marriage certificates**

**37** (1) A certificate of marriage may be issued by the registrar general, on application in the form required by the registrar general and on payment of the prescribed fee, only to the following persons:

- (a) either party to the marriage;
- (b) a person who has written authorization from a person described in paragraph (a) to be issued the certificate;
- (c) an officer of any provincial government or the government of Canada who requires the certificate for use in the discharge of official duties;

- (d) any other person who satisfies the registrar general concerning the good faith of the person's cause for requiring the certificate.
- (2) A certified copy or certified electronic extract of a registration of marriage may be issued by the registrar general, on application in the form required by the registrar general and on payment of the prescribed fee, only to the following persons:
- (a) a person who is eligible to receive a certificate of marriage under subsection (1);
  - (b) if a person described under subsection (1) (a) is deceased, the nearest living relative of that person;
  - (c) any person, if
    - (i) both parties described under subsection (1) (a) have been deceased for 20 years or more, or
    - (ii) more than 75 years have passed since the marriage of the parties described under subsection (1) (a);
  - (d) any other person who satisfies the registrar general concerning the good faith of the person's cause for requiring the copy or extract.

### **Death certificate**

- 38** (1) Subject to subsection (2), any person, on application in the form required by the registrar general, the furnishing of information satisfactory to the registrar general and the payment of the prescribed fee, may obtain from the registrar general a certificate of death.
- (2) A certificate issued in respect of the registration of a death must not be issued in a manner as to disclose the cause of death as certified on the medical certificate, except
- (a) on the authority in writing of the deputy minister, or
  - (b) on the order of a court.
- (3) A certified copy or certified electronic extract of a registration of a death or stillbirth may be issued by the registrar general, on application in the form required by the registrar general and on payment of the prescribed fee, only to the following persons:
- (a) the nearest living relative of the deceased;
  - (b) a medical practitioner or nurse practitioner who requires the copy or extract for use in the treatment of a member of the

deceased's immediate family, if the family member's illness, in the opinion of the medical practitioner or nurse practitioner, may be life threatening;

(c) a person who is authorized by a court order to be issued the copy or extract;

(d) an officer of any provincial government or the government of Canada who requires the copy or extract for use in the discharge of official duties;

(e) any person, if more than 20 years have passed since the death of the deceased;

(f) any other person who satisfies the registrar general concerning the good faith of the person's cause for requiring the copy or extract.

(4) Any person, on application in the form required by the registrar general and payment of the prescribed fee, may, before the inclusion of the registration in any return to the registrar general, obtain from a vital statistics registrar a certificate in the form required by the registrar general of a death of which there is a registration in the vital statistics registrar's office.

(5) Except under subsection (4), no certificate and no certified copy or certified electronic extract must be issued by a vital statistics registrar.

### **Certificates generally**

**39** (1) [Repealed 2002-74-30.]

(2) The registrar general may refuse to issue a certificate, certified copy or certified electronic extract if the registrar general has reason to believe that the document is to be used for an unlawful or improper purpose.

(3) A vital statistics registrar may refuse to issue a certificate of death if the vital statistics registrar has reason to believe that the document is to be used for an unlawful or improper purpose.

(4) The deputy minister may, by a written order signed by the deputy minister and directed to the registrar general, require the registrar general, when issuing a certificate, certified copy or certified electronic extract under this section,

(a) to dispense with the production of the authority in writing of the deputy minister required under section 38 (2), or

(b) to dispense with the production of that written authority in the cases, or in the circumstances, as the deputy minister may set out in the order.

(5) The registrar general must comply with an order under subsection (4).

(6) If the deputy minister has issued an order under subsection (4), the deputy minister may at any time amend or revoke it or issue a further order under it.

### **Who is to issue certificates**

**40** (1) Except as provided in section 38 (4), a certificate, certified copy or certified electronic extract issued under section 36, 37, 38 or 39 must be issued by the registrar general.

(2) A person other than a person authorized under this Act to do so must not issue any document that purports to be issued under this Act.

(3) If the signature of

(a) the registrar general or acting registrar general is required for any purposes of this Act, or

(b) a vital statistics registrar specifically designated in writing by the registrar general is required on any certificate issued under this Act,

the signature may be written or reproduced by any method.

(4) Unless cancelled under section 40.1, a document or certificate issued under this Act under the signature of a person described in subsection (3) is valid, even if the signatory ceased to hold office before the issue of the document or certificate.

### **Cancellation of certificates**

**40.1** (1) The registrar general may order that a certificate be cancelled on or after the occurrence of any of the following events in respect of a person named in the certificate:

(a) the registration of birth is amended under section 3;

(b) an amendment to a birth registration in respect of a name is made under section 4.1 (4) (a);

(c) the registration of a foundling is cancelled under section 8 (7) (b);

(d) an amendment to a birth registration in respect of a given name is made under section 10 (3);

- (e) an adoption order is registered and the original birth registration amended under section 12;
- (f) a marriage is annulled;
- (g) a death;
- (h) an amendment to a birth or marriage registration in respect of a change of name is made under section 26 (1) (a);
- (i) an amendment to a birth registration in respect of a sex designation is made under section 27 (4);
- (j) a registration is cancelled under section 28;
- (k) an error or omission is corrected under section 29.

(2) The registrar general may order that a certificate be cancelled if, after the notice to and hearing of those interested parties as the registrar general considers proper, the registrar general is satisfied that the certificate

- (a) was obtained, or is being possessed or used, fraudulently or for improper purposes,
- (b) is being used in a manner that violates this Act or the regulations, or
- (c) is invalid for any reason other than a reason listed under subsection (1).

(3) If a certificate is cancelled under subsection (1) or (2), the registrar general may make an order requiring the delivery, to the registrar general, of

- (a) the certificate, and
- (b) any certified copy or certified electronic extract of the registration on which the certificate was based.

(4) If an order is made under subsection (3), any person having possession or control of the certificate, certified copy or certified electronic extract must deliver it to the registrar general within the time specified by the registrar general.

### **Certificates or copies as evidence**

- 41** (1) Subject to subsection (3), a certificate, or a certified copy or certified electronic extract of a registration, is admissible in court as evidence of the facts recorded in the certificate, certified copy or certified electronic extract, as applicable.

(2) It is not necessary to prove the signature or official position of the person who has signed a certificate, certified copy or certified electronic extract described under subsection (1).

(3) A certificate that has been cancelled under section 40.1, or a certified copy or certified electronic extract of a registration that has been cancelled under section 8 or 28, is admissible in court as evidence only

(a) of the fact of the certificate, certified copy or certified electronic extract having been issued, and

(b) of the information contained on the face of the certificate or registration, without being evidence of the truth of that information.

### **Information-sharing agreements**

**41.1** (1) The registrar general may enter into an information-sharing agreement with a body listed in subsection (2), under which information from the records in the office of the registrar general or of a vital statistics registrar may be disclosed, including disclosure of information

(a) on a bulk or regular basis, and

(b) that would be considered "personal information" under the *Freedom of Information and Protection of Privacy Act*.

(2) The registrar general may enter into an information-sharing agreement under subsection (1) only with the following bodies:

(a) an agency or ministry of the government of British Columbia, of another province, or of Canada, including a Crown corporation;

(b) an aboriginal government, an educational body, a health care body or a social services body, as those terms are defined in the *Freedom of Information and Protection of Privacy Act*;

(c) a public body in another jurisdiction of Canada that is equivalent to one described in paragraph (b);

(d) a prescribed body that is public in nature.

(3) An information-sharing agreement under subsection (1) must identify all of the following:

(a) the persons, by name, title or position, who may have access to the information under the agreement;

(b) the circumstances in which information may be disclosed under the agreement;

- (c) the limits, if any, on
    - (i) the disclosure of information by the registrar general under the agreement, and
    - (ii) the use or disclosure of the information obtained under the agreement by persons identified under paragraph (a);
  - (d) the conditions, if any, on the disclosure of information under the agreement, including
    - (i) conditions respecting the storage of disclosed information by persons identified under paragraph (a), and
    - (ii) conditions respecting the monitoring of compliance with the agreement;
  - (e) the term of the agreement and the circumstances in which the agreement may be renewed, suspended or terminated.
- (4) An information-sharing agreement under subsection (1)
- (a) is not effective until the agreement is approved by order of the minister, and
  - (b) must not be amended except with approval by order of the minister.
- (5) An order under subsection (4) (a) must identify all of the following:
- (a) the information-sharing agreement, by referring to the parties to the agreement and the date on which the agreement is executed;
  - (b) the type or nature of the information that may be disclosed;
  - (c) the purpose for which the disclosed information may be collected or used.
- (6) Despite subsection (4), the registrar general may enter into or amend an information-sharing agreement as described in subsection (1) without approval of the minister if all of the following conditions are met:
- (a) the information being disclosed is limited to information respecting the registration of births or deaths;
  - (b) the information is being disclosed only to an agency or ministry of the government of British Columbia, of another province, or of Canada, including a Crown corporation;

- (c) the information is being disclosed only for the purpose of verifying information held by the agency or ministry, or determining entitlement to a benefit, privilege or other interest;
- (d) the information-sharing agreement identifies the information set out in subsection (3) and is signed by the agency or ministry and the registrar general.

### **Power to take affidavits**

**42** The registrar general, inspector and every vital statistics registrar has, for the purposes of this Act only, the powers of a commissioner for taking affidavits for British Columbia.

### **Power to obtain additional evidence**

**42.1** If the registrar general is not satisfied as to the truth and sufficiency of a record or statement, or of evidence, required to be given under this Act, the registrar general may, in order to obtain additional evidence as may be necessary,

- (a) require the attendance of the person who provided the record, signed the statement or gave the evidence, or of any other person, and
- (b) examine that person respecting any matter relating to that record, statement or evidence.

### **Publication of statistical information**

**43** The registrar general may compile, publish and distribute statistical information respecting the births, stillbirths, marriages, deaths, adoptions and changes of name registered during any period the registrar general may consider necessary and in the public interest.

### **Annual report**

**44** As soon as convenient after January 1 in each year, the registrar general must make, for the use of the Legislative Assembly and for public information, a statistical report of the births, stillbirths, marriages, deaths, adoptions and changes of name registered during the preceding calendar year.

### **Records property of government**

**45** (1) All records, books and other documents pertaining to any office under this Act are the property of the government.



(2) If a vacancy occurs in any office under this Act, the person who has the possession, custody or control of books, records or other documents pertaining to the office must give up possession of and deliver them to the successor in office or to any person appointed by the registrar general to demand and receive them.

(3) A person who fails to comply with subsection (2) commits an offence.

### **Confidential information**

**46** (1) A vital statistics registrar or a person employed in the service of the government must not

(a) communicate or allow to be communicated to any person not entitled to it any information obtained under this Act, or

(b) allow the person to inspect or have access to records containing information obtained under this Act.

(2) Nothing in subsection (1) prohibits the completion, furnishing or publication of statistical data that does not disclose specific information with respect to a particular person.

### **Repealed**

**47** [Repealed 2014-14-128.]

### **Establish forms**

**48** The registrar general may establish the forms to be used for the purposes of this Act and, unless specified by this Act, the particulars to be included in a certificate issued under this Act.

### **Failure to carry out duties**

**49** (1) A person who fails to give a notice or to furnish any statement, certificate or particulars required under this Act, within the time limited by this Act, commits an offence and is liable on conviction to a fine of not more than \$50 000.

(2) If more than one person is required to give a notice or to register or to furnish any statement, certificate or particulars required under this Act and the duty is carried out by any of those persons, the other or others are absolved from the performance of the duty.

### **Interference with public notice**

- 50** A person who wilfully removes, defaces or destroys a public notice relating to the registration of births, stillbirths, marriages or deaths commits an offence.

### **Failure to obtain permit for transportation of body**

- 51** (1) Subject to subsection (2) and any other Act, a common carrier transporting or carrying, or accepting through its agents or employees for transportation or carriage, the body of a deceased person without the disposition permit issued under this Act commits an offence.
- (2) If the death occurred outside British Columbia and the body is accompanied by a disposition permit issued in accordance with the law in force where the death occurred, the disposition permit is sufficient to authorize the transportation or carriage of the body into or through British Columbia.

### **Prohibition against other registration systems**

- 52** A system of registration of births, deaths or marriages must not be maintained or continued in British Columbia other than as authorized by this Act.

### **Requirements for prosecutions**

- 53** (1) A prosecution must not be commenced under this Act without the consent of the deputy minister.
- (2) A prosecution under this Act must be commenced within 10 years after the offence.

### **Power to make regulations**

- 54** (1) The Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.
- (2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:
- (a) prescribing the duties of and records to be kept by the vital statistics registrars;
  - (b) designating the persons who may have access to or may be given copies of or information from the records in the office of the registrar general or of a vital statistics registrar and prescribing an oath of secrecy to be taken by those persons;

(b.1) prescribing bodies with which the registrar general may enter into information-sharing agreements under section 41.1 (2) (d);

(c) providing for the registration of births, stillbirths, marriages, deaths, adoptions or changes of name in cases not otherwise provided for in this Act;

(c.1) in respect of a child born as a result of assisted reproduction, respecting the information that must be provided on registration of the child's birth;

(d) prescribing the fees to be paid for searches, certificates and anything done or permitted to be done under this Act or section 63 or 64 of the *Adoption Act*;

(e) providing for the waiver of payment of prescribed fees in favour of any person or class of persons;

(f) designating the persons who may sign registrations;

(g) prescribing the evidence on which the registrar general may register a birth, stillbirth, marriage or death after one year from the date of it;

(h) prescribing the evidence on which the registrar general may make a registration of birth under section 8 (1);

(i) [Repealed 2002-74-36.]

(j) respecting restrictions or prohibitions on the use of a birth, marriage or death certificate, or classes of those certificates.

(3) A regulation made under subsection (2) (c.1) may

(a) establish classes of persons and make regulations that are different for different classes of persons, and

(b) adopt by reference, in whole or in part and with any changes the Lieutenant Governor in Council considers appropriate, a regulation, code, standard or rule

(i) enacted as or under a law of another jurisdiction, including a foreign jurisdiction, or

(ii) set by a provincial, national or international body or any other body that may make codes, standards or rules.

(4) Unless otherwise stated, a code, standard or rule referred to in subsection (3) is adopted as amended from time to time.



## OFFICIAL BIRTH CERTIFICATES

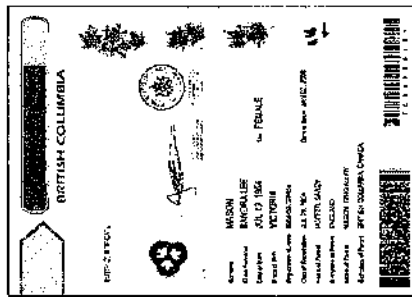
A birth certificate is the foundation identity document. Your child needs a birth certificate to obtain access to many government programs and benefits.

The certificate is 12.5 cm wide by 17.6 cm high. As a fraud prevention measure, birth certificates in Canada are printed on special certificate paper with unique security features.

The two types of birth certificates are shown below:

A parental birth certificate is required for your child to obtain a passport.

### Parental Birth Certificate

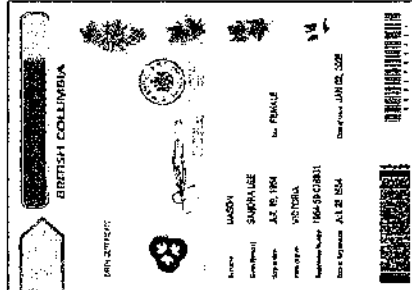


Includes:

- child's name
- date of birth
- place of birth
- sex
- name of parent(s)
- birthplace of parent(s)

**Cost:** \$ 27.00 per certificate

### Individual Birth Certificate



Includes:

- child's name
- date of birth
- place of birth
- sex

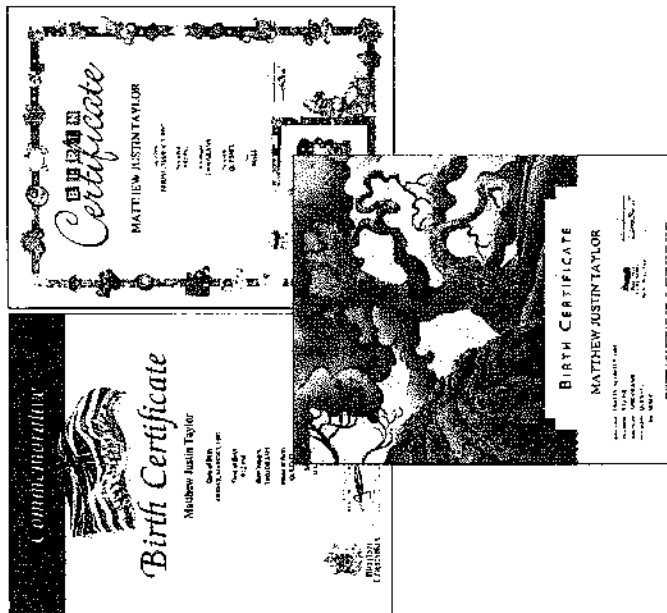
**Cost:** \$ 27.00 per certificate

For security purposes, only TWO of each type of Official Birth Certificate may be ordered.

## COMMEMORATIVE BIRTH CERTIFICATES

These large decorative certificates are a beautiful way to commemorate a birth. Each 28 cm x 35.5 cm certificate prominently presents the child's name, date of birth, time of birth, birth weight, place of birth, and sex.

Commemorative Birth Certificates are not used for official identification.



**Cost:** \$50.00 per certificate

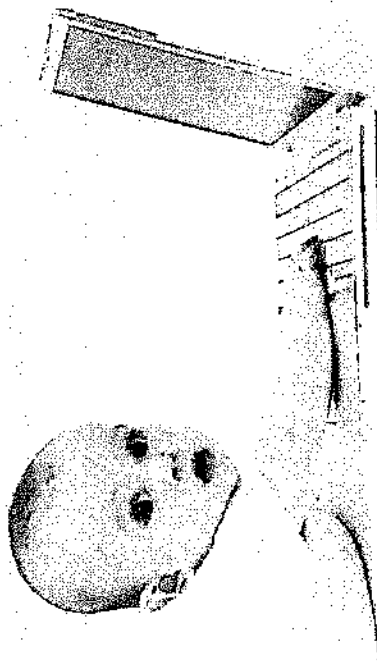
All 42 Commemorative Birth Certificates can be viewed on our website [www.vs.gov.bc.ca](http://www.vs.gov.bc.ca).

For more information, visit our website at [www.vs.gov.bc.ca](http://www.vs.gov.bc.ca)  
Contact Customer Service at:  
250-952-2681 (Victoria & outside BC)  
or Toll Free at 1-888-876-1633 (within BC)



Vital Statistics Agency

## Online Birth Registration



So easy, some babies may try to register themselves.

Our **Online Birth Registration Service** makes it quick and easy to complete up to five applications with one visit.

- Register your baby's birth and legal name
- Apply for your baby's first birth certificate
- Enrol your baby in the Medical Services Plan for B.C. Residents
- Apply for Canada Child Benefits
- Apply for your baby's Social Insurance Number



Vital Statistics Agency

# REGISTERING THE BIRTH OF YOUR NEWBORN

Naming a child and registering the birth are important responsibilities because registration is the only way to create a permanent legal record of a person's birth. There is no cost to register a child within 30 days of the birth; however, there may be a fee for registrations submitted after this time.

**By law, you must register the birth and legal name of your child within 30 days of the birth.**

**BIRTH REGISTRATION SERVICES**

At the same time that you register your child's birth, you have the option to apply for a birth certificate, Medical Services Plan coverage, Canada child benefits, and a Social Insurance Number.

**MEDICAL SERVICES PLAN FOR  
B.C. RESIDENTS**

If you have Medical Service Plan (MSP) coverage, you can enrol your baby in MSP when you register the birth. To apply, the mother gives her consent for the BC Vital Statistics Agency to release her newborn's information to Health Insurance BC (HIBC), which administers MSP.

For further information, including information about the collection and use of personal information and eligibility, contact HIBC at 604-683-7151 from the Lower Mainland, or 1-800-663-7100 from the rest of B.C. Visit the website at: [www.hibc.gov.bc.ca](http://www.hibc.gov.bc.ca).

## APPLYING FOR CANADA CHILD BENEFITS



Canada Revenue  
Agency

To apply for Canada child benefits, the mother needs to provide her Social Insurance Number, and authorize the release of the necessary information to the Canada Revenue Agency. For further information, including information relating to your privacy rights, go to [www.cra.gc.ca/aba](http://www.cra.gc.ca/aba) or call 1-800-387-1193.

**APPLYING FOR A SOCIAL INSURANCE NUMBER**

Service <sup>11</sup>Canada

**Service  
Canada**

This optional service allows parents to apply for their child's Social Insurance Number (SIN), which is required to access various Government of Canada programs and benefits, including the Canada Learning Bond and the Canada Education Savings Grant.

To apply for your newborn's SIN, simply provide your consent and the necessary information will be forwarded to Service Canada. Service Canada will process the request and mail your newborn's SIN directly to you. There is no fee to apply.

For further information, including information relating to your privacy rights, go to [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca).

## FREQUENTLY ASKED QUESTIONS

## Who should register my baby's birth online?

If the mother and father are both being recorded on the birth registration, then both must be present at the computer. If the father is not being recorded on the registration, the mother may complete the registration on her own.

### Can I list a parent other than the father?

If the birth of your child was the result of assisted reproduction, it may be possible to record another parent; however, **you will not be able to register your baby's birth online**. If this is applicable to your situation, please contact the Vital Statistics Agency to obtain a paper birth registration form. A helpful guide may be found on our website at: [www.vsa.gov.bc.ca](http://www.vsa.gov.bc.ca).

## Is it safe to register my baby's birth online?

Yes. We are committed to protecting your privacy and keeping your information secure. The latest technology is used to ensure your child's birth registration information is transmitted safely.

### Why should I use this service?

Electronic Birth Registration is the fastest and easiest way to register your child, get a birth certificate, and apply for MSP coverage. Canada child benefits, and a SIN. Applying online saves you the extra work of repeating the same information on four forms.

**What do you mean by maiden surname?**

The mother's maiden surname is the last name on her birth certificate, or, if a legal change of name is completed, the last name on her change of name certificate. In Canada, the mother's maiden surname is always listed on the child's birth registration and the parental birth certificate, even if she is married.

**I don't have a credit card. Can I still register my baby's birth online?**

Yes. Birth registration is free if completed within 30 days. You only need a credit card if you are ordering a birth certificate. It is not mandatory to order a birth certificate when you register your newborn.

### What if I don't have access to a computer or Internet?

You can request a paper birth registration form that can be submitted by mail or in person to a Vital Statistics Agency or Service BC office. To request a form, call 250-952-2681 in Victoria or 1-888-876-1633 elsewhere in B.C.

**How long will it take for me to receive my baby's birth certificate?**

if all of the necessary information is correctly completed, processing and mail time is approximately 3 weeks.

**BEFORE YOU BEGIN**

**You will need the following before beginning to register your baby's birth:**

- ✓ Approximately 20 minutes on a computer.
- ✓ The presence of the mother, and father if both are being recorded on the child's birth registration.
- ✓ The date of the child's birth.
- ✓ The child's first, middle (if applicable), and last names.
- ✓ The name of the hospital or other place in B.C. where the birth took place.
- ✓ The birth mother's maiden surname and Personal Health Number.
- ✓ The father's information if he is to be included on the registration.
- ✓ A credit card if you want to apply for a birth certificate when you register your child (VISA, MasterCard, or American Express). Birth certificates are \$27.00 each.



Vital Statistics  
Agency

# NOTICE OF A LIVE BIRTH OR STILLBIRTH

DOCUMENT CONTROL NUMBER

REGISTRATION NUMBER

<b>MOTHER</b>	MAIDEN SURNAME (SURNAME ON BIRTH CERTIFICATE)				GIVEN NAMES								
	CURRENT SURNAME (IF DIFFERENT FROM SURNAME ON BIRTH CERTIFICATE)												
	MONTH (BY NAME)		DAY	YEAR	AGE	PERSONAL HEALTH NUMBER		TELEPHONE NUMBER ( )					
	DATE OF BIRTH		(HOUSE NO.)		(STREET)		(CITY OR MUNICIPALITY, PROV/STATE, COUNTRY)						
<b>CHILD</b>	POSTAL CODE		TOTAL PREGNANCIES		TOTAL LIVE BIRTHS		TOTAL STILLBIRTHS		TOTAL ABORTIONS (SPONTANEOUS AND INDUCED)		ABORIGINAL? <input type="checkbox"/> YES <input type="checkbox"/> NO		
											LIVES ON RESERVE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	CITY OF BIRTH				WAS CHILD BORN ALIVE? <input type="checkbox"/> YES <input type="checkbox"/> NO				TIME OF BIRTH (24-hour clock) :				
	MONTH (BY NAME)		DAY	YEAR	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> AMBIGUOUS								
<b>MEDICAL INFORMATION</b>	PLACE OF BIRTH	HOSPITAL NUMBER		HOSPITAL NAME									
		LOCATION (IF THE BIRTH DID NOT OCCUR IN A HOSPITAL, GIVE THE STREET ADDRESS WHERE THE BIRTH OCCURRED)										POSTAL CODE	
<b>PHYSICIAN, NURSE PRACTITIONER, OR REGISTERED MIDWIFE</b>	KIND OF BIRTH <input type="checkbox"/> SINGLE <input type="checkbox"/> TWINS <input type="checkbox"/> TRIPLETS <input type="checkbox"/> 4+ _____				IF MULTIPLE BIRTH - BIRTH ORDER		CHILD'S PERSONAL HEALTH NUMBER						
	CHILD'S HOSPITAL ADMISSION NUMBER		APGAR SCORE AT ONE MINUTE		FIVE MINUTES		BIRTH WEIGHT		GESTATION PERIOD				
							GRAMS		WEEKS				
	HEAD CIRCUMFERENCE (cm)		BODY LENGTH (cm)		IF STILLBORN, DID DEATH OCCUR BEFORE LABOUR <input type="checkbox"/> B DURING LABOUR <input type="checkbox"/> D								
MODE OF DELIVERY		SPONTANEOUS VERTEX <input type="checkbox"/> S BREECH <input type="checkbox"/> B		ASSISTED DELIVERY FORCEPS <input type="checkbox"/> F VACUUM <input type="checkbox"/> V		1ST <input type="checkbox"/> 1 2ND <input type="checkbox"/> 2 3RD + <input type="checkbox"/> 3		CAESAREAN					
• INFANT ABNORMALITY →		DESCRIBE											
• SPECIAL MEASURES: Type & Reason →		DESCRIBE											
• MATERNAL COMPLICATIONS OF PREGNANCY, LABOUR OR DELIVERY →		DESCRIBE											
• REASON FOR ASSISTED DELIVERY →		DESCRIBE											
<b>PHYSICIAN, NURSE PRACTITIONER, OR REGISTERED MIDWIFE</b>	SURNAME (PRINTED)				GIVEN NAMES				* MSP BILLING NUMBER (MANDATORY)				
	SIGNATURE X _____				DATE SIGNED: _____				MONTH (By Name) DAY YEAR				

The information on this form is collected under the authority of the Vital Statistics Act (RSBC 1996, c 479 s 2(2)). The information provided will be used to fulfill the requirements of the Vital Statistics Act for the registration of this birth and to provide statistical and demographic information required for the administration of the provincial health care system. If you have any questions about the collection or use of this information, please contact a Vital Statistics Client Service Representative at 250-952-2681. This information is protected from unauthorized use and disclosure in accordance with the Freedom of Information and Protection of Privacy Act and may be disclosed only in accordance with that Act.







# STATUTORY DECLARATION Re: Correction of Error or Omission in Birth Registration

Please read the instructions and documentation requirements on the reverse.

APPLICANT'S INFORMATION		
NOTE: Please PRINT your name, address and identifying information clearly. This portion will be used when mailing your service or correspondence.		FOR OFFICE USE ONLY: AFS#
SURNAME	GIVEN NAMES	
MAILING ADDRESS		
CITY, PROVINCE/STATE, COUNTRY		POSTAL CODE
HOME PHONE (INCLUDING AREA CODE)	WORK PHONE (INCLUDING AREA CODE)	IF COMPANY, ATTENTION:

BIRTH AS CURRENTLY REGISTERED		
EVENT SURNAME (IF MARRIED WOMAN, GIVE SURNAME ON BIRTH CERTIFICATE)		GIVEN NAME(S)
		SEX
MONTH	DATE OF BIRTH DAY	YEAR
PLACE OF BIRTH (CITY, TOWN OR VILLAGE)		
SURNAME OF FATHER/PARENT		GIVEN NAME(S)
		BIRTHPLACE OF FATHER/PARENT (CITY, PROV/STATE, COUNTRY)
MAIDEN SURNAME OF MOTHER		GIVEN NAME(S)
		BIRTHPLACE OF MOTHER (CITY, PROV/STATE, COUNTRY)
REGISTRATION #		

CORRECTION OF ERROR OR OMISSION
The following items of information are incorrect or missing:
The items listed above, should read as follows:

DECLARATION		
<ul style="list-style-type: none"><li>• I/We desire the correction(s) as shown above to be made pursuant to the <i>Vital Statistics Act</i>.</li><li>• I/We have enclosed all certificates in my/our possession that relate to this event and understand that they will not be returned on completion of this alteration/amendment.</li><li>• I/We understand that all certificates affected by this correction will be ordered cancelled under Section 40.1 of the <i>Vital Statistics Act</i>.</li><li>• I/We 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.</li></ul>		
Declared before me at _____	} * (SIGNATURE OF MOTHER OR DECLARANT)	
in the Province of British Columbia, this _____ (DAY)		* (SIGNATURE OF FATHER/PARENT OR DECLARANT)
day of _____ (MONTH) , _____ (YEAR)		SIGNATURE OF LAWYER, NOTARY PUBLIC OR COMMISSIONER FOR TAKING AFFIDAVITS
* Please note: The signature of both parents is required for a change to the birth record of a minor.		

Please complete the Services/Fees area on the reverse before submitting this request.

## Corrections of Error or Omission in Registration

**Before proceeding, if the change required is to add the father's particulars to a birth registration, please contact our office at the number below for assistance.**

To make the required change, the following is required:

1. Completion of this form, "Statutory Declaration Re: Error or Omission in Birth Registration".

**Please note:** When completing a Statutory Declaration, the signature(s) must be witnessed by a person authorized for taking oaths and affidavits. Legislation allows those who are specifically authorized to witness signatures to charge a fee for this service. You may wish to check with the office in advance to determine this fee.

2. Provide proof to support the requested change. Acceptable evidence would be:

- \* Certified copy of Birth certificate
- \* Certified copy of Canadian citizenship papers/card
- \* Certified copy of Canadian Permanent Resident card
- \* Certified copy of Landed immigrant papers  
(not acceptable if issued for travel purposes only)

*A Certified copy is a photocopy of a document, authenticated by an authorized official such as a Lawyer, Notary Public or Commissioner for Taking Affidavits, as a true photocopy of the original document.*

3. Payment of the legislated fee for a correction or omission in registration.\*
4. The issuance of a certificate reflecting a correction may be ordered following the change.

**Please note:** All previous issued certificates that will be affected by the requested correction must be returned to the Vital Statistics Agency with this request for an amendment or correction to a record as the certificate(s) will no longer be valid, following the amendment.

CONTACT US FOR SERVICE OR GENERAL INFORMATION					
MAILING ADDRESS & TELEPHONE NUMBER	VITAL STATISTICS AGENCY OFFICES				
Vital Statistics Agency PO Box 9657 Stn Prov Govt Victoria BC V8W 9P3  <b>ENQUIRIES &amp; CREDIT CARD ORDERS</b> Telephone: 250 952-2681 (Victoria & Outside BC) Toll Free: 1 888 876-1633 (within BC)  Website: www.vs.gov.bc.ca	<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Victoria Location:</b>                          818 Fort Street                          Victoria BC V8W 1H8                     </td> <td style="width: 50%; vertical-align: top;"> <b>Kelowna Location:</b>                          305 - 478 Bernard Avenue                          Kelowna BC V1Y 6N7                     </td> </tr> <tr> <td colspan="2" style="vertical-align: top;"> <b>Vancouver Location:</b>                          250 - 605 Robson Street                          Vancouver BC V6B 5J3                     </td> </tr> </table>	<b>Victoria Location:</b> 818 Fort Street Victoria BC V8W 1H8	<b>Kelowna Location:</b> 305 - 478 Bernard Avenue Kelowna BC V1Y 6N7	<b>Vancouver Location:</b> 250 - 605 Robson Street Vancouver BC V6B 5J3	
<b>Victoria Location:</b> 818 Fort Street Victoria BC V8W 1H8	<b>Kelowna Location:</b> 305 - 478 Bernard Avenue Kelowna BC V1Y 6N7				
<b>Vancouver Location:</b> 250 - 605 Robson Street Vancouver BC V6B 5J3					

### SERVICES/FEES

\* The fee for the Correction of Error or Omission in Registration is \$27.00 and does not include a new certificate. If you wish to order new certificate(s) please complete the following and add the additional payment to the total. The birth certificate is available in 2 versions. One contains individual information only, the other also includes parental information. Both are the same size (12.5cm x 17.6cm). The two versions are mailed separately.

Certificate Type	Regular Service	Courier Service*
	\$27.00 per certificate (average 2 to 5 days processing time) <i>All services, other than courier services, will be mailed.</i>	\$60.00 per certificate
<b>Birth Certificate</b>	<input type="checkbox"/> Certificate (Individual Information only) 12.5 cm x 17.6 cm <input type="checkbox"/> Certificate (Includes Parental Information) 12.5 cm x 17.6 cm <input type="checkbox"/> Registration Photocopy, Regular Service - \$50.00 per photocopy (average 20 business days processing time)	<input type="checkbox"/> Certificate (Individual Information only) 12.5 cm x 17.6 cm <input type="checkbox"/> Certificate (Includes Parental Information) 12.5 cm x 17.6 cm <input type="checkbox"/> Registration Photocopy, Courier Service - \$60.00 per photocopy

\*NOTE: All services, other than courier services, will be mailed. Courier service requests are produced the next business day. Delivery time is dependent on shipping destination. Fee includes the cost of the search of our records. A certificate will be generated upon confirmation of a record held. If no record of the event is found, the fee will be applied to the search process. Courier Service will not be attempted at the following residence types: post office box, apartment complex, homes that utilize Super Box mailboxes and Basement suites. Instead, a delivery notice with instructions will be left at those residences and the package delivered to the nearest postal outlet. ID and signature will be required upon pick up.

The information on this form is collected under the authority of the *Vital Statistics Act (RSBC 1996, c479 s 3(1))*. The information provided will be used to correct the registration, produce certificates and provide statistical and demographic information required for the administration of the Health Care system. If you have any questions about collection and use of this information contact a Vital Statistics Client Service Representative at 250 952-2681, or write to the mailing address given above. Personal information will be used and disclosed in accordance with the privacy protection provisions of the *Freedom of Information and Protection of Privacy Act*.

### PAYMENT METHODS

- ☐ Cheque \*     ☐ Money Order     ☐ Visa     ☐ MasterCard     ☐ American Express

\* Postdated cheques not accepted

#### AMOUNT ENCLOSED FOR:

Correction                      \$      27.00

New Certificate (see fee above) \_\_\_\_\_

Total Amount Enclosed    \$ \_\_\_\_\_

Interac/Cash payment may be made in person at one of our three offices. Cheque or money order made payable to the Minister of Finance.

\_\_\_\_\_  
Card holder signature

\_\_\_\_\_  
PRINT Card holder name as shown on Credit Card

Credit Card # \_\_\_\_\_ Expiry date \_\_\_\_\_



## UNATTENDED BIRTH CHECKLIST

Completion of this form is **ONLY** required where the birth occurred in BC without the assistance of any medical practitioner, nurse practitioner or registered midwife.

Child's Name	Surname	First	Middle
Date of Birth	Month	Day	Year
Mother's Name	Surname	First	Middle
Telephone Number	Area Code	Telephone Number	AFS # For office use only

In addition to the Birth Registration submitted by the parents, normally the attending physician, nurse practitioner or registered midwife submits a Notice of Birth to the Vital Statistics Agency. Together these two documents provide strong evidence the child is entitled to receive a British Columbia birth certificate and Canadian Citizenship status. As the birth of your child was not attended by a physician, nurse practitioner or registered midwife, the Vital Statistics Agency requires additional documentation to confirm the details of the birth. Review this checklist and submit all of the documentation listed below to the following address:

Vital Statistics Agency  
PO BOX 9657, STN PROV GOVT  
Victoria, BC V8W 9P3

- ☐ Online Birth Registration or paper Birth Registration form
- ☐ Two Statutory Declarations
  - completed by 2 separate individuals who are not related to the birth parents
  - with each declarant's full name, complete address, postal code, telephone number and relationship to the mother
  - signed before a person authorized to take affidavits, and containing the following details:
    - ☐ presence and knowledge of the birth (if the above declarant was present at the birth)
    - ☐ knowledge of the birth (if the above declarant was NOT present at the birth)
    - ☐ date declarant saw the mother **before she gave birth** (if the above declarant was NOT present at the birth)
    - ☐ date declarant saw the mother **after she gave birth** (if the above declarant was NOT present at the birth)
    - ☐ sex of the child
    - ☐ child's full name
    - ☐ date and place of the child's birth
    - ☐ mother's full name, including her maiden surname
    - ☐ father's full name and address, if known
    - ☐ how long the declarant has known the parent(s) of the baby
    - ☐ how long the baby's parent(s) have been residing at their current address

☐ Supporting documentation:

**Note:** If the parents are unable to provide all supporting documents listed below, they should provide a letter stating the reasons why.

- proof of mother's residency in British Columbia at the time of this birth
- proof of pre-natal or post-natal care by a licensed medical practitioner
- proof of pre-natal or post-natal health unit visits
- proof of pregnancy (i.e. ultrasound or blood test)
- medical or baby supply receipts for purchases related to this birth
- letter from the father stating:
  - (1) he was present (or not present) at the birth
  - (2) mother's name (maiden and current surname)
  - (3) date and place of the child's birth
- if the mother of this child has given birth to other children in the Province of BC, please provide copies of their birth certificates. If photocopies are not available, provide a list of names, dates and places of birth for each child born in BC.


Each birth registration request is reviewed independently based on supporting information submitted. You may be required to further clarify or submit additional information.



## Gender (Sex) Change

Amendment to Birth Record		Approval
Change of Sex Designation	<p>Please note: Due to the nature of the amendment, any inquiries are to be referred to Ingrid Bloomfield, Regional Manager.</p> <p>For Reference:</p> <ul style="list-style-type: none"> <li>Transsexual Surgery is no longer a requirement.</li> <li>To make the required amendment, the completion of the following forms is required:           <ol style="list-style-type: none"> <li>Application for Change of Gender Designation (Adult) <a href="#">(PDF 062K)</a> or Application for Change of Gender Designation (Minor) <a href="#">(PDF 064K)</a></li> <li>Physician's or Psychologist's Confirmation of Change of Gender Designation <a href="#">(PDF 1.2K)</a></li> <li>Copy of the surgeon/physician or psychologist's licence to practice health profession, unless licenced to practice in British Columbia (Vital Statistics has the ability to verify these licences).</li> <li>The return of all previously issued birth certificates</li> <li>The payment of the Legislated Fees for the amendment (does not include issuance of a new birth certificate)</li> <li>Processing Time - 10 working days to process the application then mail time, if a new birth certificate has been ordered. When the Minister is required to waive consent, it could take a couple of months.</li> </ol> </li> </ul>	RG
	<p>Physician Provides Wrong Sex</p> <p>In order to change the sex, a statement from the physician is required stating that the sex is incorrect.</p> <p>This amendment type is #18 - VSR Update, do NOT use #6 - Supporting Documentation.</p>	ARM

## Correcting an Error in the Parents' Details

Amendments to Birth Record		Approval
Change to Parent's Given Name/Surname/Date of Place of Birth  	<ol style="list-style-type: none"> <li>Statutory Declaration Re: Correction of Error or Omission in Birth Registration (VSA-112B) <a href="#">(B)</a></li> <li>Evidence in the form of Certified copy of a Canadian Birth Certificate or federal identification if born outside of Canada showing the correct parental information.</li> </ol> <p>Note:</p> <ul style="list-style-type: none"> <li>Only one parent is required to sign the Statutory Declaration as long as they include the required evidence. Signature must be witnessed by an eligible individual.</li> <li>When a child is over the age of 19, the parents can no longer amend their details on the birth registration. The adult child must either provide written consent for the parent(s) to make the amendments or request the amendment themselves.</li> </ul> <p>Note: the adult child's signature on the letter of consent must be witnessed by a lawyer, notary public or commissioner for taking affidavits.</p>	ARM
Adoption: Adding Parent's Given Name/Surname/Date or Place of Birth	<ol style="list-style-type: none"> <li>Statutory Declaration Re: Correction of Error or Omission in Birth Registration (VSA-112B) <a href="#">(B)</a></li> <li>Evidence in the form of Certified copy of a Canadian Birth Certificate or federal identification if born outside of Canada showing the correct parental information.</li> </ol> <p>Note: As this information was not recorded at time of adoption, we will process the amendment and issuance of a new birth certificate free of charge.</p> <ul style="list-style-type: none"> <li>Either parent can have his/her signature witnessed on the Statutory Declaration, as long as they include the required evidence</li> <li>The adult child must either provide written consent for the parent(s) to make the amendments or request the amendment themselves.</li> </ul> <p>Note: the adult child's signature on the letter of consent must be witnessed by a lawyer, notary public or commissioner for taking affidavits.</p>	ARM





APPLICATION FOR CHANGE OF GENDER DESIGNATION (ADULT)  
- CHANGING BC BIRTH CERTIFICATE

APPLICANT INFORMATION		FOR OFFICE USE ONLY
LEGAL SURNAME FOLLOWED BY LEGAL GIVEN NAME(S)		
MAILING ADDRESS		POSTAL CODE
BIRTHDATE (dd/mm/yyyy)	TELEPHONE NUMBER, INCLUDING AREA CODE ( )	
<p>I, _____ solemnly declare that: (print current legal name in full)</p> <p>1. I make this application to change my gender designation captured as "Sex" on my BC birth certificate from: <input type="checkbox"/> Female to Male or <input type="checkbox"/> Male to Female</p> <p>2. I have assumed, identify with and intend to maintain the gender identity that corresponds with the requested change in gender designation.</p> <p>3. I am providing a "Physician's or Psychologist's Confirmation of Change of Gender Designation" form (VSA 510p).</p> <p>_____ SIGNATURE OF APPLICANT</p> <p>_____ DATE (dd/mm/yyyy)</p>		

BC BIRTHS ONLY - DETAILS OF BIRTH AS CURRENTLY REGISTERED			
SURNAME ON BIRTH RECORD		GIVEN NAME(S) ON BIRTH RECORD	SEX
BIRTHDATE (dd/mm/yyyy)	PLACE OF BIRTH (CITY, TOWN OR VILLAGE)		BRITISH COLUMBIA
SURNAME OF FATHER/PARENT		GIVEN NAME(S)	BIRTHPLACE OF FATHER/PARENT (CITY, PROV/STATE, COUNTRY)
MAIDEN SURNAME OF MOTHER		GIVEN NAME(S)	BIRTHPLACE OF MOTHER (CITY, PROV/STATE, COUNTRY)

PRIVACY INFORMATION
<p>The information on this form is collected under the authority of section 27 of the <i>Vital Statistics Act</i> and is subject to the privacy protection provisions of the <i>Freedom of Information and Protection of Privacy Act</i>. If you have any questions about the collection and use of this information, please contact Vital Statistics Confidential Services at 250-952-2681.</p> <p>This form is subject to verification and audit by the Province of British Columbia.</p>

See reverse for fee information and ordering of new BC birth certificate.

## BC BIRTH CERTIFICATE CONTACT INFORMATION

### ENQUIRIES & CREDIT CARD ORDERS

Telephone: **250 952-2681** (Victoria & Outside BC)  
Toll Free: **1 888 876-1633** (within BC)

Website: [www.gov.bc.ca/vitalstatistics](http://www.gov.bc.ca/vitalstatistics)

### ADDRESS ALL DOCUMENTS TO:

Vital Statistics Agency  
Attention: Ingrid Bloomfield  
305 - 478 Bernard Ave  
Kelowna BC V1Y 6N7

## BC BIRTH CERTIFICATE SERVICES/ FEES

The \$27 amendment fee charged when you change the gender designation on your birth registration does not include a new birth certificate.

To order a new birth certificate(s), place a check beside your selection below and add its cost to the amendment fee in the "Payment Methods" section at the bottom of this page. Different document types are mailed in separate envelopes. **All birth certificates issued before the amendment must be returned to Vital Statistics.**

Qty. (Limit 2 of each)	Description of Birth Documents	Cost Based on Delivery Type		Estimated Date of Delivery Once the Amendment is Complete	
		Mail	Courier	Mail	Courier**
	Individual information only - Includes the subject of the birth certificate's name, sex, place and date of birth. (12.5 cm x 17.7 cm)	\$27	\$60	Prints in 2 - 5 business days; add mailing time from Victoria BC to you.	Prints next business day; add courier delivery time from Victoria BC to you.
	* Parental information included - Includes the subject of the birth certificate's name, sex, place and date of birth, plus names and birthplaces of parents listed on the registration. (12.5 cm x 17.7 cm)	\$27	\$60	Prints in 2 - 5 business days; add mailing time from Victoria BC to you.	Prints next business day; add courier delivery time from Victoria BC to you.
	Registration Photocopy - A certified photocopy of the original birth registration completed at the time of birth. This document is seldom required for applications.	\$50	\$60	Prints within 20 business days; add mailing time from Victoria BC to you.	Prints next business day; add courier delivery time from Victoria BC to you.

\* Children (18 and under) require a birth certificate with **parental information included** for passport, school enrollment, and many other applications.

\*\* Courier service is not made to post office boxes, apartment complexes, homes that use Super Box mailboxes, or basement suites. Instead, a delivery notice with instructions is left at the mailing address and the envelope is delivered to the nearest postal outlet. ID and signature are required upon pick up.

## PAYMENT METHODS

☐ Cheque \*     
 ☐ Money Order     
 ☐ Visa     
 ☐ MasterCard     
 ☐ American Express

\* Postdated cheques are not accepted. Make cheques or money orders payable to the Minister of Finance. Interac/Cash payments can be made in person at a Service BC office (visit [www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca) to find a location near you).

### AMOUNT ENCLOSED:

Amendment Fee      \$ 27.00

New Certificate(s)      \$ \_\_\_\_\_

(see Service/Fees above)

Total Amount Enclosed \$ \_\_\_\_\_

\_\_\_\_\_  
Card holder signature

\_\_\_\_\_  
PRINT Card holder name as shown on Credit Card

Credit Card # \_\_\_\_\_ Expiry date \_\_\_\_\_





APPLICATION FOR CHANGE OF GENDER DESIGNATION (ADULT)  
- CHANGING BC BIRTH CERTIFICATE

APPLICANT INFORMATION		FOR OFFICE USE ONLY
LEGAL SURNAME FOLLOWED BY LEGAL GIVEN NAME(S)		
MAILING ADDRESS		POSTAL CODE
BIRTHDATE (dd/mm/yyyy)	TELEPHONE NUMBER, INCLUDING AREA CODE ( )	
<p>I, _____, solemnly declare that: (print current legal name in full)</p> <p>1. I make this application to change my gender designation captured as "Sex" on my BC birth certificate from: <input type="checkbox"/> Female to Male or <input type="checkbox"/> Male to Female</p> <p>2. I have assumed, identify with and intend to maintain the gender identity that corresponds with the requested change in gender designation.</p> <p>3. I am providing a "Physician's or Psychologist's Confirmation of Change of Gender Designation" form (VSA 510p).</p> <p>_____ SIGNATURE OF APPLICANT</p> <p>_____ DATE (dd/mm/yyyy)</p>		

BC BIRTHS ONLY - DETAILS OF BIRTH AS CURRENTLY REGISTERED			
SURNAME ON BIRTH RECORD		GIVEN NAME(S) ON BIRTH RECORD	SEX
MONTH	DATE OF BIRTH DAY	YEAR	PLACE OF BIRTH (CITY, TOWN OR VILLAGE)
SURNAME OF FATHER/PARENT		GIVEN NAME(S)	BIRTHPLACE OF FATHER/PARENT (CITY, PROV/STATE, COUNTRY)
MAIDEN SURNAME OF MOTHER		GIVEN NAME(S)	BIRTHPLACE OF MOTHER (CITY, PROV/STATE, COUNTRY)

PRIVACY INFORMATION
<p>The information on this form is collected under the authority of section 27 of the <i>Vital Statistics Act</i> and is subject to the privacy protection provisions of the <i>Freedom of Information and Protection of Privacy Act</i>. If you have any questions about the collection and use of this information, please contact Vital Statistics Confidential Services at 250-952-2681.</p> <p>This form is subject to verification and audit by the Province of British Columbia.</p>

See reverse for fee information and ordering of new BC birth certificate.

## BC BIRTH CERTIFICATE CONTACT INFORMATION

### ENQUIRIES & CREDIT CARD ORDERS

Telephone: **250 952-2681** (Victoria & Outside BC)  
Toll Free: **1 888 876-1633** (within BC)

Website: [www.vs.gov.bc.ca](http://www.vs.gov.bc.ca)

### ADDRESS ALL DOCUMENTS TO:

Vital Statistics Agency  
Attention: Ingrid Bloomfield  
305 - 478 Bernard Ave  
Kelowna BC V1Y 6N7

## BC BIRTH CERTIFICATE SERVICES/ FEES

The \$27 amendment fee charged when you change the gender designation on your birth registration does not include a new birth certificate.

To order a new birth certificate(s), place a check beside your selection below and add its cost to the amendment fee in the "Payment Methods" section at the bottom of this page. Different document types are mailed in separate envelopes. **All birth certificates issued before the amendment must be returned to Vital Statistics.**

Qty. (Limit 2 of each)	Description of Birth Documents	Cost Based on Delivery Type		Estimating Date of Delivery	
		Mail	Courier	Mail	Courier**
	<b>Individual information only</b> - Includes the subject of the birth certificate's name, sex, place and date of birth. (12.5 cm x 17.7 cm)	\$27	\$60	Prints in 2 - 5 business days; add mailing time from Victoria BC to you.	Prints next business day; add courier delivery time from Victoria BC to you.
	<b>* Parental information included</b> - Includes the subject of the birth certificate's name, sex, place and date of birth, plus names and birthplaces of parents listed on the registration. (12.5 cm x 17.7 cm)	\$27	\$60	Prints in 2 - 5 business days; add mailing time from Victoria BC to you.	Prints next business day; add courier delivery time from Victoria BC to you.
	<b>Registration Photocopy</b> - A certified photocopy of the original birth registration completed at the time of birth. This document is seldom required for applications.	\$50	\$60	Prints within 20 business days; add mailing time from Victoria BC to you.	Prints next business day; add courier delivery time from Victoria BC to you.

\* Children (18 and under) require a birth certificate with **parental information included** for passport, school enrollment, and many other applications.

\*\* Courier service is not made to post office boxes, apartment complexes, homes that use Super Box mailboxes, or basement suites. Instead, a delivery notice with instructions is left at the mailing address and the envelope is delivered to the nearest postal outlet. ID and signature are required upon pick up.

## PAYMENT METHODS

☐ Cheque \*
 ☐ Money Order
 ☐ Visa
 ☐ MasterCard
 ☐ American Express

\* Postdated cheques are not accepted. Make cheques or money orders payable to the Minister of Finance. Interac/Cash payments can be made in person at one of our three Vital Statistics offices (visit [www.gov.bc.ca](http://www.gov.bc.ca) for locations in Victoria, Vancouver, or Kelowna).

### AMOUNT ENCLOSED:

Amendment Fee \$ 27.00

New Certificate(s) \$ \_\_\_\_\_

(see Service/Fees above)

Total Amount Enclosed \$ \_\_\_\_\_

\_\_\_\_\_  
Card holder signature

\_\_\_\_\_  
PRINT Card holder name as shown on Credit Card

Credit Card # \_\_\_\_\_ Expiry date \_\_\_\_\_



APPLICATION FOR CHANGE OF GENDER DESIGNATION (MINOR)  
- CHANGING BC BIRTH CERTIFICATE

APPLICANT INFORMATION		FOR OFFICE USE ONLY
LEGAL SURNAME FOLLOWED BY LEGAL GIVEN NAME(S)		
MAILING ADDRESS		POSTAL CODE
BIRTHDATE (dd/mm/yyyy)	TELEPHONE NUMBER, INCLUDING AREA CODE ( )	

I, \_\_\_\_\_ (print current legal name in full) solemnly declare that:

- I make this application to change my gender designation captured as "Sex" on my BC birth certificate from:  
☐ Female to Male  
or  
☐ Male to Female
- I have assumed, identify with and intend to maintain the gender identity that corresponds with the requested change in gender designation.
- I am providing a "Physician's or Psychologist's Confirmation of Change of Gender Designation" form (VSA 509p).

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE (dd/mm/yyyy)

\_\_\_\_\_  
NAME OF PARENT OR LEGAL GUARDIAN (print given names followed by surname)

\_\_\_\_\_  
SIGNATURE OF PARENT OR LEGAL GUARDIAN

\_\_\_\_\_  
NAME OF PARENT OR LEGAL GUARDIAN (print given names followed by surname)

\_\_\_\_\_  
SIGNATURE OF PARENT OR LEGAL GUARDIAN

\_\_\_\_\_  
NAME OF PARENT OR LEGAL GUARDIAN (print given names followed by surname)

\_\_\_\_\_  
SIGNATURE OF PARENT OR LEGAL GUARDIAN

\_\_\_\_\_  
NAME OF PARENT OR LEGAL GUARDIAN (print given names followed by surname)

\_\_\_\_\_  
SIGNATURE OF PARENT OR LEGAL GUARDIAN

Proof of all parentage and/or guardianship must be provided with this application. (e.g. Copy of parental birth certificate and/or guardianship court order.)

BC BIRTHS ONLY - DETAILS OF BIRTH AS CURRENTLY REGISTERED

SURNAME ON BIRTH RECORD		GIVEN NAME(S) ON BIRTH RECORD		SEX
MONTH	DATE OF BIRTH DAY	YEAR	PLACE OF BIRTH (CITY, TOWN OR VILLAGE)	
SURNAME OF FATHER/PARENT		GIVEN NAME(S)		BIRTHPLACE OF FATHER/PARENT (CITY, PROV/STATE, COUNTRY)
MAIDEN SURNAME OF MOTHER		GIVEN NAME(S)		BIRTHPLACE OF MOTHER (CITY, PROV/STATE, COUNTRY)

PRIVACY INFORMATION

The information on this form is collected under the authority of section 27 of the *Vital Statistics Act* and is subject to the privacy protection provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact Vital Statistics Confidential Services at 250-952-2681.

This form is subject to verification and audit by the Province of British Columbia.

See reverse for fee information and ordering of new BC birth certificate.

## BC BIRTH CERTIFICATE CONTACT INFORMATION

### ENQUIRIES & CREDIT CARD ORDERS

Telephone: 250 952-2681 (Victoria & Outside BC)  
Toll Free: 1 888 876-1633 (within BC)

Website: [www.vs.gov.bc.ca](http://www.vs.gov.bc.ca)

### ADDRESS ALL DOCUMENTS TO:

Vital Statistics Agency  
Attention: Ingrid Bloomfield  
305 - 478 Bernard Ave  
Kelowna BC V1Y 6N7

## BC BIRTH CERTIFICATE SERVICES/ FEES

The \$27 amendment fee charged when you change the gender designation on your birth registration does not include a new birth certificate.

To order a new birth certificate(s), place a check beside your selection below and add its cost to the amendment fee in the "Payment Methods" section at the bottom of this page. Different document types are mailed in separate envelopes. **All birth certificates issued before the amendment must be returned to Vital Statistics.**

Qty. (Limit 2 of each)	Description of Birth Documents	Cost Based on Delivery Type		Estimating Date of Delivery	
		Mail	Courier	Mail	Courier**
	<b>Individual information only</b> - Includes the subject of the birth certificate's name, sex, place and date of birth. (12.5 cm x 17.7 cm)	\$27	\$60	Prints in 2 - 5 business days; add mailing time from Victoria BC to you.	Prints next business day; add courier delivery time from Victoria BC to you.
	<b>* Parental information included</b> - Includes the subject of the birth certificate's name, sex, place and date of birth, plus names and birthplaces of parents listed on the registration. (12.5 cm x 17.7 cm)	\$27	\$60	Prints in 2 - 5 business days; add mailing time from Victoria BC to you.	Prints next business day; add courier delivery time from Victoria BC to you.
	<b>Registration Photocopy</b> - A certified photocopy of the original birth registration completed at the time of birth. This document is seldom required for applications.	\$50	\$60	Prints within 20 business days; add mailing time from Victoria BC to you.	Prints next business day; add courier delivery time from Victoria BC to you.

\* Children (18 and under) require a birth certificate with **parental information included** for passport, school enrollment, and many other applications.

\*\* Courier service is not made to post office boxes, apartment complexes, homes that use Super Box mailboxes, or basement suites. Instead, a delivery notice with instructions is left at the mailing address and the envelope is delivered to the nearest postal outlet. ID and signature are required upon pick up.

## PAYMENT METHODS

☐ Cheque \*      ☐ Money Order      ☐ Visa      ☐ MasterCard      ☐ American Express

\* Postdated cheques are not accepted. Make cheques or money orders payable to the Minister of Finance. Interac/Cash payments can be made in person at one of our three Vital Statistics offices (visit [www.gov.bc.ca](http://www.gov.bc.ca) for locations in Victoria, Vancouver, or Kelowna).

### AMOUNT ENCLOSED:

Amendment Fee      \$ 27.00

New Certificate(s)      \$ \_\_\_\_\_

(see Service/Fees above)

Total Amount Enclosed \$ \_\_\_\_\_

\_\_\_\_\_  
Card holder signature

\_\_\_\_\_  
PRINT Card holder name as shown on Credit Card

Credit Card # \_\_\_\_\_ Expiry date \_\_\_\_\_



**BC BIRTH CERTIFICATE CONTACT INFORMATION****ENQUIRIES & CREDIT CARD ORDERS**Telephone: **250 952-2681** (Victoria & Outside BC)Toll Free: **1 888 876-1633** (within BC)Website: [www.gov.bc.ca/vitalstatistics](http://www.gov.bc.ca/vitalstatistics)**ADDRESS ALL DOCUMENTS TO:**Vital Statistics Agency  
Attention: Ingrid Bloomfield  
305 - 478 Bernard Ave  
Kelowna BC V1Y 6N7**PRIVACY INFORMATION**

The information on this form is collected under the authority of section 27 of the *Vital Statistics Act* and is subject to the privacy protection provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact Vital Statistics Confidential Services at 250-952-2681.

This form is subject to verification and audit by the Province of British Columbia.

**BC BIRTH CERTIFICATE SERVICES/ FEES**

The \$27 amendment fee charged when you change the gender designation on your birth registration does not include a new birth certificate.

To order a new birth certificate(s), place a check beside your selection below and add its cost to the amendment fee in the "Payment Methods" section at the bottom of this page. Different document types are mailed in separate envelopes. **All birth certificates issued before the amendment must be returned to Vital Statistics.**

Qty. (Limit 2 of each)	Description of Birth Documents	Cost Based on Delivery Type		Estimated Date of Delivery Once the Amendment is Complete	
		Mail	Courier	Mail	Courier**
	<b>Individual information only</b> - Includes the subject of the birth certificate's name, sex, place and date of birth. (12.5 cm x 17.7 cm)	\$27	\$60	Prints in 2 - 5 business days; add mailing time from Victoria BC to you.	Prints next business day; add courier delivery time from Victoria BC to you.
	<b>* Parental information included</b> - Includes the subject of the birth certificate's name, sex, place and date of birth, plus names and birthplaces of parents listed on the registration. (12.5 cm x 17.7 cm)	\$27	\$60	Prints in 2 - 5 business days; add mailing time from Victoria BC to you.	Prints next business day; add courier delivery time from Victoria BC to you.
	<b>Registration Photocopy</b> - A certified photocopy of the original birth registration completed at the time of birth. This document is seldom required for applications.	\$50	\$60	Prints within 20 business days; add mailing time from Victoria BC to you.	Prints next business day; add courier delivery time from Victoria BC to you.

\* Children (18 and under) require a birth certificate with **parental information included** for passport, school enrollment, and many other applications.

\*\* Courier service is not made to post office boxes, apartment complexes, homes that use Super Box mailboxes, or basement suites. Instead, a delivery notice with instructions is left at the mailing address and the envelope is delivered to the nearest postal outlet. ID and signature are required upon pick up.

**PAYMENT METHODS**

☐ Cheque \*      ☐ Money Order      ☐ Visa      ☐ MasterCard      ☐ American Express

\* Postdated cheques are not accepted. Make cheques or money orders payable to the Minister of Finance. Interac/Cash payments can be made in person at a Service BC office (visit [www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca) to find a location near you).

**AMOUNT ENCLOSED:**

Amendment Fee      \$ 27.00

New Certificate(s)      \$ \_\_\_\_\_

(see Service/Fees above)

\_\_\_\_\_  
Card holder signature\_\_\_\_\_  
PRINT Card holder name as shown on Credit Card

Total Amount Enclosed \$ \_\_\_\_\_      Credit Card # \_\_\_\_\_      Expiry date \_\_\_\_\_



## Physician's or Psychologist's Confirmation of Change of Gender Designation

FOR OFFICE USE ONLY

### Physician's or Psychologist's Information

SURNAME FOLLOWED BY GIVEN NAME(S)

MAILING ADDRESS

POSTAL CODE

TITLE (if any)

TELEPHONE NUMBER, INCLUDING AREA CODE

( )

### Declaration of Physician or Psychologist

The physician's or psychologist's declaration is in support of the request to change the applicant's "Sex" designation on his/her provincially issued identification by witnessing or certifying that the person identifies him/herself as a particular gender.

1. I hereby certify that I am:

☐ a practising registrant of the College of Physicians and Surgeons of British Columbia. BC MSP # \_\_\_\_\_

☐ a practising registrant of the College of Psychologists of British Columbia. Registrant # \_\_\_\_\_

☐ a practising registrant, authorised in another province or territory, to practise a health profession equivalent to that practised by a person referred to above.

Your profession and registration # \_\_\_\_\_ (Please provide copy of licence.)

2. I support the application of \_\_\_\_\_ ( \_\_\_\_\_ )  
applicant's name applicant's personal health #

and ( \_\_\_\_\_ ) who is requesting the change in gender designation from F to M ☐ or M to F ☐.

BC driver's licence # or BC identification #

3. I confirm that the applicant's gender identity does not align with the "Sex" designation on the applicant's provincial government-issued identification.

4. I understand the consequences of making a false declaration.

SIGNATURE OF PHYSICIAN OR PSYCHOLOGIST

DATE (dd/mm/yyyy)

Making a false or misleading statement on this form may result in prosecution under section 69 of the *Motor Vehicle Act*. A person who contravenes section 69 is liable to a fine of up to \$20,000 and/or to imprisonment.

### Provincial Government-Issued Identification

This form may be used to support changes to the "Sex" field on all of the following provincial government-issued identification held by the applicant:

- BC Birth Certificate
- BC Driver's Licence
- BC Identification Card
- Combined BC Driver's Licence and Services Card
- Enhanced Driver's Licence
- Enhanced Identification Card
- Photo BC Services Card
- Non-Photo BC Services Card

### Resources for Physicians or Psychologists

For additional resources, professionals may refer to the guidelines established by the World Professional Association for Transgender Health (WPATH), Standards of Care at [www.wpath.org](http://www.wpath.org).

## Privacy Information

When this form is submitted to Health Insurance BC and/or the Insurance Corporation of BC, the applicant's personal information is collected to update his/her Medical Services Plan (MSP), and/or the provincial government-issued identification listed in the box above.

### Legislation Governing the Collection of Personal Information

- **The Insurance Corporation of BC** collects personal information under the authority of section 25 of the *Motor Vehicle Act*, sections 3 and 9 of the *Identification Card Regulation*, and section 26 of the *Freedom of Information and Protection of Privacy Act* (FIPPA). Information may be disclosed pursuant to section 33 of FIPPA.
- **Health Insurance BC** collects information under the authority of the *Medicare Protection Act* and section 26 of FIPPA. Information may be disclosed pursuant to section 33 of FIPPA.
- **The BC Vital Statistics Agency** collects information on this form under the authority of section 27 of the *Vital Statistics Act* and is subject to the privacy protection provisions of FIPPA.

If you have questions about the collection and use of personal information for changing a BC Services Card or BC Driver's Licence, contact:

Manager, Service Delivery  
Provincial Identity Information Management Program  
PO Box 9412 STN PROV GOVT  
Victoria, BC V8W 9V1

**Telephone:**

Victoria 250-387-6121  
Vancouver 604-660-2421  
Toll free in BC 1-800-663-7867

If you have questions about the collection and use of personal information for changing gender designation on a birth registration, contact Vital Statistics, Confidential Services at 250-952-2681.

This form is subject to verification and audit by the Province of British Columbia and the Insurance Corporation of BC.





Vital Statistics  
Agency

## BIRTH REGISTRATION

DOCUMENT CONTROL NUMBER

REGISTRATION NUMBER (Office use only)

This is the permanent record of your child's birth, legal name, and parentage.

SECTION 1		First Name		Middle Name(s)		Surname		Sex of Child			
<b>CHILD</b>		Name:									
		Date of Birth:		Month (First 3 letters)	Day	Year	Kind of Birth		If "Kind of Birth" was twin, triplet, or 4+, was this child born:		
							<input type="checkbox"/> Single <input type="checkbox"/> Twin <input type="checkbox"/> Triplet <input type="checkbox"/> 4+		<input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4+		
		Time of Birth:		24-Hour Clock (hh:mm)		Hospital Birth?		Name of Hospital			
				<input type="checkbox"/> Yes <input type="checkbox"/> No							
		City, Town or Other Place (By Name)									
		Place of Birth in BC: If the birth did not occur in a hospital, give the exact location where the birth occurred (include postal code)									
		Child's Personal Health Number									
		Children ever born to this mother (including this birth)									
		Number of Liveborn		Number of Stillborn (after 20 weeks of pregnancy)		Are the parents married to each other?		If the parents are not married to each other state whether mother is:			
						<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Never married <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Other			
<b>SECTION 2</b>		First Name		Middle Name(s)		Surname (as per Current Birth or Change of Name Certificate)		Preferred Surname (i.e. married/assumed)			
<b>MOTHER</b>		Name:									
		Date of Birth:		Month (First 3 letters)	Day	Year	City of Birth		Province of Birth		
									Country of Birth		
		Age at Time of this Birth		BC Resident?		Personal Health Number (CareCard Number)		Aboriginal?		Do you live on a reserve?	
				<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Usual Residence		Street		City		Province/State			
								Country			
								Postal Code			
								Phone Number			
								( ) -			
		Complete Mailing Address (if different from above give Post Office or Rural Route address) City, Province, State, Country, Postal Code									
		I certify that the foregoing is true and correct to the best of my knowledge and belief.									
		X _____ Signature of Mother									
		Date Signed									
		*If the mother is unable to sign this form, please contact the Vital Statistics Agency for instructions on how to register the birth.									
<b>SECTION 3</b>		<b>MOTHER MUST CHECK THIS BOX IF NO FATHER OR OTHER PARENT IS BEING REGISTERED.</b>									
<b>MOTHER'S DECLARATION REGARDING FATHER/ PARENT</b>		<input type="checkbox"/> I am the mother of this child and solemnly declare that I am the only parent being registered for this child.									
<b>SECTION 4</b>		Fill out this section if you are registering as this child's father or parent AND one of the statements below is true. If the father/parent is incapable of signing or deceased, contact the Agency to discuss options.									
<b>FATHER OR PARENT</b>		<input type="checkbox"/> I am the father of this child, OR									
		<input type="checkbox"/> I am a parent of this child and my child was born as a result of assisted reproduction and I was married to, or was in a marriage-like relationship with, this child's mother at the time this child was conceived.									
		First Name		Middle Name(s)		Surname (as per Current Birth or Change of Name Certificate)					
		Name:									
		Date of Birth:		Month (First 3 letters)	Day	Year	City of Birth		Province of Birth		
									Country of Birth		
		Age at Time of this Birth		Sex		BC Resident?		Personal Health Number (CareCard Number)			
						<input type="checkbox"/> Yes <input type="checkbox"/> No					
								Aboriginal?			
								<input type="checkbox"/> Yes <input type="checkbox"/> No			
								Do you live on a reserve?			
								<input type="checkbox"/> Yes <input type="checkbox"/> No			
		I certify that the foregoing is true and correct to the best of my knowledge and belief.									
		X _____ Signature of Father or Parent									
		Date Signed									
		*If the father/parent registered in Section 4 is incapable of signing or deceased, contact the Agency to discuss options.									
<b>PRE-CONCEPTION PARENTAGE AGREEMENT</b>											
Fill out sections 5 to 7 on page 2 of this form ONLY IF all of the following three items apply:											
1. You are registering a parent who has NOT been registered as "Mother" in Section 2 or "Father/Parent" in Section 4;											
2. Your child was conceived using assisted reproduction; AND											
3. A written agreement about parentage was made before the child was conceived.											
Additional Statutory Declarations will be required. For details contact the Vital Statistics Agency at:											
Telephone: 250 952-2681 (Victoria & Outside BC)											
Toll Free: 1 888 876-1633 (within BC)											

The information on the birth registration form is collected under the authority of the Vital Statistics Act (RSBC 1996, c. 479S 3(1)). The information provided will be used to register this birth, produce birth certificates and provide statistical and demographic information required for the administration of the provincial health care system. If you have any questions about the collection and use of this information, contact the British Columbia Vital Statistics Agency at 250 952-2681. Personal information collected by the British Columbia Vital Statistics Agency is protected under the Freedom of Information and Protection of Privacy Act and is treated with the utmost confidentiality.

To apply for the Medical Services Plan, Canada Child Benefits, your child's Social Insurance Number and Birth Certificate see page 2. This form can only be used to apply for these services up to a child's first birthday.





Vital Statistics  
Agency

## APPLICATION FOR CHANGE OF SEX DESIGNATION ON BIRTH REGISTRATION

Vital Statistics Act, Section 27

Please read the instructions and documentation requirements on the reverse.

APPLICANT'S INFORMATION		
NOTE: Please PRINT your name, address and identifying information clearly. This portion will be used when mailing your service or correspondence.		FOR OFFICE USE ONLY: AFS#
SURNAME	GIVEN NAME(S)	
MAILING ADDRESS		
CITY, PROVINCE/STATE, COUNTRY		POSTAL CODE/ZIP CODE
HOME PHONE (INCLUDING AREA CODE)	WORK PHONE (INCLUDING AREA CODE)	IF COMPANY, ATTENTION:

DETAILS OF BIRTH AS CURRENTLY REGISTERED			
SURNAME ON BIRTH RECORD		GIVEN NAME(S) ON BIRTH RECORD	SEX
MONTH	DATE OF BIRTH DAY	YEAR	PLACE OF BIRTH (CITY, TOWN OR VILLAGE)
			BRITISH COLUMBIA
SURNAME OF FATHER/CO-PARENT		GIVEN NAME(S)	BIRTHPLACE OF FATHER/CO-PARENT (CITY, PROV/STATE, COUNTRY)
MAIDEN SURNAME OF MOTHER		GIVEN NAME(S)	BIRTHPLACE OF MOTHER (CITY, PROV/STATE, COUNTRY)

ALTERATION/ADDITION REQUESTED	
I, _____ having undergone trans-sexual surgery at:	
_____	_____
PLACE	DATE
_____	_____
PLACE	DATE
do hereby make application to change the sex designation on my birth registration from:	
_____ to _____	
I have enclosed all original certificates in my possession that relate to my birth event and understand they will NOT be returned on completion of this amendment. I understand that all certificates issued prior to this amendment will be ordered cancelled under Section 40.1 of the Vital Statistics Act upon completion of the requested amendment.	
_____	_____
SIGNATURE OF APPLICANT	DATE

See reverse for fee information and ordering of new birth certificate.

The information on this form is collected for the purpose of registering Trans-sexual Surgery under the authority of Section 27 of the Vital Statistics Act and is subject to the privacy protection provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact Vital Statistics Confidential Services at 250-952-2681.

## Application for Amendment to Birth Registration - Vital Statistics Act, Section 27

To make the requested amendment, the following items are required:

1. Completion of this form, *Application for Change of Sex Designation on Birth Registration*.
2. Submission of the **originally** completed Vital Statistics forms:
  - Medical Certificate of Trans-Sexual Surgery
  - Supporting Medical Certificate of Trans-Sexual Surgery completed by a medical practitioner licenced in the jurisdiction where the applicant resides.
3. Certified evidence of the surgeon's and physician's licence to practice medicine at the time the surgery was performed unless the surgeons/physicians are licenced to practice in British Columbia (Vital Statistics has the ability to verify these licences).  
***A certified copy is a photocopy of a document, authenticated by an authorized official (Lawyer, Notary Public or Commissioner for Taking Affidavits), as a true photocopy of the original document.***
4. Copies of any other documentation to support this amendment request.
5. Return of all previously issued birth certificates.
6. Payment of the legislated fee for the amendment (does not include issuance of a new birth certificate).

**Note:** Additional documentation may be required to support statements made.

CONTACT INFORMATION	
<p><b>ENQUIRIES &amp; CREDIT CARD ORDERS</b></p> <p>Telephone: <b>250 952-2681</b> (Victoria &amp; Outside BC)  Toll Free: <b>1 888 876-1633</b> (within BC)</p> <p>Website: <a href="http://www.vs.gov.bc.ca">www.vs.gov.bc.ca</a></p>	<p><b>ADDRESS ALL DOCUMENTS TO:</b></p> <p>Vital Statistics Agency  Attention: Ingrid Bloomfield  305 - 478 Bernard Ave  Kelowna BC V1Y 6N7</p>

SERVICES/FEEES		
<p><i>* The fee for the Amendment to the Registration is \$27.00 and does not include a new certificate. If you wish to order new certificate(s) please complete the following and add the additional payment to the total. The birth certificate is available in 2 versions. One contains individual information only, the other also includes parental information. Both are the same size (12.5cm x 17.6cm). The two versions are mailed separately.</i></p>		
Certificate Type	Regular Service \$27.00 per certificate (average 2 to 5 days processing time) <i>All services, other than courier services, will be mailed.</i>	Courier Service* \$60.00 per certificate
<b>Birth Certificate</b>	<input type="checkbox"/> Certificate (Individual Information only) 12.5 cm x 17.6 cm <input type="checkbox"/> Certificate (Includes Parental Information) 12.5 cm x 17.6 cm <input type="checkbox"/> Registration Photocopy, Regular Service - <b>\$60.00</b> per photocopy (average 20 business days processing time)	<input type="checkbox"/> Certificate (Individual Information only) 12.5 cm x 17.6 cm <input type="checkbox"/> Certificate (Includes Parental Information) 12.5 cm x 17.6 cm <input type="checkbox"/> Registration Photocopy, Courier Service - <b>\$60.00</b> per photocopy
<p><small>*NOTE: All services, other than courier services, will be mailed. Courier service requests are produced the next business day. Delivery time is dependent on shipping destination. Fee includes the cost of the search of our records. A certificate will be generated upon confirmation of a record held. If no record of the event is found, the fee will be applied to the search process. Courier service will not be attempted at the following residence types: post office box, apartment complex, homes that use Super Box mailboxes and basement suites. Instead, a delivery notice with instructions will be left at the residence and the package delivered to the nearest postal outlet. ID and signature will be required upon pick up.</small></p>		

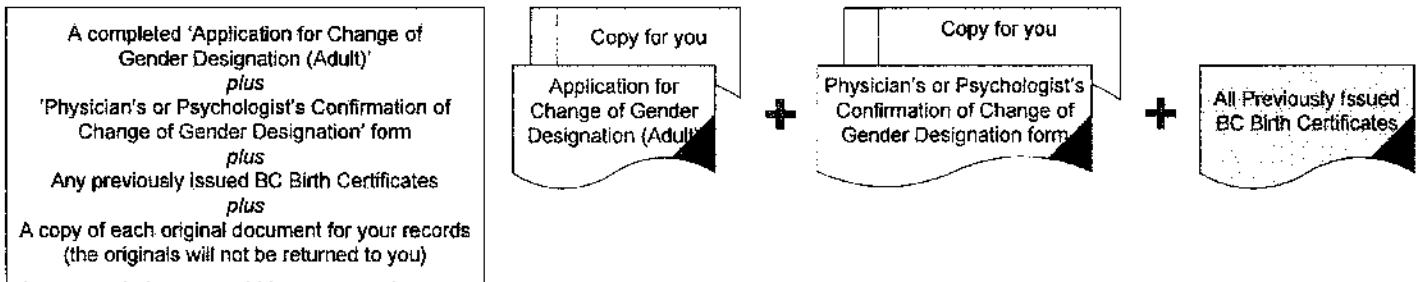
PAYMENT METHODS	
<input type="checkbox"/> Cheque * <input type="checkbox"/> Money Order <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <p><small>* Postdated cheques not accepted</small></p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Interac/Cash payments may be made in person at one of our three offices. Cheques or money orders are to be made payable to the Minister of Finance. </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Card holder signature </div> <div style="border-bottom: 1px solid black;"> PRINT Card holder name as shown on Credit Card </div>
<p><b>AMOUNT ENCLOSED FOR:</b></p> <p><b>Amendment Fee</b>      \$      <b>27.00</b></p> <p><b>New Certificate(s)</b>      \$ _____  <small>(see Services/Fees above)</small></p> <p><b>Total Amount Enclosed</b>      \$ _____</p>	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Credit Card # </div> <div style="border-bottom: 1px solid black;"> Expiry date </div>



## Instructions for the APPLICATION FOR CHANGE OF GENDER DESIGNATION (ADULT)

The Application for Change of Gender Designation can be used to request an update of your **BC Birth Certificate**.

### What You'll Need



### To update your **BC BIRTH CERTIFICATE**

#### Send:

- Your 'Application for Change of Gender Designation (Adult)'
- Your ORIGINAL 'Physician's or Psychologist's Confirmation of Change of Gender Designation' form
- All BC Birth Certificates Issued prior to the amendment
- Fees for Amendment and Birth Certificate order

#### To:

The Vital Statistics Agency  
Attention: Ingrid Bloomfield  
305 – 478 Bernard Ave  
Kelowna, BC V1Y 6N7

All Previously Issued  
BC Birth Certificates

Physician's or  
Psychologist's  
Confirmation of Change  
of Gender Designation

Application for Change  
of Gender Designation  
(Adult)



Fees for Amendment  
and Birth Certificate  
Order



Send to

The Vital Statistics Agency  
Attention: Ingrid Bloomfield  
305 – 478 Bernard Ave  
Kelowna, BC V1Y 6N7

Updated  
BC Birth Certificate

You will  
receive





## MEDICAL CERTIFICATE OF TRANS-SEXUAL SURGERY

*Vital Statistics Act Section 27*

I, \_\_\_\_\_ hereby certify  
(PLEASE PRINT)

1. That I performed trans-sexual surgery as summarized below, on:

\_\_\_\_\_  
(GIVEN NAMES) (SURNAME)  
stated to have been born on \_\_\_\_\_ at \_\_\_\_\_  
(DATE) (PLACE)

The details of the surgical procedures carried out are:

and were performed on \_\_\_\_\_ at \_\_\_\_\_  
(DATE) (FACILITY NAME)  
\_\_\_\_\_  
(FACILITY ADDRESS)  
\_\_\_\_\_  
(FACILITY ADDRESS)

2. That I was qualified and licenced to practice medicine in the place(s) and at the time(s) this surgery was performed. *(If outside British Columbia, certified evidence of licence to practice medicine in that jurisdiction must be attached. Please provide certified translated copies of your documents if originals are not in English.)*

Signature \_\_\_\_\_

BC MSP # \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

The information on this form is collected for the purpose of registering Trans-sexual Surgery under the authority of Section 27 of the *Vital Statistics Act* and is subject to the privacy protection provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about collection and use of this information, please contact the Manager, Confidential Services, Vital Statistics Agency at 250-952-2681.

VSA 510 2011/02/09







## SUPPORTING MEDICAL CERTIFICATE OF TRANS-SEXUAL SURGERY

*Vital Statistics Act Section 27*

I, \_\_\_\_\_ hereby certify  
(PLEASE PRINT)

1. That I am a physician qualified and licenced to practice medicine in

\_\_\_\_\_  
(PROVINCE/STATE)

\_\_\_\_\_  
(COUNTRY)

*This supporting certificate must be completed by a medical practitioner who did not perform the trans-sexual surgery, but who is qualified and licensed to practice medicine in the jurisdiction where the applicant resides. If outside British Columbia, certified evidence of licence to practice medicine in that jurisdiction must be attached.*

2. That I medically examined

\_\_\_\_\_  
(GIVEN NAMES)

\_\_\_\_\_  
(SURNAME)

on \_\_\_\_\_ and that the results of my examination substantiate  
(DATE)

the certificate of the practitioner who performed the trans-sexual surgery:

Dr. \_\_\_\_\_ dated \_\_\_\_\_

3. The trans-sexual surgery is complete by acceptable medical standards and

\_\_\_\_\_  
(FULL NAME OF PATIENT/CLIENT)

should be recognized as being of the \_\_\_\_\_ sex.

(MALE/FEMALE)

Signature \_\_\_\_\_

BC MSP # \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

The information on this form is collected for the purpose of registering Trans-sexual Surgery under the authority of Section 27 of the *Vital Statistics Act* and is subject to the privacy protection provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about collection and use of this information, please contact the Manager, Confidential Services, Vital Statistics Agency at 250-952-2681.





## Request for Authorization to Undertake Change of Registration related to Change of Sex Designation

APPLICANT NAME				AFS NUMBER	
ADDRESS			CITY/PROVINCE		POSTAL CODE
Date of Birth:	MONTH (First 3 letters)	DAY	YEAR	Place of Birth:	SEX AT BIRTH
BC Birth Registration #:					

Request for Change of Gender from:

### APPLICABLE LEGISLATION

#### Legislation

##### Change of Sex Designation

- 27(1) If a person in respect of whom trans-sexual surgery has been performed is unmarried on the date the person applies under this section, the director must, on application made to the director in accordance with subsection (2), change the sex designation on the registration of birth of the person in such a manner that the sex designation is consistent with the intended results of the trans-sexual surgery.
- (2) An application under subsection (1) must be made in the form required by the director and must be accompanied by,
- (a) if the trans-sexual surgery was performed in a province of Canada, the certificate of a medical practitioner, qualified and licensed to practise medicine in that province, explaining the surgical procedures carried out and certifying that the medical practitioner performed the trans-sexual surgery on the applicant,
  - (b) if the trans-sexual surgery was performed in a jurisdiction outside Canada,
    - (i) evidence satisfactory to the director that the person who performed the surgery was, at the time of the surgery, qualified and licensed to practise medicine in that jurisdiction, and
    - (ii) the certificate referred to in paragraph (a) certified by the person who performed the surgery, and
  - (c) the certificate of a medical practitioner who did not perform the trans-sexual surgery, but who is qualified and licensed to practise medicine in the jurisdiction where the applicant resides, certifying that
    - (i) the medical practitioner examined the applicant,
    - (ii) the results of the medical practitioner's examination substantiate the certificate of the practitioner who performed the trans-sexual surgery, and
    - (iii) the trans-sexual surgery is complete by accepted medical standards.
- (3) A birth certificate issued after the registration of birth is changed under this section must be issued as if the original registration had been made showing the sex designation as changed under this section.

### SUPPORTING DOCUMENTATION

- ☐ VSA 509 - Application for Change of Sex Designation on Birth Registration \_\_\_\_\_
- ☐ VSA 510 - Medical Certificate of Trans-sexual Surgery \_\_\_\_\_
- ☐ Verification that the medical practitioner who performed the surgery is licenced in the jurisdiction \_\_\_\_\_
- ☐ VSA 511 Supporting Medical Certificate of Trans-sexual Surgery \_\_\_\_\_
- ☐ Verification that the medical practitioner who examined the applicant is licenced in the jurisdiction \_\_\_\_\_
- ☐ Certificates returned? If so, certificate numbers: \_\_\_\_\_

Comments

### APPROVALS

☐ Approved

☐ Approved

☐ Not Approved

\_\_\_\_\_  
Ingrid Bloomfield, Regional Manager

\_\_\_\_\_  
Jack Shewchuk, Registrar General

\_\_\_\_\_  
Date





## Request For Approval - Change Of Sex Designation On Birth Registration

APPLICANT NAME				AFS NUMBER	
ADDRESS			CITY/PROVINCE		POSTAL CODE
Date of Birth:	MONTH (First 3 letters)	DAY	YEAR	Place of Birth:	SEX AT BIRTH
BC Birth Registration #:				Request for Change of Gender from:	

### APPLICABLE LEGISLATION

#### Legislation

#### Amendment to sex designation

- 27 (1) This section applies if a person's birth has been registered in British Columbia and an amendment to the registration is desired respecting the person's sex designation.
- (2) A person may apply to the registrar general for an amendment to the sex designation on the person's birth registration by providing all of the following in the form required by the registrar general:
- (a) an application setting out the desired amendment;
  - (b) a declaration, made by the applicant, stating that the applicant has assumed, identifies with and intends to maintain the gender identity that corresponds with the desired sex designation;
  - (c) a statement from one of the following persons that confirms that the sex designation on the applicant's birth registration does not correspond with the applicant's gender identity:
    - (i) a practising registrant of the College of Physicians and Surgeons of British Columbia;
    - (ii) a practising registrant of the College of Psychologists of British Columbia;
    - (iii) in the case of an applicant who resides outside British Columbia, a person who is practising and who is authorized, in another province or territory, to practise a health profession equivalent to that practised by a person referred to in subparagraph (i) or (ii);
  - (d) in the case of a minor, the consent of all parents having guardianship and all other guardians of the minor.
- (3) The minister may waive or modify a requirement of subsection (2)
- (a) on application in the form required by the minister, made by the person desiring the amendment to the person's birth registration, and
  - (b) if satisfied that the waiver or modification would be in the person's best interests.
- (4) On being satisfied that an application under subsection (2) is made in good faith and on payment of the prescribed fee, the registrar general must amend the person's birth registration.
- (5) A birth certificate issued after the making of an amendment under this section must be prepared as if the person's original birth registration had been made containing the sex designation as amended.

### SUPPORTING DOCUMENTATION

- ☐ VSA 509a Application for Change of Gender Designation (Adult) - Changing BC Birth Certificate \_\_\_\_\_
- ☐ VSA 509c Application for Change of Gender Designation (Minor) - Changing BC Birth Certificate \_\_\_\_\_
- ☐ VSA 510p - Physician's or Psychologist's Confirmation of Change of Gender Designation \_\_\_\_\_
- ☐ College of Physicians and Surgeons of British Columbia. BC MSP # \_\_\_\_\_
- ☐ College of Psychologists of British Columbia. Registrant # \_\_\_\_\_
- ☐ Certificates returned? If so, certificate numbers: \_\_\_\_\_

#### Comments

### APPROVALS

- ☐ Approved

☐ Approved

☐ Not Approved

\_\_\_\_\_  
Ingrid Bloomfield, Regional Manager

\_\_\_\_\_  
Jack Shewchuk, Registrar General

\_\_\_\_\_  
Date



This Act is Current to July 22, 2015

## **NAME ACT**

### **[RSBC 1996] CHAPTER 328**

#### ***Contents***

- 1 Definitions
- 2 No change of name except under Act
- 3 Use of surnames on marriage
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- 5 Change of name on dissolution or nullity of marriage
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- 7 Documents to be filed with registrar general
- 8 Power to take affidavits
- 9 Change of name registered or refused
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- 11 Certificate of change of name
- 12 Publication of change of name
- 13 Search and evidence
- 14 Notation of names after alteration
- 15 Obtaining of change of name by fraud
- 16 Offences
- 17 Power to make regulations
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#### **Definitions**

**1** In this Act:

**"change"** includes a change by way of alteration, substitution, addition or abandonment;

**"given name"** means a name other than a surname;

**"name"** means given name or surname, or both;

**"parent"** means a parent under Part 3 of the *Family Law Act*;

**"registrar general"** has the same meaning as in the *Vital Statistics Act*;

**"surname"** has the same meaning as in the *Vital Statistics Act*;

**"vital statistics registrar"** means a vital statistics registrar under the *Vital Statistics Act*;

### **No change of name except under Act**

**2** (1) A person in British Columbia must not change his or her name unless authorized to do so by section 4, and then only in the manner provided by this Act.

(2) Subsection (1) does not apply to any of the following:

- (a) a change in the surname of one spouse to the surname of the other spouse;
- (b) a change in name resulting from adoption under the *Adoption Act*;
- (c) a change of name appearing on a certificate of naturalization;
- (d) a change in name under the *Vital Statistics Act*;
- (e) a change of name under section 5.

### **Use of surnames on marriage**

**3** A spouse by marriage may

- (a) use the surname he or she had immediately before the marriage,
- (b) use the surname he or she had at birth or by adoption, or
- (c) use the surname of his or her spouse by marriage.

### **Persons entitled to change names**

**4** (1) Subject to this section, a person who has attained the age of majority or, if the age of majority has not been attained, is a parent having guardianship or custody of his or her child and who is domiciled in British Columbia for at least 3 months, or has resided in British Columbia for at least 3 months immediately before the date of the application, may, unless prohibited by this or another Act, change his or her name on complying with this Act.

(2) If the minister is satisfied that it is in the public interest to do so, the minister may waive the residency requirements of subsection (1).



(3) Subject to subsection (4), a parent having guardianship or custody of an unmarried minor child may, with the consent of all other parents having guardianship and other guardians of the child, apply to change the child's name, but, if the application is to change the child's surname to that of the applicant's spouse, the consent of the spouse is required.

(4) If a person applies to change the name of an unmarried minor child who has attained the age of 12 years, he or she must first obtain the consent in writing of the child.

(5) If a person whose consent is required under this Act

(a) is deceased or mentally disordered or cannot after reasonable, diligent and adequate search be located, or

(b) is, in the opinion of the registrar general, unreasonably withholding his or her consent,

the applicant may, with the approval of the registrar general, proceed with the application without the consent of that person.

(6) If, in the opinion of the registrar general, exceptional circumstances make it unreasonable to seek the consent of a person as required under this Act, the applicant may, with the approval of the registrar general, proceed with the application without the consent of that person.

### **Change of name on dissolution or nullity of marriage**

#### **5 (1) If**

(a) a court in Canada has

(i) granted a decree absolute for dissolution of a marriage, or

(ii) made an order for nullity of a marriage, or

(b) a judge or officer of a court in Canada has issued a certificate stating that a divorce granted under the *Divorce Act* (Canada) has dissolved a marriage,

the Supreme Court may, at any time, on the application of a former spouse, order that his or her name be changed to the name he or she desires.

(2) If an applicant under subsection (1) has minor children of the marriage of whom he or she has guardianship or custody, the applicant may also apply to the Supreme Court to change the name of those children, but the Supreme Court, before making an order under subsection (1) in respect of those children, must require the written consent of all other parents.

(3) If the Supreme Court renders a judgment granting a divorce, it may, at the same time and whether or not claimed in the petition for divorce or by motion in the divorce proceeding, order that the name of a spouse be changed to the name he or she desires, to become effective on the same day as the judgment granting the divorce.

(4) If an application under this section is granted, the order must state the name to which the name of the spouse or children is changed.

(5) The district registrar of the court must transmit a copy of the order to the registrar general, who must register the change of name accordingly.

## **Repealed**

6 [Repealed 2002-12-25.]

## **Criminal record check**

**6.1** (1) A person entitled to change his or her name or the name of his or her minor child under section 4 must, within the 30 day period before the person files an application under section 7, start a process, satisfactory to the registrar general, for a criminal record check of the person whose name is to be changed.

(2) Subsection (1) applies to a minor child only if the child is at least 18 years of age.

## **Documents to be filed with registrar general**

**7** (1) An applicant for a change of name must pay the prescribed fees to the registrar general and must file with the registrar general an application containing all of the following:

- (a) a statement of all relevant facts;
- (b) an affidavit verifying the application;
- (c) the consent of every person whose consent is necessary under this Act;
- (d) [Repealed 2002-12-26.]
- (e) further documentary evidence or information required by the registrar general;
- (f) the name and address of every person whose name will be changed because of a change of name of the applicant.

(1.1) In addition to the requirements set out in subsection (1), an applicant for a change of his or her name must file with the registrar

general a form that authorizes the registrar general to provide the Royal Canadian Mounted Police with

- (a) the applicant's name and change of name to be registered under this Act,
- (b) the applicant's fingerprints,
- (c) the applicant's date of birth, and
- (d) other personal information of the applicant that is necessary for a criminal record check to be conducted.

(1.2) In addition to the requirements set out in subsection (1), an applicant for a change of name of his or her minor child who is at least 18 years of age must file with the registrar general a form that authorizes the registrar general to provide the Royal Canadian Mounted Police with

- (a) the child's name and change of name to be registered under this Act,
- (b) the child's fingerprints,
- (c) the child's date of birth, and
- (d) other personal information of the child that is necessary for a criminal record check to be conducted.

(1.3) Despite subsection (2) but subject to the regulations, the registrar general must disclose to the Royal Canadian Mounted Police information related to an applicant or his or her child that is described in subsection (1.1) or (1.2), as the case may be, on the change of the applicant's or child's name being registered under section 9.

(2) The registrar general must preserve in his or her office all documents filed with the registrar general, and except as provided in section 13, neither the documents themselves or information contained in the documents may be made available to any person, except the following:

- (a) an officer of the government;
- (b) a person authorized by the minister in writing;
- (c) a person who has obtained from the Supreme Court an order permitting inspection.

(3) An order under subsection (2) (c) must not be made except on an application showing good cause, of which 5 days' notice has been served on the registrar general.

### **Power to take affidavits**

- 8 The registrar general, an inspector of vital statistics or a vital statistics registrar has the powers of a commissioner for taking affidavits for British Columbia for the purposes of this Act.

### **Change of name registered or refused**

- 9 (1) On receipt of an application and of the documents required to be filed with it, the registrar general, if the registrar general is satisfied that the proposed change is authorized by this Act, register the change of name.
- (2) If the registrar general is not satisfied that the proposed change is authorized by this Act the registrar general must refuse to register the change of name and must notify the applicant.
- (3) The registrar general must not register a change of name that would result in the applicant having only one name.
- (4) The registrar general must refuse an application if the registrar general is of the opinion
- (a) that the name that the applicant seeks to adopt might reasonably cause mistake or confusion or be a cause of embarrassment or confusion to any other person, or
  - (b) that the change of name is sought for an improper purpose or is on any other ground objectionable.
- (5) If the registrar general refuses to register a change of name, the applicant, within 30 days after receipt of notification of the refusal, may appeal the refusal to the Supreme Court.
- (6) The court
- (a) may consider the evidence it considers relevant,
  - (b) must dispose of the appeal in a summary manner, and
  - (c) may make the order it thinks proper.
- (7) The appellant must serve notice of the appeal on the registrar general not less than 5 days before the hearing.
- (8) An appeal from a decision of the court lies to the Court of Appeal with leave of a justice of the Court of Appeal.

### **Effect of registration**

- 10 (1) Registration under section 9, for all purposes, effects the change of name according to the tenor of the application.

(2) Registration of a change of surname of a person shall, subject to section 4 (3) and (4), effect a similar change in the surname of each of the unmarried minor children of the applicant that is included in the application.

### **Certificate of change of name**

**11** (1) If a change of name has been effected under section 10, a certificate of change of name, setting out the names of all persons for whom a change of name has been effected, signed by the registrar general and issued under the registrar general's seal of office, must

- (a) be kept in the office of the registrar general, and
- (b) be preserved and remain in the registrar general's custody as part of the records of the registrar general's office.

(2) The registrar general must deliver or mail to the applicant a copy of the certificate.

### **Publication of change of name**

**12** (1) Promptly after issuing a certificate of change of name under section 11, the registrar general must publish

- (a) the person's new and former names,
- (b) the person's date of birth,
- (c) the name of the municipality in which the person resides, and
- (d) the effective date of the certificate.

(2) Publication under subsection (1) may be in any form accessible to qualified applicants as determined by the registrar general, including electronic publication.

(3) Subsection (1) does not apply if

- (a) the change of name is made for the sole purpose of changing the surname of a minor to the surname of the applicant, or
- (b) in the opinion of the registrar general, publication is not in the public interest.

### **Search and evidence**

**13** (1) A person, on application and on payment of the prescribed fees, may have a search made of the registrations of changes of names kept in the

office of the registrar general and may obtain from the registrar general a certificate stating the facts as registered for a change of name.

(2) No person, except as provided in section 7, is entitled to have access to the documents filed under section 7 or to obtain copies of the documents.

(3) A certificate purporting to be issued under this section must be received in every court in British Columbia as proof in the absence of evidence to the contrary of the facts in it certified to be registered or recorded.

(4) It is not necessary to prove the signature or official position of the person by whom the certificate purports to be signed.

(5) If the registrar general has made a determination under section 12 (3) (b) not to publish a change of name and the registrar general considers it in the public interest to do so, the registrar general may refuse to issue a certificate under subsection (1) of this section or give information respecting the person's change of name.

### **Notation of names after alteration**

**14** (1) If the name of a person of whose birth registration has been made under the *Vital Statistics Act* is changed under this Act, the registrar general must cause a marginal notation of the change of name to be made on the original record of the birth or marriage of the person.

(2) Despite subsection (1), a change of surname must not be made on the registration of a marriage that has been dissolved or that has been terminated by the death of one of the spouses.

(3) If an application is made for a certificate of the registration of birth or marriage on the record of which a marginal notation has been made under subsection (1), the registrar general must issue the certificate as if the original registration had been made in the name of that person as changed under this Act.

### **Obtaining of change of name by fraud**

**15** (1) If a person has been convicted of obtaining a change of name by fraud or misrepresentation, after the time for appeal against the conviction has expired, or if, an appeal having been taken, the conviction is sustained, the registrar general must annul the change of name by order effective from the date named in it.

(2) A marginal notation of the order must be made on the certificates issued under section 11.

(3) If the registrar general has, under subsection (1), annulled a change of name, the registrar general may by order require a person to whom a copy of the certificate has been issued under this Act promptly to deliver it up.

### **Offences**

**16** (1) A person who by fraud or misrepresentation effects a change of name under this Act and a person who violates a provision of this Act or who fails to comply with a provision, commits an offence.

(2) A person who commits an offence under subsection (1) is liable on conviction to a penalty of not more than \$500 or to imprisonment for any term not longer than 6 months.

(3) A person who refuses or neglects to comply with an order under section 15 (3) commits an offence.

(4) A person who commits an offence under subsection (3) is liable on conviction to a penalty of not more than \$100 and costs.

(5) Proceedings may not be taken against a person under this Act without the consent in writing of the Attorney General.

### **Power to make regulations**

**17** (1) The Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.

(2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations prescribing fees to be paid for anything done or permitted to be done under this Act.

(2.1) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations establishing circumstances in which section 7 (1.3) does not apply.

(3) The registrar general may waive the collection of a fee from a person if the registrar general considers it necessary in order to obtain compliance with the Act or to avoid hardship to the person.

### **Forms**

**18** The registrar general may establish forms to be used for the purposes of this Act.

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## Legal Change of Name Application

The Application for Change of Name accommodates many potential situations for a name change. Some parts of the application may not apply to you and may be left blank.

You can help us process your application smoothly by thoroughly reading this page, which provides you with information about who can apply, what steps are required, and what documentation is needed for your particular situation, including consent and fingerprints.

The average legal change of name application takes four to six weeks to process. We cannot process applications that are missing documentation or payment.

### Who can Apply for a Legal Change of Name?

To be eligible for a legal change of name, applicants must:

- be 19 years of age or older;

- Exception:** If you are younger than 19 years old **and** a parent with custody of your child, you may apply for a legal change of name.

- be changing their own name, or the name of a child for whom they have custody who is 18 years of age or younger; and

- have lived in B.C. or had a permanent residence here for at least three months immediately before the application date.

### How to Apply for a Legal Change of Name

These are the basic steps for applying to change your name legally.

1. Read the instructions included in the Application for Change of Name (VSA 529) form (PDF, 476KB) and look through the application first without filling anything out. Make a note of which documents, waivers, or signatures you need to obtain to complete the application.
2. Complete the application. All applicants must complete Parts 1 (a) and (b). If you are a parent changing the name of your child, you must also complete Part 2.
3. Submit the Application for Change of Name along with the required documents and payment in one of the following two ways:

#### By Mail

Vital Statistics Agency  
PO Box 9657 Stn Prov Govt  
Victoria, B.C.  
V8W 9P3

**ATTN: CONFIDENTIAL SERVICES**

#### In Person

Go to any Service BC location.

#### Cost

<b>Adult</b> (19 years of age or older) <b>without</b> dependent child (18 years old or younger)	\$137
<b>Adult</b> (19 years of age or older) <b>with</b> dependent child (18 years old or younger)	\$137 + \$27 per child
<b>Child</b> (18 years of age or younger)	\$137 for first or only child \$27 per additional child
<b>Birth or Marriage Search</b>	\$27 if event occurred in B.C. <b>AND</b> an original certificate is not enclosed

The cost of a legal change of name includes a Certificate of Name Change listing the old and new names of all individuals involved in the application.

It does not include the cost of:

- Fingerprinting
- Criminal record checks
- Witnessing your signature on a statutory declaration
- Certifying documents
- New identification following the name change

**Note:** Service BC representatives can witness your signature, and copy and certify documents to submit with your application for a small fee.

## Required Documentation

The table below describes the different types of applicants for name changes. Every time a description on the left side of the table matches your circumstance, you should submit the documentation listed to its right in the table.

If you...	Submit this...
Are an adult, 19 years of age or older who was born in Canada.	An <b>original</b> birth certificate with registration number
Are an adult, 19 years of age or older who was born <b>outside</b> of Canada.	A <b>certified</b> copy of immigration and/or citizenship documents
Have changed your name before.	Your <b>original</b> <i>Change of Name</i> certificate(s)
Have documents that are not in English.	<b>Certified</b> English translations of the documents

Got married in B.C. and are not divorced or widowed.	<b>Original</b> British Columbia marriage certificate(s) or photocopy if the marriage certificate already lists the new name
Got married outside of B.C. or Canada.	<b>Photocopy</b> of marriage certificate(s) including registration number
Are changing the name of your child who was <b>born in Canada</b> .	Your child's original birth certificate <b>listing the name of the parent or parents</b>
Are changing the name of your child who was <b>born outside of Canada</b> .	<b>Certified copies</b> of the following: Immigration or citizenship documents An original birth certificate or adoption papers from the country of birth <b>showing parentage</b> . Provide certified English translations if these are not in English.
Are changing the name of your child, but the name you use now is different from the one listed on your child's birth certificate.	Documentation showing how you came to have your current name. (i.e. marriage certificate(s), change of name certificate(s), letter of explanation.)
Are changing your child's last name to the last name of your spouse.	A <b>photocopy</b> of your marriage certificate and your spouse's consent.
Changing the name of your child who is <b>12 to 18 years of age</b> .	A short letter written by your child providing his or her reasons for wanting a change of name.  * Remember to have your child sign the application on page 5.

## Required Consent when Changing a Child's Name

<b>If you are changing the name of your child...</b>	<b>You must obtain consent from...</b>
And a second parent is listed on your child's birth registration	The other parent.  If you cannot obtain consent, request a waiver of parental consent

And your child is 12 years of age or older	<p>Your child.</p> <p>See Part 2 (page 5) of the application. Your child must also write a brief letter stating why he or she wants the name change</p>
To match the last name of your spouse	<p>Your spouse.</p> <p>See Part 2 (page 5) of the application.</p>

## Requesting a Waiver of Parental Consent

The Name Act allows for consideration of a waiver of the other parent's consent. The following is a list of situations for which a waiver of parental consent may be approved. If you would like to request a waiver of the other parent's consent, consider which situation described below best describes yours and provide all the requested information.

### Situation A

The person whose consent is required is not recorded on the birth registration of the child whose name is to be changed (Section 4.6 of the Name Act).

#### What you need to provide:

If the child was born in Canada, you must provide an original birth certificate showing parentage.  
 If the child was born outside of Canada, you must provide a certified photocopy of the child's birth documents showing parentage. If the birth documents are not in English, you must provide a translated version from an accredited individual.

### Situation B

The person whose consent is required cannot be located after a reasonable, diligent and adequate search has been conducted as demonstrated by the statutory declaration and supporting evidence maintained in the change of name file (Section 4.5(a) of the Name Act).

#### What you need to provide:

A copy of a court order, showing you have custody of your child.

The statutory declaration from page 6 of the Application for Change of Name (VSA 529) form (PDF, 476KB). On the statutory declaration, you must:

1. include the mailing address and any other contact information for the parent whose consent is to be waived. If you are unaware of the other parent's whereabouts, search his or her name on Canada411.ca using Canada as the location, and submit a printout of the results;
2. indicate if you receive child support. If you are registered with the Family Maintenance Enforcement Program (FMEP), you must include a copy of your most recent statement; and
3. explain all efforts you have made to contact the other parent, including contact with relatives, email contact, etc.

A brief letter written by the child if he or she is 12 years of age or older. Have your child describe why he or she would like a change of name.

#### Situation C

The person whose consent is required is deceased, proven by a copy of a death certificate maintained in the change of name file (Section 4.6 of the Name Act).

#### What you need to provide:

A copy of the death certificate of the person whose consent is to be waived.

#### Situation D

A person whose consent is required is unreasonably withholding their consent (Section 4(5)(b) of the Name Act).

#### What you need to provide:

A copy of a court order, showing you have custody of your child.

The statutory declaration from page 6 of the Application for Change of Name (VSA 529) form (PDF, 476KB). On the statutory declaration, you must:

1. include the mailing address and any other contact information for the parent whose consent is to be waived;
2. indicate if you receive child support. If you are registered with the Family Maintenance Enforcement Program (FMEP), you must include a copy of your most recent statement; and
3. explain all efforts you have made to contact the other parent, including contact with relatives, email contact, etc.

A brief letter written by the child if he or she is 12 years of age or older. Have your child describe why he or she would like a change of name.

#### Situation E

A person whose consent is required is mentally disordered, as demonstrated by statutory declaration and supporting evidence (Section 4.5(a) of the Name Act).

#### What you need to provide:

A copy of a court order, showing you have custody of your child.

A letter from a physician/court order stating that the person whose consent is to be waived is incapable of understanding what he or she would be signing.

#### Situation F

Exceptional circumstances make it unreasonable to seek the consent of the required individual (Section 4(6) of the Name Act).

#### What you need to provide:

A copy of a court order, showing you have custody of your child.

One of the following:

A court ordered no contact order.

A court ordered restraining order.

A letter from the police indicating you would be in danger if you attempted to contact the parent whose consent is required.

**Note:** The requirements identified here are a guide only and the registrar general of the Vital Statistics Agency has the authority to ask for additional information.

**Note:** Statements made in a statutory declaration are considered the equivalent of statements made in a court of law and may provide the basis for action against the applicant if they are proven to be fraudulent.

## Fingerprint Information

If you are both 18 years of age or older AND are changing your name, the Name Act requires you to have your fingerprints taken as part of a criminal record check. If you have a criminal record, the name change is noted in the Canadian Police Information Centre (CPIC) database. Fingerprints are only used for the purpose required by the Name Act and confirmation of the criminal record review is returned to the applicant directly from the RCMP.

**Effective July 1, 2014, only electronic fingerprints are accepted.** You can have your fingerprints taken electronically at any of the following facilities:

Most RCMP detachments

Vancouver Police

Victoria Police

Any RCMP-accredited fingerprinting company or its affiliate who submit fingerprints electronically for the purposes of criminal record checks. For a list of accredited companies and information about affiliates, visit: [www.rcmp.gc.ca/cr-cj/index-eng.htm](http://www.rcmp.gc.ca/cr-cj/index-eng.htm)

## What to Submit with your Change of Name Application

Different agencies may charge different amounts for fingerprinting, but a criminal record check is always \$25. Pay these fees directly to the agency you have chosen to take your electronic fingerprints and perform a criminal record check.

Once you have paid for the fingerprinting service and criminal record check, the fingerprinting official will give you a receipt. **Submit a photocopy of the original receipt with your application.**

## Statutory Declarations and Certified Doc

People authorized to witness your signature on statutory declarations and provide you with certified copies of documents include:

practicing lawyers;

notaries public;

Service BC representatives; and

individuals appointed by the Attorney General as commissioners for taking affidavits.

## Recommended Reading

This helpful pamphlet provides an overview of the process of changing your name, its cost, and documentation.

[Legal Change of Name in B.C. \(PDF, 188KB\)](#)

## Contact Us

Phone:

Victoria: (250) 952-2681

Toll-Free within B.C.: 1-888-876-1633

[Email Vital Statistics](#)

Mailing Address:

Vital Statistics Agency

PO Box 9657 Stn Prov Govt

Victoria, B.C.

V8W 9P3

To complete transactions in person, find a [Service BC](#) location near you.



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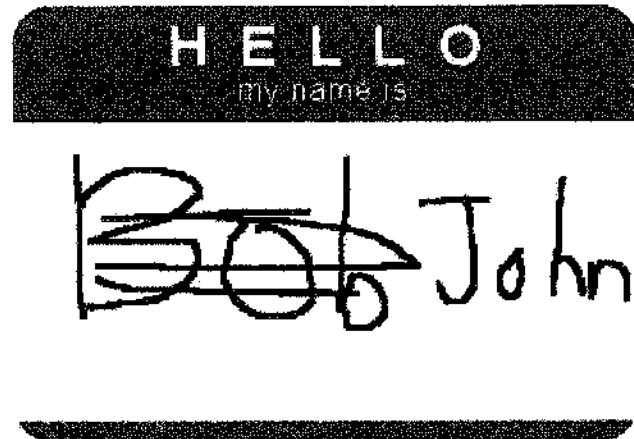




# Change of Name

## From Vital Statistics Agency MediaWiki

A legal change of name is a process where an individual alters, substitutes, adds or abandons a given name and/or surname following legislation governing Name Selection and Limitations by way of the *Name Act* and the *Vital Statistics Act*. However, if an individual wishes to assume his or her spouse's surname, this does not constitute or require a legal change of name under the *Name Act*. Once completed, a legal change of name will alter the individual's birth record in the province of their birth, or their legal name within Canada if they were born abroad, and a Change of Name Certificate will be issued to the client.



### Contents

- Adult Without a Dependant Child
- Application on Behalf of a Minor
- Residency Requirements for Change of Name
- Application Forms
- CONA Checklist
- Placing Registration on Hold & Include Event
- Printout
- CON Certificate Hold on AFS
- Birth Certificate Application received with Change of Name Application
- Inquiries Regarding Change of Name
- Fingerprint Processing
- Change of Name Processing Time
- Change of Name Application Status
- Cancellation of a Change of Name
- Applicants With Only 1 Name/ No Surname

## Adult Without a Dependant Child

The requirements for a legal name change vary from province to province. Within BC, an adult (19 years of age) can apply to change their name by submitting a CON application for an Adult Without a Dependant Child. Fingerprinting and a Criminal Record Check are required for individuals 18 years of age or older to apply for a legal change of name.

## Application on Behalf of a Minor

- **If the child is under 1 year of age and the parent(s) only wish to make a change to given names**, this can be processed as an amendment. The procedure for this change can be found under Birth Amendments.
- Individuals under 19 can change their name, but parental/guardian consent is required by submitting an Application on Behalf of a Minor.
- Can a guardian apply for a CON as they have custody? Advise the client that they can apply for a CON for a minor child if they have guardianship and then forward all other questions to VSCS, as they tend to do these types of applications on a case by case basis.

## Residency Requirements for Change of Name

To apply for a CON in BC, the applicant must have resided in BC for at least three months prior to making application, OR be domiciled in BC for at least three months just prior to application. For example: for a student who resides in BC but is attending University/College in another Province, they have to submit:

- proof of enrollment from school
- proof of BC residence, such as a copy of a valid BC CareCard, recent bill at the BC address and/or a copy of a rent/mortgage cheque,
- Letter advising why they are in another Province.

Note: When performing a legal change of name, all applicants are required to provide proof of their foundation identity. In accordance with policy established by the Office of the Chief Information Officer, foundation identity documents may include a Canadian birth certificate, Canadian Citizenship card, Permanent Residency card, Record of Landing/Refugee Status, Study, Work, Visitor, or Temporary Resident Permit. If a Study, Work, Visitor, or Temporary Resident Permit is accepted, it MUST be current and not have expired.

## Application Forms

Change of Name Applications can be obtained through a Vital Statistics office, Service BC office, or can be downloaded from our public website. Application packages can also be mailed out to the client upon request.

## CONA Checklist

CONA Checklist

## Placing Registration on Hold & Include Event Printout

When you receive a Change of Name Application at the Front Counter and the individual was born and/or married in BC, the birth and/or marriage event must be placed on hold to prevent any

birth/marriage certificates being issued in the old name.

Print out the event when you are in the event summary and include it with the CON application when you forward it to confidential services. If the applicant is paying the \$27 search fee for a birth and/or marriage record, then write 'paid for' on the top right corner of the event printout.

## **CON Certificate Hold on AFS**

In VISION, there is no option for placing holds against Change of Name certificate applications.

If there is a requirement to place a hold against an application for a CON certificate (as opposed to one for a legal change of name) it must be placed against the CON event, and the AFS must then be moved to the appropriate regional queue. After the hold is removed from the registration, an email must be sent to VSHelp requesting that Systems move the AFS to "CONA Certificates" in the Processing Queue.

## **Birth Certificate Application received with Change of Name Application**

If a client comes in with a change of name application and a new birth certificate (for after name change is complete) application, please enter both applications. Place the birth certificate AFS on hold and move to the "Cert after name change queue" and make corresponding notes on both files indicating to process the birth certificate application once the change of name has been completed.

## **Inquiries Regarding Change of Name**

The Change of Name process is deeply rooted in policy with many grey areas allowing the responsible manager, and ultimately the registrar general, the ability to accept/deny documentation based on personal "opinion". In addition, these files can be complex and documentation/discussions are not always on Vision.

Advise clients calling about basic name change application information. If a client calls about a letter received, the CON Unit will indicate what is required in the comments as well as processing timeframes. To see the letter, click the AFS Info tab, click the Correspondence tab, and you will see the letter and what is required; explain the letter to the client if possible. Please ensure that you read all AFS comments and correspondence carefully before advising on the file. If after reading the comments there is anything unclear about the file, or the client still doesn't understand the requirements, send an email to your supervisor for follow up. Include the client's name, file number and contact phone number. DO NOT send emails or instant messages directly to change of name staff.

## **Fingerprint Processing**

All persons named on the CON application, whose names are to be changed and who are 18 years and older, are required to have fingerprints taken by a Law Enforcement officer. Any fees for fingerprinting are paid directly to the Law Enforcement Agency and are not part of the Change of Name application fee (\$137) or Criminal Record Check fee (\$25). Fingerprinting fees charged by Law Enforcement Agencies will differ between offices.

Two types of fingerprints can be taken, **Electronic** or **Paper**. RCMP detachments are able to submit paper fingerprints, if they do not have the capability to submit electronic fingerprints. However, once electronic devices are installed, paper fingerprints cannot be submitted.

**Electronic Fingerprints** - the client pays the \$25 Criminal Record Check fee to the organization processing the electronic fingerprints. Once fingerprinting is complete, the onus is on the client to submit the complete CONA package, payment (\$137), supporting documentation and the photocopy of the fingerprint receipt, directly to Vital Statistics. If you receive inquiries about where to have electronic fingerprinting taken, please direct individuals to the CCRTIS website at <http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm>

**Paper Fingerprints** - It is expected, when possible, that applicants for a change of name will complete the fingerprinting requirement using the electronic process. However, if that is not possible manual prints will be accepted. The client pays the \$25 Criminal Record Check fee to Vital Statistics or Service BC. Once fingerprinting is complete, the onus is on the client to submit the complete CONA package, payment (\$162) and supporting documentation. Fingerprints should be submitted directly to Vital Statistics by the police department, preferably with the completed CONA package.

**NOTE:** Fingerprints cannot be more than 30 days old. The police Agency/RCMP should put the following in the fingerprint form:

- Address in the "contributing Agency/Department" box:

British Columbia Vital Statistics Agency  
PO Box 9657 Stn Prov Govt  
Victoria, BC V8W 9P3.

- In the green box at the bottom, put "New Name: \_\_\_\_\_" and insert the client's New Name.
- In "Reason for application" check "Other" and specify "Legal Name Change".

### Can't get Fingerprinted:

Some people cannot get fingerprinted, both electronic or manual fingerprinting will not work due to old age etc. In these situations, as the Ottawa RCMP is essentially the organization running the criminal records check, the municipal police/RCMP department should discuss the issue with Ottawa to determine what will be accepted.

If Ottawa RCMP agree that a letter for people in this circumstance would suffice, then Confidential Services will accept a letter, in lieu of fingerprints. The letter must:

- include why the client was unable to be fingerprinted,
- indicate that the issue was discussed between the municipal police/RCMP and Ottawa RCMP and the letter was the only solution.

**NOTE:** We do not send out fingerprint kits, if the police station has the fingerprint forms, they can use those.

## Change of Name Processing Time

The **minimum** time for completion of a name change request is anticipated to be 4-6 weeks from receipt. If we are required to obtain additional information or documents, this time frame will be longer. There is no rush service available for this service.

## Change of Name Application Status

If a client calls in for a status update on a CONA and there are no comments on the AFS file other than "file received today's date, in filing to be processed". Advise client their CONA has been received and there is a 4-6 week turnaround time. However, processing time could be longer due to high volume. If clients ask for rush processing, advise that there is no rush service available for CONA.

As the letters VSCS sends to clients are sent from Word, you can email VSCS to resend the letter if the client states they have not received the letter.

All other CONA enquires are to be sent to your direct supervisor if you are unable to answer the client.

## Cancellation of a Change of Name

A CONA can be cancelled up to the point it gets registered. A written statement is no longer required to cancel a CONA. However, any cancellation requests should be handled by Confidential Services directly. If a client calls to cancel a CONA, please let VSCS know as soon as possible and mark the e-mail as "URGENT". After a CONA has been cancelled, a full refund will be issued. However, this does not include payments received for witnessing signatures or a search for a birth or marriage record that was processed.

## Applicants With Only 1 Name/ No Surname

When people have only 1 name (typically you see this on PR cards) it is always considered to be a surname. When entering the CON AFS, you would list the 1 name as a "surname" and leave all given names fields blank.

If the client listed the 1 name as a given name and left the surname field blank on the application form, advise them that we take the one name to be a surname and have them correct Part 1A.

And on the FAQs [http://wiki.vs.gov.bc.ca/mediawiki/index.php/CON\\_-\\_Frequently\\_Asked\\_Questions](http://wiki.vs.gov.bc.ca/mediawiki/index.php/CON_-_Frequently_Asked_Questions)

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Return to Customer Service

Retrieved from "[http://wiki.vs.gov.bc.ca/mediawiki/index.php/Change\\_of\\_Name](http://wiki.vs.gov.bc.ca/mediawiki/index.php/Change_of_Name)"

Categories: Confidential Services | Amendments

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- This page was last modified on 23 April 2015, at 14:17.



## LEGAL CHANGE OF NAME IN B.C.

Changing your name is an important decision with many consequences for business and personal life. This guide explains the procedures necessary for a legal change of name in British Columbia, as well as the limitations. We hope it will help you make an informed decision.

An Application for Change of Name can be obtained by accessing our website at [www.vs.gov.bc.ca/forms/](http://www.vs.gov.bc.ca/forms/) or in person from any Vital Statistics or Service BC office.

## ELIGIBILITY UNDER THE B.C. NAME ACT

To make an application to change your name or your child's name, you must be at least 19 years of age. If you are under 19 years of age and wish to change your name, one of your parents must make application on your behalf.

If you are less than 19 years of age but are a parent with custody of your child then you may make application to change your name or your child's name without your parent's consent.

You must have lived in or have had a permanent home in B.C. for at least three months immediately prior to the date of application.

Applications are specific to the person changing his/her name. If you apply to change your surname, your spouse is entitled to use your new name, if desired.

## YOU DON'T NEED A LAWYER

A change of name is applied for through the Vital Statistics Agency, as detailed in this guide.

## SITUATIONS NOT REQUIRING A LEGAL CHANGE OF NAME

After marriage, you can continue using your own surname, or you can assume your spouse's surname. This does not constitute a legal change of name under Section 3 of the *Name Act*.

A spouse by marriage may use the surname he or she had immediately before the marriage, the surname he or she had at birth or by adoption, or assume the surname of his or her spouse by marriage.

Under the above circumstances, individuals who decide to return to their original surname at a later date do not need to apply for a change of name. In the case of a divorce or a person wishing to revert to a previous name, they can choose their married surname, their previous married surname or their name at birth or by adoption.

## COMBINED OR HYPHENATED SURNAMES

If you wish to combine or hyphenate surnames, this requires a legal change of name. If, at a later date, you wish to revert to your original surname, after you legally changed to a combined or hyphenated surname, this requires a separate legal change of name.

## LIMITATIONS

You are free to choose any new name you wish, but the registrar general of Vital Statistics has the right to refuse any application if the name will cause confusion or embarrassment. If your application is refused for this reason, the decision can be appealed. For procedures, contact the Vital Statistics Agency.

By law in B.C., you must have a first name and a surname. Any application that results in a person having only one name will be refused.

## WHAT TO INCLUDE IN YOUR APPLICATION

If you are only changing the name of a child under the age of 18, you must still provide your information as the parent applicant applying on behalf of a minor. Return your application to the Vital Statistics Agency along with:

- original birth certificate of the person whose name is to be changed if that person was born in Canada. If the person was born outside Canada, a certified photocopy of immigration or citizenship documentation should be provided. In addition, proof of parentage must be provided in the form of a certified photocopy of birth records.

- proof of custody and consent of the other parent if you are changing your child's name.
- the required fee. The fee paid includes a change of name certificate containing all names changed per the application. It does not cover the cost of a new birth or marriage certificate.

If you are changing your own name, also include:

- an original certificate of marriage, if married in B.C. If married outside B.C., a photocopy should be provided.

The Vital Statistics Agency may also request proof of residency in some cases.

The applicant is required to make a Statutory Declaration. Legislation allows those who are specifically authorized to witness signatures to charge a fee for this service.

## CRIMINAL RECORD CHECK

If you are changing your own name and/or the name of a child who is 18 years of age, you must have electronic fingerprints taken by a fingerprinting official.

Fingerprinting officials collect a fee for taking fingerprints in addition to the criminal record check fee of \$25.00. Pay the fingerprinting and criminal record check fees directly to the fingerprinting official. Include a receipt of your payment for the fingerprinting service with your Application for Change of Name. For information about electronic fingerprinting, visit the RCMP website at [www.rcmp.gc.ca/cr-cj/index-eng.htm](http://www.rcmp.gc.ca/cr-cj/index-eng.htm).

## PARENTAL CONSENT

If you have custody of your child and the consent of the other parent, you may apply to have your child's name changed. The child's written consent is required if they are 12 to 18 years of age.

If consent of the other parent cannot be obtained, you may request a Waiver of Consent if your circumstances match those required to obtain a waiver. The applicant is required to make a Statutory Declaration with regard to this application for a waiver of consent.

## WHAT HAPPENS TO YOUR BIRTH/MARRIAGE RECORD

If you were born in B.C., the Vital Statistics Agency will automatically change the name on your birth record after your change of name application is processed. We also change your marriage record if you were married in B.C.

If you were born or married elsewhere in Canada, the Vital Statistics Agency sends a Notice of Name Change to your province of birth or marriage. This may, or may not, result in a change of your birth or marriage record. To be sure, you should contact your province of birth.

## DOCUMENTATION

B.C. birth and marriage certificates sent in with your change of name application are NOT returned. After a change of name these documents are no longer valid pieces of identification. If born outside of B.C., you can obtain new birth certificates by applying to the province in which the birth occurred using your new name. To prevent delays, send a photocopy of the change of name certificate along with the application and appropriate fees.

If you were born or married in B.C. you can apply for new certificates at the same time as you make application for the change of name. If you wish to apply for new certificates, ensure that you submit a separate application for each certificate type with the new name(s) recorded within the appropriate field. The application can then be submitted with your change of name application.

## FEES

Applications must be accompanied with the required fee in the form of a **money order** or **certified cheque** payable to the Minister of Finance, or **payment by credit card**.

**Adult** (greater than or equal to 19 years of age without dependant child (18 years or younger)

\$ 137.00 Name Change Fee

**Adult** (greater than or equal to 19 years of age with dependant child (18 years or younger)

\$ 137.00 Name Change Fee  
\$ 27.00 For Each Child

### Child Only:

\$ 137.00 Name Change Fee  
\$ 27.00 For each additional child

### Birth or Marriage Search:

\$ 27.00 If event occurred in BC (if certificate not enclosed)

For more information, contact:

General Inquiries: 250 952-2681

Mailing Address:

Vital Statistics Agency  
PO Box 9657 Stn Prov Govt  
Victoria BC V8W 9P3

Website: <http://www.vs.gov.bc.ca>

Business Hours are:

Monday to Friday 8:30 am to 4:30 pm

Vital Statistics services are available through Service BC offices in communities throughout British Columbia.

# LEGAL CHANGE OF NAME ..... IN B.C.

ELIGIBILITY  
CHILDREN  
ADULTS  
DOCUMENTATION  
CRIMINAL RECORDS CHECK  
LIMITATIONS



Vital Statistics  
Agency

VSA 004 2015/02/11





## Application For Change Of Name

Under the Provisions of the British Columbia Name Act

Please read these instructions before submitting your *Application for Change of Name*. Missing information will significantly delay processing time. A legal change of name takes a minimum of 4 to 6 weeks to be processed.

### How to Fill Out the Application for Change of Name

**Step 1** ➤ Are you eligible to apply for a change of name? Eligible applicants **MUST**:

- Be 19 years of age or older.
- Be changing their own name, or be a parent changing the name of their child who is 18 years of age or younger.
- Live in BC at least three months, or have a permanent residence in BC for at least three months prior to making application.



#### Who can apply as a parent?

A person who has a documented, legal relationship with the child, proven by a birth certificate, immigration document, or court order.

**Step 2** ➤ Select the pages of the form that you need to fill out. Use the table below as a guide.

If you are...	Then fill out...
An adult (19 years of age or older) changing your name only	Part 1a (page 3) and Part 1b (page 4)
A parent changing BOTH your name AND the name of your child who is 18 years of age or younger	Part 1a (page 3) and Part 1b (page 4) Part 2 (Photocopy Part 2 if you have more than 1 child)
A parent who IS NOT changing your name, but who IS changing the name of your child who is 18 years of age or younger	Part 1a (page 3) and Part 1b (page 4) Part 2 (Photocopy Part 2 if you have more than 1 child)

**Step 3** ➤ Submit **ALL** the supporting documentation listed below that applies to your situation. *Tip:* Highlight or put a check mark next to documents that you need to include with your application

If you...	Then submit...
Are an adult, 19 years of age or older who was born in Canada	An <b>original</b> birth certificate with registration number
Are an adult, 19 years of age or older who was born <b>outside</b> of Canada	A <b>certified</b> copy of immigration and/or citizenship documents
Have changed your name before	An <b>original</b> <i>Change of Name</i> certificate(s)
Have documents that are not in English	<b>Certified</b> English translations of the documents
Got married in British Columbia (not applicable if divorced or widowed)	<b>Original</b> British Columbia marriage certificate(s) or photocopy if the marriage certificate already lists the new name*
Got married outside of British Columbia or Canada	<b>Photocopy</b> of marriage certificate(s) including registration number*

\* **NOTE** - We **CANNOT** accept commemorative certificates, marriage licences, or certificates issued by a church.

If you are a parent...	Then submit...
Changing the name of your child who was <b>born in Canada</b>	Your child's original birth certificate <b>showing parentage</b>
Changing the name of your child who was <b>born outside of Canada</b>	<b>Certified copies</b> of the following: <ul style="list-style-type: none"> <li>• Immigration or citizenship documents</li> <li>• An original birth certificate or adoption papers from the country of birth <b>showing parentage</b>. Provide certified English translations if these are not in English.</li> </ul>
Changing the name of your child, but the name you use now is different from the one listed on your child's birth certificate	Documentation showing how you came to have your current name. (i.e. marriage certificate(s), change of name certificate(s), letter of explanation.)
Changing your child's last name to the last name of your spouse	A <b>photocopy</b> of your marriage certificate and your spouse's consent.
Changing the name of your child who is <b>12 to 18 years of age</b>	A short letter handwritten by your child providing his or her reasons for wanting a change of name. Have your child sign and date it. Remember to have your child sign the application on page 5.

#### Consent of the other parent when changing the name of children 18 years of age and younger

The other parent must sign consent to the name change of a child **OR** you must request that Vital Statistics waive the consent. Review *Obtaining a Waiver of Parental Consent* on page 7 for information about requesting a waiver.



### How do I get a certified copy of a document?

Take the original document to an authorized person listed in Step 4 below. The authorized person will photocopy the original, then certify that it is a copy of the original document by stamping and signing it. *Tip: The same person who witnesses your signature on the statutory declaration can provide you with certified copies. Certified copies are valid for 6 months only.*

**Step 4** ➤ Sign the statutory declaration(s) in front of one of the authorized persons listed below:

- Practicing lawyer
- Notary public
- Service BC representative
- Individual appointed by the Attorney General as a commissioner for taking affidavits

All applicants must sign the statutory declaration on page 4 at the same time as it is certified. Parents requesting a waiver of the other parent's consent must also sign the statutory declaration on page 6. **Statutory declarations are valid for six months only.**

**Step 5** ➤ Use page 8 of this form to calculate the amount of the payment you need to make for the name change(s).

- You can pay by credit card, or a **certified** cheque or money order made payable to the **Minister of Finance**. Personal cheques are not accepted.
- If the Application for Change of Name is **ONLY** changing the name of a child who is **UNDER 18**, submit the application with payment by mail to the address below, or in person to a Service BC centre.
- If the application is changing the name of an individual 18 or older, proceed to Step 6.

**Step 6** ➤ If you are 18 years of age or older and applying for a change of name, go to page 8 of this application and follow the instructions regarding submitting fingerprints.

## General Information

### After your change of name application has been processed

- Vital Statistics will send a *Certificate of Change of Name* to your mailing address. This certificate will show your previous name as provided in your foundation identity document, and your new name. If you are currently using a surname by marriage, your legal change of name will not affect it. Only your foundation identity documentation (birth certificate) will be affected.
- If you were born in Canada, you will need to order and pay for a birth certificate separately from the province of your birth. If you were born outside of BC, be sure to tell them you have recently changed your name and enclose a photocopy of your *Certificate of Change of Name*. **Note** - Certificates issued in British Columbia are printed in uppercase lettering only.
- You are responsible for notifying other agencies of your name change and for replacing all applicable documents and identification, such as your BC Driver's Licence or BC Identification card, BC Services Card, Canadian Passport, and Social Insurance Card.

### Fingerprints

- If you are 18 years of age or older, information regarding your change of name will be sent to the RCMP in Ottawa for a criminal record review. If you have a criminal record, your name change will be noted in the Canadian Police Information Centre (CPIC) database.
- Your fingerprint record will **NOT** be kept on file with the local police detachment, the Vital Statistics Agency, or the RCMP as a result of your decision to legally change your name.
- Fingerprints must be taken **prior** to submitting your application.

### What happens to documents submitted with your application

Document	Returned	Not Returned
BC and other Canadian birth certificates		X
BC marriage certificates		X
Certificates from previous name change(s)	X (Stamped with "Historical Document")	
Out-of-province marriage certificates	X	
Certified documents (i.e. <u>copies</u> of immigration papers)		X

### Contact Information

**Mailing Address:** Vital Statistics Agency  
PO Box 9657 Stn Prov Govt  
Victoria BC V8W 9P3  
**ATTN: CONFIDENTIAL SERVICES**

**Telephone:** 250 952-2681 (Victoria)  
1 888 876-1633 (toll-free in BC)  
**Web:** [www.gov.bc.ca/vitalstatistics](http://www.gov.bc.ca/vitalstatistics)



## Application for Change of Name

### Part 1 (A) - Adult or Parent Information



Part 1(A) and 1 (B) **MUST** be completed by an **ADULT, 19 years of age or older**. If you are a parent changing the name of a child, enter **your information** in Part 1 (even if you are not changing your name) and provide your child's information in Part 2.

#### OFFICE USE ONLY

AFS #

REG. #

Your name as listed on birth certificate, immigration or citizenship documents	Surname (Last Name)		Given Name		Middle Name(s)
	Surname (Last Name)		Given Name		Middle Name(s)
Full name you are applying to change to (if you are changing your name)	Surname (Last Name)		Given Name		Middle Name(s)
Date and place of birth	MMM	Date of Birth DD YYYY	Sex	Place of Birth (City / Town) (Province / State / Country)	
	MMM	DD YYYY			
Marital status and details	<input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Never Married				
	MMM	Date of Marriage DD YYYY	Place of Marriage (City / Town) (Province / State / Country)		
Places of residence for last three months <i>*You MUST complete these fields</i>	Street				MMM From * DD YYYY
	City Postal Code				MMM To * DD YYYY
	Street				MMM From * DD YYYY
	City Postal Code				MMM To * DD YYYY
Address for Correspondence or Certificate (if different from above)	Mail to: <input type="checkbox"/> Above Address <input type="checkbox"/> Alternate Address Below:				
	Name/Organization _____				
	Street _____				
	City _____				
	Prov/State _____ Postal Code _____				
How can we contact you?	Preferred Number (Area Code) (Phone Number)		Preferred Email Address		Alternate Contact Number (Area Code) (Phone Number)

#### Documentation

Proof of Birth	Original Birth Certificate (If born in Canada)		Certified copies of BOTH sides of Permanent Resident Cards and Canadian Citizenship Cards are required.
	<input type="checkbox"/> Enclosed <input type="checkbox"/> \$27.00 Search Fee (If you were born in British Columbia and do not have a birth certificate.)		
Proof of Marriage	Certified Copy of Immigration and Citizenship Documents (If born outside of Canada)		If you are changing your child's last name to that of your spouse, provide a photocopy of your marriage certificate.
	<input type="checkbox"/> Enclosed		
	Marriage Certificate (not applicable if divorced or widowed)		
	<input type="checkbox"/> Original Enclosed (BC only) <input type="checkbox"/> \$27.00 Search Fee (If you were married in BC and do not have a marriage certificate.)		
	<input type="checkbox"/> Photocopy Enclosed		



## Application for Change of Name

Part 1 (B) - Adult or Parent Information

### Statutory Declaration

I understand that by making application for a name change, that the present and proposed names, date of birth and any other personal information included in this application deemed necessary will be forwarded to the Royal Canadian Mounted Police for the purpose of conducting a criminal record review.

AND

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

AND

I understand that any documentation submitted to support this application may be verified for validity and/or authenticity with the issuing authority and I provide my consent to the Vital Statistics Agency to complete this verification.

AND

I have enclosed all birth certificates, marriage certificates (BC only) and historical change of name certificates in my possession and I understand that the birth certificates and BC marriage certificates will not be returned on completion of the name change.

AND

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

AND

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Day Month Year

Declared before me at \_\_\_\_\_  
City

in the Province of British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_  
Day Month Year

\_\_\_\_\_  
Signature of Lawyer, Notary Public or Commissioner for Taking Affidavits

The information on this form is collected under the authority of the *Name Act* (RSBC 1996, c.328, Sec. 7 (2)) and will be used to fulfill the requirements of the *Name Act*. Any release of this information will be in compliance with the *Name Act* and the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection or use of this information, please contact a Vital Statistics representative at 250 952-2681.

### FOR OFFICE USE ONLY

☐ Photocopy of fingerprinting receipt enclosed.

# Application for Change of Name

## Part 2 - Child's information (18 years of age or younger)



**Court Orders** - If you have a court order pertaining to the custody of your child you are required to submit a copy of the court order and have any other custodial guardian(s) sign consent to the change of name.

Child's full name as listed on a birth certificate, immigration or citizenship document	Surname (Last Name) _____ Given Name _____ Middle Name(s) _____		
What you are changing your child's name to (full name)	Surname (Last Name) _____ Given Name _____ Middle Name(s) _____		
Date and place of birth	Date of Birth MMM DD YYYY	Sex _____	Place of Birth (City / Town) _____ (Province / State / Country) _____
Identification enclosed to show your child's parentage	Birth Certificate Showing Parentage (if born in Canada) <input type="checkbox"/> Original Enclosed <input type="checkbox"/> \$27.00 Search Fee (If child was born in British Columbia and you do not have his/her birth certificate)		<b>Who can witness signatures on this page?</b> Any adult can witness the signatures of consent in the sections below. Witnesses <b>MUST</b> sign at the same time as the person consenting.
	Immigration and Citizenship Documents Showing Parentage (if born outside of Canada) <input type="checkbox"/> Certified Copy Enclosed		
Children 12 - 18 years of age <b>MUST</b> provide: <input checked="" type="checkbox"/> Letter <input checked="" type="checkbox"/> Signature	I hereby give my consent to change my name as stated in this application Child's Signature <input checked="" type="checkbox"/> _____ <input type="checkbox"/> Letter handwritten by child attached. Date _____		Signature of Witness <input checked="" type="checkbox"/> _____ Date _____
<b>Consent of Other Parent</b> OR <b>Other Parent is Not Listed</b> OR <b>Request for Waiver</b> <input checked="" type="checkbox"/> You must check one reason if you are requesting a waiver. Refer to page 7 for information about reasons for waivers and the documentation required to support your request.	I, _____, am the other parent/guardian Name (Printed) of the child listed in this application and hereby give my consent to change my child's name as proposed above. Other Parent's Signature <input checked="" type="checkbox"/> _____ Date _____ Signature of Witness <input checked="" type="checkbox"/> _____ Date _____		
	A <input type="checkbox"/> The other parent is not recorded on the birth registration of the child whose name is to be changed. (s.4.6 of the <i>Name Act</i> ) Signature <input checked="" type="checkbox"/> _____ Date _____		
	I request that the consent of the other parent: _____ be waived for the following reason: Surname _____ Given Name(s) _____		
	B <input type="checkbox"/> The other parent cannot be located after a reasonable, diligent and adequate search has been conducted as demonstrated by statutory declaration and supporting evidence maintained in the change of name file (s.4.5(a) of the <i>Name Act</i> ). C <input type="checkbox"/> The other parent is deceased, proven by a copy of a government-issued death certificate maintained in the change of name file (s.4.6 of the <i>Name Act</i> ). D <input type="checkbox"/> The other parent is unreasonably withholding consent to the change of name (s.4(5)(b) of the <i>Name Act</i> ). E <input type="checkbox"/> The other parent is mentally disordered, as demonstrated by statutory declaration and supporting evidence (s.4.5(a) of the <i>Name Act</i> ). F <input type="checkbox"/> Exceptional circumstances make it unreasonable to seek the consent of the other parent (s.4(6) of the <i>Name Act</i> ). Unless you can provide a valid court ordered restraining order/no contact order between the father and the child(ren) this option does not apply.		
	Page 7 of this application lists the documents you need to submit to support each of the <b>Request for Waiver</b> reasons noted above. You must also give a detailed explanation of your situation in the <b>Statutory Declaration</b> on page 6 for reasons B, D, E, or F. Signature <input checked="" type="checkbox"/> _____ Date _____		
<b>Consent of Spouse of Applicant *</b> * Use only if the child's surname is changing to that of the applicant's spouse.	I, _____, am the spouse of the applicant and hereby give my Name (Printed) consent for the above-listed child to change his/her surname to be the same as mine. Signature of Spouse of Applicant <input checked="" type="checkbox"/> _____ Date _____ Signature of Witness <input checked="" type="checkbox"/> _____ Date _____		

**Statutory Declaration**  
**Waiver of Consent of the Other Parent**

This Statutory Declaration **MUST** be completed if the applicant is asking for a Waiver of Consent of the Other Parent unless the other parent is deceased. See pages 5 and 7 for further details. Your Statutory Declaration must include the following information:

- ☐ What attempts have been made to gain the parent's consent, including contact with relatives, friends, etc.
- ☐ When contact was last made with the other parent.
- ☐ Last known contact information for the other parent (addresses, phone numbers, email addresses).
- ☐ If you receive child support from the other parent.
- ☐ If you are registered with the Family Maintenance Enforcement Program (FMEP).
- ☐ An outline of the reasons why you feel the change of name is in your child's best interest.

If you are submitting a court order, other than a final order, you **MUST** state whether the order is still in effect; if you have upcoming court dates, please advise us; if you do not have a court order pertaining to the custody/guardianship of your child, include a statement indicating why you have not obtained custody/guardianship. Include any other details that would support your request. **NOTE:** If you need more space, attach a separate sheet of paper.

CANADA:  
PROVINCE OF BRITISH COLUMBIA.  
To Wit:

} *In the Matter of*

I, \_\_\_\_\_  
of \_\_\_\_\_  
in the Province of British Columbia, do solemnly declare that

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I verify that all supporting documents represent current circumstances and orders in affect as of this date.

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the "Canada Evidence Act."

Declared before me at \_\_\_\_\_  
in the Province of British Columbia,  
this \_\_\_\_\_ day of \_\_\_\_\_, YYYY

} \_\_\_\_\_  
DECLARANT'S SIGNATURE

\_\_\_\_\_  
Signature of Lawyer, Notary Public or  
Commissioner for Taking Affidavits

DATE 

MM	DD	YYYY

## Obtaining a Waiver of Parental Consent Under the British Columbia Name Act

The following is a list of grounds on which a waiver of parental consent may be approved with the documents required. Choose the one that best applies to your situation and provide the requested information.

**A) The other parent is not recorded on the birth registration of the person whose name is to be changed (Section 4.6 of the Name Act).**

- ☐ If the child was born in Canada, an original birth certificate showing parentage.
- ☐ If the child was born outside of Canada, a certified photocopy of the child's birth documents showing parentage. If the birth documents are not in English, you must provide a translated version from an accredited individual.
- ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed. The letter must be handwritten (not typed), signed and dated by the child.

**B) The other parent cannot be located after a reasonable, diligent and adequate search has been conducted as demonstrated by the statutory declaration and supporting evidence maintained in the change of name file (Section 4.5(a) of the Name Act).**

- ☐ A copy of a court order, showing you have custody of your child.
- ☐ In your statutory declaration, list the mailing address and any other contact information for the parent whose consent is to be waived.
- ☐ If you are unaware of the other parent's whereabouts:
  1. Provide a list of the efforts you have made to determine his/her location; and
  2. Conduct a CANADA411.CA search. Search using the parent's first and last names only (no middle names). Enter CANADA in the search location. Submit a printout of the results.
- ☐ In your statutory declaration, you must include ALL of the information listed at the top of page 6, STATUTORY DECLARATION.
- ☐ If you are registered with the Family Maintenance Enforcement Program (FMEP), include a copy of your latest statement. If you are not registered with FMEP, include a statement indicating that you do or do not receive support from the other parent.
- ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed. The letter must be handwritten (not typed), signed and dated by the child.

**C) The other parent is deceased, proven by a copy of a government-issued death certificate maintained in the change of name file (Section 4.6 of the Name Act).**

- ☐ A copy of a government-issued death certificate of the person whose consent is to be waived.

**D) The other parent is unreasonably withholding their consent (Section 4(5)(b) of the Name Act).**

- ☐ A copy of a court order, showing you have custody of your child.
- ☐ In your statutory declaration, you must include ALL of the information listed at the top of page 6, STATUTORY DECLARATION.
- ☐ If you are registered with the Family Maintenance Enforcement Program (FMEP), include a copy of your latest statement. If you are not registered with FMEP, include a statement indicating that you do or do not receive support from the other parent.
- ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed. The letter must be handwritten (not typed), signed and dated by the child.

**E) The other parent is mentally disordered, as demonstrated by statutory declaration and supporting evidence (Section 4.5(a) of the Name Act).**

- ☐ A copy of a court order, showing you have custody of your child.
- ☐ A letter from a physician/court order stating the person whose consent is to be waived is incapable of understanding what they would be signing.
- ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed. The letter must be handwritten (not typed), signed and dated by the child.

**F) Exceptional circumstances make it unreasonable to seek the consent of the other parent (Section 4(6) of the Name Act). Unless you can provide a valid court ordered restraining order/no contact order between the father and the child(ren) this option does not apply.**

- ☐ A copy of a court order, showing you have custody of your child.
- ☐ A court ordered no contact order; or
- ☐ A court ordered restraining order; or
- ☐ A letter from the police indicating you would be in danger if you attempted to contact the parent whose consent is required.
- ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed. The letter must be handwritten (not typed), signed and dated by the child.

**NOTE:** The requirements identified in this information sheet are a guide only and the registrar general of the Vital Statistics Agency has the authority to ask for additional information.



Statements made in a Statutory Declaration are considered the equivalent of statements made in a Court of Law and may provide the basis for action against the applicant if they are proven to be fraudulent.



## Fingerprinting and Payment Information

In 2002, the Government of British Columbia passed an amendment to the *Name Act* (R.S.B.C. 1996 c. 328) requiring individuals changing their names to have their fingerprints taken as part of a criminal record check. This was done to ensure that criminal records would be updated if a person with a criminal record applied for a change of name.

### Who needs to have fingerprints taken?

Anyone who is **BOTH** 18 years of age or older **AND** changing his or her name. If you are a parent changing your child's name, but are not changing your own name, you do **NOT** need to get your fingerprints taken.

### Where can I have my electronic fingerprints taken?

- Most RCMP detachments
- Vancouver Police
- Victoria Police
- Any RCMP-accredited fingerprinting company or its affiliate who submit fingerprints electronically for the purposes of criminal record checks. For a list of accredited companies and information about affiliates, visit : [www.rcmp.gc.ca/cr-cj/index-eng.htm](http://www.rcmp.gc.ca/cr-cj/index-eng.htm)

### Since my fingerprints were taken electronically, how will I provide proof that I have had this done?

Fingerprinting officials collect a fee for taking fingerprints in addition to the criminal record check fee of \$25, and will provide you with a receipt for your payment. Include a **photocopy of the original receipt** with your application package.

### Important Notes

- You are responsible for paying any fees for the fingerprinting service and the criminal record check directly to the fingerprinting official. **DO NOT** include it in the change of name fees payable to the Minister of Finance.
- Fingerprints are only used for the purpose required by the *Name Act* and confirmation of the criminal record review is returned to the applicant directly from the RCMP.

### Before submitting your application, check that you have:

- ☐ Completed the application form and gathered all documentation per the instructions provided.
- ☐ Completed the Statutory Declaration on page 4 of the *Application for Change of Name*. Make sure it is signed, dated and witnessed correctly.
- ☐ Filled out the *Payment Details* on page 8 of the *Application for Change of Name* and enclosed the correct payment as indicated below.

### Fees

- ☐ **Adult (19 years of age or older) without dependent child (18 years old or younger)** \$137.00 Name Change Fee
- ☐ **Adult (19 years of age or older) with dependent child (18 years old or younger)** \$137.00 Name Change Fee  
\$ 27.00 For each child
- ☐ **Child only (18 years of age or younger)** \$137.00 Name Change Fee for first or only child  
\$ 27.00 For each additional child
- ☐ **Birth or Marriage Search** \$ 27.00 If event occurred in BC AND an original certificate is not enclosed

Payment Method: ☐ Certified Cheque \* ☐ Money Order ☐ Visa ☐ MasterCard ☐ American Express

\* We cannot accept personal cheques or postdated cheques.

Amount  
Enclosed \$ \_\_\_\_\_

Interac/Cash payment may be made in person at any Service BC office. If paying by certified cheque or money order, make payable to the Minister of Finance.

\_\_\_\_\_  
Card holder signature

\_\_\_\_\_  
PRINT Card holder name as shown on Credit Card

Credit Card # \_\_\_\_\_ Expiry date \_\_\_\_\_

Place all documentation and the completed application into a suitably-sized envelope and submit it with payment to the mailing address below:

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





## Application For Change Of Name

Under the Provisions of the British Columbia Name Act

Please read these instructions before submitting your *Application for Change of Name*. Missing information will significantly delay processing time. A legal change of name takes a minimum of 4 to 6 weeks to be processed.

### How to Fill Out the Application for Change of Name

**Step 1** ➤ Are you eligible to apply for a change of name? Eligible applicants **MUST**:

- Be 19 years of age or older.
- Be changing their own name, or be a parent changing the name of their child who is 18 years of age or younger.
- Live in BC at least three months, or have a permanent residence in BC for at least three months prior to making application.



#### Who can apply as a parent?

A person who has a documented, legal relationship with the child, proven by a birth certificate, immigration document, or court order.

**Step 2** ➤ Select the pages of the form that you need to fill out. Use the table below as a guide.

An adult (19 years of age or older) changing your name only	Part 1a (page 3) and Part 1b (page 4)
A parent changing BOTH your name AND the name of your child who is 18 years of age or younger	Part 1a (page 3) and Part 1b (page 4) Part 2 (Photocopy Part 2 if you have more than 1 child)
A parent who IS NOT changing your name, but who IS changing the name of your child who is 18 years of age or younger	Part 1a (page 3) and Part 1b (page 4) Part 2 (Photocopy Part 2 if you have more than 1 child)

**Step 3** ➤ Submit **ALL** the supporting documentation listed below that applies to your situation. *Tip:* Highlight or put a check mark next to documents that you need to include with your application

Are an adult, 19 years of age or older who was born in Canada	An <b>original</b> birth certificate with registration number
Are an adult, 19 years of age or older who was born <b>outside</b> of Canada	A <b>certified</b> copy of immigration and/or citizenship documents
Have changed your name before	An <b>original</b> <i>Change of Name</i> certificate(s)
Have documents that are not in English	<b>Certified</b> English translations of the documents
Got married in British Columbia (not applicable if divorced or widowed)	<b>Original</b> British Columbia marriage certificate(s) or photocopy if the marriage certificate already lists the new name*
Got married outside of British Columbia or Canada	<b>Photocopy</b> of marriage certificate(s) including registration number*

\* **NOTE** - We **CANNOT** accept commemorative certificates, marriage licences, or certificates issued by a church.

Changing the name of your child who was <b>born in Canada</b>	Your child's original birth certificate <b>showing parentage</b>
Changing the name of your child who was <b>born outside of Canada</b>	<b>Certified copies</b> of the following: <ul style="list-style-type: none"> <li>• Immigration or citizenship documents</li> <li>• An original birth certificate or adoption papers from the country of birth <b>showing parentage</b>. Provide certified English translations if these are not in English.</li> </ul>
Changing the name of your child, but the name you use now is different from the one listed on your child's birth certificate	Documentation showing how you came to have your current name. (i.e. marriage certificate(s), change of name certificate(s), letter of explanation.)
Changing your child's last name to the last name of your spouse	A <b>photocopy</b> of your marriage certificate and your spouse's consent.
Changing the name of your child who is <b>12 to 18 years of age</b>	A short letter handwritten by your child providing his or her reasons for wanting a change of name. Have your child sign and date it. Remember to have your child sign the application on page 5.

#### Consent of the other parent when changing the name of children 18 years of age and younger

The other parent must sign consent to the name change of a child **OR** you must request that Vital Statistics waive the consent. Review *Obtaining a Waiver of Parental Consent* on page 7 for information about requesting a waiver.



#### How do I get a certified copy of a document?

Take the original document to an authorized person listed in Step 4 below. The authorized person will photocopy the original, then certify that it is a copy of the original document by stamping and signing it. *Tip: The same person who witnesses your signature on the statutory declaration can provide you with certified copies. Certified copies are valid for 6 months only.*

**Step 4** ➤ Sign the statutory declaration(s) in front of one of the authorized persons listed below.

- Practicing lawyer
- Notary public
- Service BC representative
- Individual appointed by the Attorney General as a commissioner for taking affidavits

All applicants must sign the statutory declaration on page 4 at the same time as it is certified. Parents requesting a waiver of the other parent's consent must also sign the statutory declaration on page 6. **Statutory declarations are valid for six months only.**

**Step 5** ➤ Use page 8 of this form to calculate the amount of the payment you need to make for the name change(s).

- You can pay by credit card, or a **certified** cheque or money order made payable to the **Minister of Finance**. Personal cheques are not accepted.
- If the Application for Change of Name is **ONLY** changing the name of a child who is **UNDER 18**, submit the application with payment by mail to the address below, or in person to a Service BC centre.
- If the application is changing the name of an individual 18 or older, proceed to Step 6.

**Step 6** ➤ If you are 18 years of age or older and applying for a change of name, go to page 8 of this application and follow the instructions regarding submitting fingerprints.

## General Information

### After your change of name application has been processed

- Vital Statistics will send a *Certificate of Change of Name* to your mailing address. This certificate will show your previous name as provided in your foundation identity document, and your new name. If you are currently using a surname by marriage, your legal change of name will not affect it. Only your foundation identity documentation (birth certificate) will be affected.
- If you were born in Canada, you will need to order and pay for a birth certificate separately from the province of your birth. If you were born outside of BC, be sure to tell them you have recently changed your name and enclose a photocopy of your *Certificate of Change of Name*. **Note** - Certificates issued in British Columbia are printed in uppercase lettering only.
- You are responsible for notifying other agencies of your name change and for replacing all applicable documents and identification, such as your BC Driver's Licence or BC Identification card, BC Services Card, Canadian Passport, and Social Insurance Card.

### Fingerprints

- If you are 18 years of age or older, information regarding your change of name will be sent to the RCMP in Ottawa for a criminal record review. If you have a criminal record, your name change will be noted in the Canadian Police Information Centre (CPIC) database.
- Your fingerprint record will **NOT** be kept on file with the local police detachment, the Vital Statistics Agency, or the RCMP as a result of your decision to legally change your name.
- Fingerprints must be taken **prior** to submitting your application.

### What happens to documents submitted with your application

Document	Returned	Not Returned
BC and other Canadian birth certificates		X
BC marriage certificates		X
Certificates from previous name change(s)	X (Stamped with "Historical Document")	
Out-of-province marriage certificates	X	
Certified documents (i.e. <u>copies</u> of immigration papers)		X

### Contact Information

**Mailing Address:** Vital Statistics Agency  
PO Box 9657 Stn Prov Govt  
Victoria BC V8W 9P3  
**ATTN: CONFIDENTIAL SERVICES**

**Telephone:** 250 952-2681 (Victoria)  
1 888 876-1633 (toll-free in BC)



# Application for Change of Name

## Part 1 (A) - Adult or Parent Information



Part 1 (A) and 1 (B) **MUST** be completed by an **ADULT, 19 years of age or older**. If you are a parent changing the name of a child, enter **your** information in Part 1 (even if you are not changing your name) and provide your child's information in Part 2.

### OFFICE USE ONLY

AFS #

REG. #

Your name as listed on birth certificate, immigration or citizenship documents

Surname (Last Name)

Given Name

Middle Name(s)

Full name you are applying to change to (if you are changing your name)

Surname (Last Name)

Given Name

Middle Name(s)

Date and place of birth

MM/DD/YYYY

Sex

Place of Birth (City / Town)

(Province / State / Country)

Marital status and details

☐ Married

☐ Widowed

☐ Divorced

☐ Never Married

MM/DD/YYYY

Place of Marriage (City / Town)

(Province / State / Country)

Places of residence for last three months  
*\*You **MUST** complete these fields*

Street

MM/DD/YYYY

City

Postal Code

MM/DD/YYYY

Street

MM/DD/YYYY

City

Postal Code

MM/DD/YYYY

Address for Correspondence or Certificate  
(if different from above)

Mail to: ☐ Above Address ☐ Alternate Address Below:

Name/Organization

Street

City

Prov/State

Postal Code

How can we contact you?

Preferred Number

(Area Code) (Phone Number)

Preferred Email Address

Alternate Contact Number

(Area Code) (Phone Number)

### Documentation

Proof of Birth

Original Birth Certificate (if born in Canada)

☐ Enclosed

☐ \$27.00 Search Fee (If you were born in British Columbia and do not have a birth certificate.)

Certified Copy of Immigration and Citizenship Documents (if born outside of Canada)

☐ Enclosed

Certified copies of **BOTH** sides of Permanent Resident Cards and Canadian Citizenship Cards are required.

Proof of Marriage

Marriage Certificate (not applicable if divorced or widowed)

☐ Original Enclosed (BC only)

☐ \$27.00 Search Fee (If you were married in BC and do not have a marriage certificate.)

☐ Photocopy Enclosed

If you are changing your child's last name to that of your spouse, provide a photocopy of your marriage certificate.



## Application for Change of Name

### Part 1 (B) - Adult or Parent Information

#### Statutory Declaration

I understand that by making application for a name change, that the present and proposed names, date of birth and any other personal information included in this application deemed necessary will be forwarded to the Royal Canadian Mounted Police for the purpose of conducting a criminal record review.

AND

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

AND

I understand that any documentation submitted to support this application may be verified for validity and/or authenticity with the issuing authority and I provide my consent to the Vital Statistics Agency to complete this verification.

AND

I have enclosed all birth certificates, marriage certificates (BC only) and historical change of name certificates in my possession and I understand that the birth certificates and BC marriage certificates will not be returned on completion of the name change.

AND

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

AND

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Day Month Year

Declared before me at \_\_\_\_\_  
City

in the Province of British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_  
Day Month Year

\_\_\_\_\_  
Signature of Lawyer, Notary Public or Commissioner for Taking Affidavits

The information on this form is collected under the authority of the *Name Act* (RSBC 1996, c.328, Sec. 7 (2)) and will be used to fulfill the requirements of the *Name Act*. Any release of this information will be in compliance with the *Name Act* and the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection or use of this information, please contact a Vital Statistics representative at 250 952-2681.

#### FOR OFFICE USE ONLY

☐ Photocopy of fingerprinting receipt enclosed.



# Application for Change of Name


## Part 2 - Child's information (18 years of age or younger)



**Court Orders** - If you have a court order pertaining to the custody of your child you are required to submit a copy of the court order and have any other custodial guardian(s) sign consent to the change of name.

Child's full name as listed on a birth certificate, immigration or citizenship document	Surname (Last Name)	Given Name	Middle Name(s)
	Surname (Last Name)	Given Name	Middle Name(s)
What you are changing your child's name to (full name)			

Date and place of birth	Date of Birth MM/M DD YYYY	Sex	Place of Birth (City / Town)	(Province / State / Country)

Identification enclosed to show your child's parentage	Birth Certificate Showing Parentage (if born in Canada) <input type="checkbox"/> Original Enclosed <input type="checkbox"/> \$27.00 Search Fee (If child was born in British Columbia and you do not have his/her birth certificate)	 <b>Who can witness signatures on this page?</b> Any adult can witness the signatures of consent in the sections below. Witnesses <b>MUST</b> sign at the same time as the person consenting.
	Immigration and Citizenship Documents Showing Parentage (if born outside of Canada) <input type="checkbox"/> Certified Copy Enclosed	

Children 12 - 18 years of age <b>MUST</b> provide: <input checked="" type="checkbox"/> Letter <input checked="" type="checkbox"/> Signature	I hereby give my consent to change my name as stated in this application Child's Signature <b>X</b> _____ <input type="checkbox"/> Letter handwritten by child attached. Date <span>MMM DD YYYY</span>	Signature of Witness <b>X</b> _____ Date <span>MMM DD YYYY</span>

<b>Consent of Other Parent</b> OR <b>Other Parent is Not Listed</b> OR <b>Request for Waiver</b>	I, _____, am the other parent/guardian of the child listed in this application and hereby give my consent to change my child's name as proposed above. Name (Printed) Other Parent's Signature <b>X</b> _____ Date <span>MMM DD YYYY</span> Signature of Witness <b>X</b> _____ Date <span>MMM DD YYYY</span>
	A <input type="checkbox"/> The other parent is not recorded on the birth registration of the child whose name is to be changed. (s.4.6 of the <i>Name Act</i> ) Signature <b>X</b> _____ Date <span>MMM DD YYYY</span>

Refer to page 7 for information about reasons for waivers and the documentation required to support your request.	I request that the consent of the other parent: _____ be waived for the following reason: Surname Given Name(s) B <input type="checkbox"/> The other parent cannot be located after a reasonable, diligent and adequate search has been conducted as demonstrated by statutory declaration and supporting evidence maintained in the change of name file. (s.4.5(a) of the <i>Name Act</i> ) C <input type="checkbox"/> The other parent is deceased, proven by a copy of a government-issued death certificate maintained in the change of name file. (s.4.6 of the <i>Name Act</i> ) D <input type="checkbox"/> The other parent is unreasonably withholding consent to the change of name. (s.4(5)(b) of the <i>Name Act</i> ) E <input type="checkbox"/> The other parent is mentally disordered, as demonstrated by statutory declaration and supporting evidence. (s.4.5(a) of the <i>Name Act</i> ) F <input type="checkbox"/> Exceptional circumstances make it unreasonable to seek the consent of the other parent. (s.4(6) of the <i>Name Act</i> ) Page 7 of this application lists the documents you need to submit to support each of the <b>Request for Waiver</b> reasons noted above. You must also give a detailed explanation of your situation in the <b>Statutory Declaration</b> on page 6 for reasons B, D, E, or F. Signature <b>X</b> _____ Date <span>MMM DD YYYY</span>

<b>Consent of Spouse of Applicant</b> * Use only if the child's surname is changing to that of the applicant's spouse.	I, _____, am the spouse of the applicant and hereby give my consent for the above-listed child to change his/her surname to be the same as mine. Name (Printed) Signature of Spouse of Applicant <b>X</b> _____ Date <span>MMM DD YYYY</span> Signature of Witness <b>X</b> _____ Date <span>MMM DD YYYY</span>

**Statutory Declaration**  
Waiver of Consent of the Other Parent

This Statutory Declaration **MUST** be completed if the applicant is asking for a Waiver of Consent of the Other Parent unless the other parent is deceased. See pages 5 and 7 for further details. Your Statutory Declaration must include the following information:

- ☐ What attempts have been made to gain the parent's consent, including contact with relatives, friends, etc.
- ☐ When contact was last made with the other parent.
- ☐ Last known contact information for the other parent (addresses, phone numbers, email addresses).
- ☐ If you receive child support from the other parent.
- ☐ If you are registered with the Family Maintenance Enforcement Program (FMEP).
- ☐ An outline of the reasons why you feel the change of name is in your child's best interest.

**If you are submitting a court order**, other than a final order, you **MUST** state whether the order is still in effect; if you have **upcoming court dates**, please advise us; if you **do not have a court order** pertaining to the custody/guardianship of your child, include a statement indicating why you have not obtained custody/guardianship. Include any other details that would support your request. **NOTE:** If you need more space, attach a separate sheet of paper.

CANADA:  
PROVINCE OF BRITISH COLUMBIA.  
TO WIT:

I, \_\_\_\_\_  
of \_\_\_\_\_  
in the Province of British Columbia, do solemnly declare that

[illegible]

I verify that all supporting documents represent current circumstances and orders in affect as of this date.

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the "Canada Evidence Act."

Declared before me at \_\_\_\_\_  
in the Province of British Columbia,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

DECLARANT'S SIGNATURE

DATE 

MM	DD	YYYY
----	----	------


\_\_\_\_\_  
*Signature of Lawyer, Notary Public or  
Commissioner for Taking Affidavits*

## Obtaining a Waiver of Parental Consent Under the British Columbia Name Act

*The following is a list of grounds on which a waiver of parental consent may be approved with the documents required. Choose the one that best applies to your situation and provide the requested information.*

- A) The other parent is not recorded on the birth registration of the person whose name is to be changed (Section 4.6 of the Name Act).**
- ☐ If the child was born in Canada, an original birth certificate showing parentage.
  - ☐ If the child was born outside of Canada, a certified photocopy of the child's birth documents showing parentage. If the birth documents are not in English, you must provide a translated version from an accredited individual.
  - ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed. The letter must be handwritten (not typed), signed and dated by the child.
- B) The other parent cannot be located after a reasonable, diligent and adequate search has been conducted as demonstrated by the statutory declaration and supporting evidence maintained in the change of name file (Section 4.5(a) of the Name Act).**
- ☐ A copy of a court order, showing you have custody of your child.
  - ☐ In your statutory declaration, list the mailing address and any other contact information for the parent whose consent is to be waived.
  - ☐ If you are unaware of the other parent's whereabouts:
    1. Provide a list of the efforts you have made to determine his/her location; and
    2. Conduct a CANADA411.CA search. Search using the parent's first and last names only (no middle names). Enter CANADA in the search location. Submit a printout of the results.
  - ☐ In your statutory declaration, you must include ALL of the information listed at the top of page 6, STATUTORY DECLARATION.
  - ☐ If you are registered with the Family Maintenance Enforcement Program (FMEP), include a copy of your latest statement. If you are not registered with FMEP, include a statement indicating that you do or do not receive support from the other parent.
  - ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed. The letter must be handwritten (not typed), signed and dated by the child.
- C) The other parent is deceased, proven by a copy of a government-issued death certificate maintained in the change of name file (Section 4.6 of the Name Act).**
- ☐ A copy of a government-issued death certificate of the person whose consent is to be waived.
- D) The other parent is unreasonably withholding their consent (Section 4(5)(b) of the Name Act).**
- ☐ A copy of a court order, showing you have custody of your child.
  - ☐ In your statutory declaration, you must include ALL of the information listed at the top of page 6, STATUTORY DECLARATION.
  - ☐ If you are registered with the Family Maintenance Enforcement Program (FMEP), include a copy of your latest statement. If you are not registered with FMEP, include a statement indicating that you do or do not receive support from the other parent.
  - ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed. The letter must be handwritten (not typed), signed and dated by the child.
- E) The other parent is mentally disordered, as demonstrated by statutory declaration and supporting evidence (Section 4.5(a) of the Name Act).**
- ☐ A copy of a court order, showing you have custody of your child.
  - ☐ A letter from a physician/court order stating the person whose consent is to be waived is incapable of understanding what they would be signing.
  - ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed. The letter must be handwritten (not typed), signed and dated by the child.
- F) Exceptional circumstances make it unreasonable to seek the consent of the other parent (Section 4(6) of the Name Act).**
- ☐ A copy of a court order, showing you have custody of your child.
  - ☐ A court ordered no contact order; or
  - ☐ A court ordered restraining order; or
  - ☐ A letter from the police indicating you would be in danger if you attempted to contact the parent whose consent is required.
  - ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed. The letter must be handwritten (not typed), signed and dated by the child.

**NOTE:** The requirements identified in this information sheet are a guide only and the registrar general of the Vital Statistics Agency has the authority to ask for additional information.

 Statements made in a Statutory Declaration are considered the equivalent of statements made in a Court of Law and may provide the basis for action against the applicant if they are proven to be fraudulent.



## Fingerprinting and Payment Information

In 2002, the Government of British Columbia passed an amendment to the *Name Act* (R.S.B.C. 1996 c. 328) requiring individuals changing their names to have their fingerprints taken as part of a criminal record check. This was done to ensure that criminal records would be updated if a person with a criminal record applied for a change of name.

### Who needs to have fingerprints taken?

Anyone who is **BOTH** 18 years of age or older **AND** changing his or her name. If you are a parent changing your child's name, but are not changing your own name, you do **NOT** need to get your fingerprints taken.

### Where can I have my electronic fingerprints taken?

- Most RCMP detachments
- Vancouver Police
- Victoria Police
- Any RCMP-accredited fingerprinting company or its affiliate who submit fingerprints electronically for the purposes of criminal record checks. For a list of accredited companies and information about affiliates, visit : [www.rcmp.gc.ca/cc-cj/index-eng.htm](http://www.rcmp.gc.ca/cc-cj/index-eng.htm)

### Since my fingerprints were taken electronically, how will I provide proof that I have had this done?

Fingerprinting officials collect a fee for taking fingerprints in addition to the criminal record check fee of \$25, and will provide you with a receipt for your payment. Include a **photocopy of the original receipt** with your application package.

### Important Notes

- You are responsible for paying any fees for the fingerprinting service and the criminal record check directly to the fingerprinting official. **DO NOT** include it in the change of name fees payable to the Minister of Finance.
- Fingerprints are only used for the purpose required by the *Name Act* and confirmation of the criminal record review is returned to the applicant directly from the RCMP.

### Before submitting your application, check that you have:

- ☐ Completed the application form and gathered all documentation per the instructions provided.
- ☐ Completed the Statutory Declaration on page 4 of the *Application for Change of Name*. Make sure it is signed, dated and witnessed correctly.
- ☐ Filled out the *Payment Details* on page 8 of the *Application for Change of Name* and enclosed the correct payment as indicated below.

### Fees

- ☐ **Adult (19 years of age or older) without dependent child (18 years old or younger)** \$137.00 Name Change Fee
- ☐ **Adult (19 years of age or older) with dependent child (18 years old or younger)** \$137.00 Name Change Fee  
\$ 27.00 For **each** child
- ☐ **Child only (18 years of age or younger)** \$137.00 Name Change Fee for first or only child  
\$ 27.00 For each additional child
- ☐ **Birth or Marriage Search** \$ 27.00 If event occurred in BC **AND** an original certificate is not enclosed

Payment Method: ☐ Certified Cheque \* ☐ Money Order ☐ Visa ☐ MasterCard ☐ American Express

\* We cannot accept personal cheques or postdated cheques.

Amount

Enclosed \$ \_\_\_\_\_

Interac/Cash payment may be made in person at any Service BC office. If paying by certified cheque or money order, make payable to the Minister of Finance.

Card holder signature \_\_\_\_\_

PRINT Card holder name as shown on Credit Card \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiry date \_\_\_\_\_

Place all documentation and the completed application into a suitably-sized envelope and submit it with payment to the mailing address below:

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





## Application For Change Of Name

Under the Provisions of the British Columbia Name Act

While completing a change of name application is straightforward, there are a number of steps involved. Take the time to read the instructions before submitting your *Application for Change of Name* as any missed steps will significantly delay processing time. A legal change of name takes a minimum of 4 to 6 weeks to be processed.

### How to Fill Out the Application for Change of Name

**Step 1 ➤** Are you eligible to apply for a change of name? To be eligible for a legal change of name, applicants **MUST**:

- Be 19 years of age or older.
- Be changing their own name, or be a parent changing the name of their child who is 18 years of age or younger.
- Have lived in BC at least three months, or have had a permanent residence in BC for at least three months prior to making application.



#### Who can apply as a parent?

A parent is defined as a person who has a documented, legal relationship with the child, proven by a birth certificate, immigration document, or court order.

**Step 2 ➤** Select the pages of the form that you need to fill out. Use the table below as a guide.

Who you are	What you need to fill out
An adult (19 years of age or older) changing your name only	Part 1a (page 3) and Part 1b (page 4)
A parent changing BOTH your name AND the name of your child who is 18 years of age or younger	Part 1a (page 3) and Part 1b (page 4) Part 2 (Photocopy Part 2 if you have more than 1 child)
A parent who IS NOT changing your name, but who IS changing the name of your child who is 18 years of age or younger	Part 1a (page 3) and Part 1b (page 4) Part 2 (Photocopy Part 2 if you have more than 1 child)

**Step 3 ➤** Submit **ALL** the supporting documentation listed below that applies to your situation. *Tip:* Highlight or put a check mark next to documents that you need to include with your application.

Who you are	What you need to submit
Are an adult, 19 years of age or older who was born in Canada	An <b>original</b> birth certificate with registration number
Are an adult, 19 years of age or older who was born <b>outside</b> of Canada	A <b>certified</b> copy of immigration and/or citizenship documents
Have changed your name before	An <b>original</b> <i>Change of Name</i> certificate(s)
Have documents that are not in English	<b>Certified</b> English translations of the documents
Got married in British Columbia (not applicable if divorced or widowed)	<b>Original</b> British Columbia marriage certificate(s) or photocopy if the marriage certificate already lists the new name
Got married outside of British Columbia or Canada	<b>Photocopy</b> of marriage certificate(s) including registration number

Who you are	What you need to submit
Changing the name of your child who was <b>born in Canada</b>	Your child's original birth certificate <b>showing</b> parentage
Changing the name of your child who was <b>born outside of Canada</b>	<b>Certified</b> copies of the following: <ul style="list-style-type: none"> <li>• Immigration or citizenship documents</li> <li>• An original birth certificate or adoption papers from the country of birth <b>showing</b> parentage. Provide certified English translations if these are not in English.</li> </ul>
Changing the name of your child, but the name you use now is different from the one listed on your child's birth certificate	Documentation showing how you came to have your current name. (i.e. marriage certificate(s), change of name certificate(s), letter of explanation.)
Changing your child's last name to the last name of your spouse	A <b>photocopy</b> of your marriage certificate and your spouse's consent.
Changing the name of your child who is <b>12 to 18 years of age</b>	A short letter written by your child providing his or her reasons for wanting a change of name. * Remember to have your child sign the application on page 5.

#### Consent of the other parent when changing the name of children 18 years of age and younger

The other parent must sign consent to the name change of a child **OR** you must request that Vital Statistics waive the consent. Review *Obtaining a Waiver of Parental Consent* on page 7 for information about requesting a waiver.



### How do I get a certified copy of a document?

Take the original document to an authorized person listed in Step 4 below. The authorized person will photocopy the original, then certify that it is a copy of the original document by stamping and signing it. **Tip:** The same person who witnesses your signature on the statutory declaration can provide you with certified copies. **Certified copies are valid for 6 months only.**

**Step 4** ➤ Sign the statutory declaration(s) in front of one of the authorized persons listed below:

- Practicing lawyer
- Notary public
- Vital Statistics Agency representative or ServiceBC representative
- Individual appointed by the Attorney General as a commissioner for taking affidavits

All applicants must sign the statutory declaration on page 4 at the same time as it is certified. Parents requesting a waiver of the other parent's consent must also sign the statutory declaration on page 6. **Statutory declarations are valid for six months only.**

**Step 5** ➤ Use page 8 of this form to calculate the amount of the payment you need to make for the name change(s).

- You can pay by credit card, or a certified cheque or money order made payable to the **Minister of Finance**. Personal cheques are not accepted.
- If the Application for Change of Name is **ONLY** changing the name of a child who is **UNDER 18**, submit the application with payment by mail or in person to the address listed below. If the application includes an individual 18 or older, proceed to Step 6.

**Step 6** ➤ If you are 18 years of age or older and applying for a change of name, go to page 8 of this application and follow the instructions regarding submitting fingerprints.

## General Information

### After your change of name application has been processed

- Vital Statistics will send a *Certificate of Change of Name* to your mailing address. This certificate will show your previous name as provided in your foundation identity document, and your new name. If you are currently using a married surname, be advised that this is an assumed name and that your legal change of name will not affect it. Only your foundation identity documentation (birth certificate) will be affected.
- If you were born in Canada, you will need to order and pay for a birth certificate separately from the province of your birth. If you were born outside of BC, be sure to tell them you have recently changed your name and enclose a photocopy of your *Certificate of Change of Name*. **Note** - Certificates issued in British Columbia are printed in uppercase lettering only.
- You are responsible for notifying other agencies of your name change and for replacing all applicable documents and identification, such as your BC Driver's Licence or BC Identification card, BC Services Card, Canadian Passport, and Social Insurance Card.

### Fingerprints

- If you are 18 years of age or older, information regarding your change of name will be sent to the RCMP in Ottawa for a criminal record review. If you have a criminal record, your name change will be noted in the Canadian Police Information Centre (CPIC) database.
- Your fingerprint record will **NOT** be kept on file with the local police detachment, the Vital Statistics Agency, or the RCMP as a result of your decision to legally change your name.
- Fingerprints must be taken prior to submitting your application.

### What happens to documents submitted with your application

Document	Returned	Not Returned
BC and other Canadian birth certificates		X
BC marriage certificates		X
Certificates from previous name change(s)	X (Stamped with "Historical Document")	
Out-of-province marriage certificates	X	
Certified documents (i.e. copies of immigration papers)		X

### Contact Information

**Mailing Address:** Vital Statistics Agency  
PO Box 9657 Stn Prov Govt  
Victoria BC V8W 9P3  
**ATTN: CONFIDENTIAL SERVICES**

**Telephone:** 250 952-2681 (Victoria)  
1 888 878-1633 (toll-free in BC)



# Application for Change of Name

## Part 1 (A) - Adult or Parent Information



Part 1(A) and 1 (B) **MUST** be completed by an **ADULT, 19 years of age or older**. If you are a parent changing the name of a child, enter your information in Part 1 (even if you are not changing your name) and provide your child's information in Part 2.

### OFFICE USE ONLY

AFS #

REG. #

Your name as listed on birth certificate or immigration or citizenship documents.	Surname (Last Name)			
	Given Name		Middle Name(s)	
The full name you are applying to change to (if you are changing your name).	Surname (Last Name)			
	Given Name		Middle Name(s)	
Date and place of birth	MMM DD YYYY	Sex	Place of Birth (City / Town) (Province / State / Country)	
Marital status and details	<input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Never Married			
	Date of Marriage MMM DD YYYY		Place of Marriage (City / Town) (Province / State / Country)	
Places of residence for last three months <i>*You MUST complete these fields</i>	Street		MMM	From * DD YYYY
	City		Postal Code	MMM DD YYYY
	Street		MMM	From * DD YYYY
	City		Postal Code	MMM DD YYYY
Address for Correspondence or Certificate (if different from above)	Mail to: <input type="checkbox"/> Above Address <input type="checkbox"/> Alternate Address Below:			
	Name/Organization			
	Street			
	City			
	Prov/State		Postal Code	
How can we contact you?	(Area Code) (Phone Number) Preferred Number		Preferred Email Address	
			Alternate Contact Number (Area Code) (Phone Number)	

### Documentation

Proof of Birth	Original Birth Certificate (If born in Canada) <input type="checkbox"/> Enclosed <input type="checkbox"/> \$27.00 Search Fee (If you were born in British Columbia and do not have a birth certificate.)	
	Certified Copy of Immigration and Citizenship Documents (If born outside of Canada) <input type="checkbox"/> Enclosed	
Proof of Marriage	Marriage Certificate (not applicable if divorced or widowed) <input type="checkbox"/> Original Enclosed (BC only) <input type="checkbox"/> \$27.00 Search Fee (If you were married in BC and do not have a marriage certificate.)	
	Certified copies of BOTH sides of Permanent Resident Cards and Canadian Citizenship Cards are required. If you are changing your child's last name to that of your spouse, provide a photocopy of your marriage certificate.	



## Application for Change of Name

### Part 1 (B) - Adult or Parent Information

#### Statutory Declaration

I understand that by making application for a name change, that the present and proposed names, date of birth and any other personal information included in this application deemed necessary will be forwarded to the Royal Canadian Mounted Police for the purpose of conducting a criminal record review.

AND

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

AND

I understand that any documentation submitted to support this application may be verified for validity and/or authenticity with the issuing authority and I provide my consent to the Vital Statistics Agency to complete this verification.

AND

I have enclosed all birth certificates, marriage certificates (BC only) and historical change of name certificates in my possession and I understand that the birth certificates and BC marriage certificates will not be returned on completion of the name change.

AND

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

AND

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Day Month Year

Declared before me at \_\_\_\_\_  
City

in the Province of British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_  
Day Month Year

\_\_\_\_\_  
Signature of Lawyer, Notary Public or Commissioner for Taking Affidavits

The information on this form is collected under the authority of the *Name Act* (RSBC 1996, c.328, Sec. 7 (2)) and will be used to fulfill the requirements of the *Name Act*. Any release of this information will be in compliance with the *Name Act* and the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection or use of this information, please contact a Vital Statistics representative at 250 952-2681.



# Application for Change of Name

## Part 2 - Child's information (18 years of age or younger)



**Court Orders** - If you have a court order pertaining to the custody of your child you are required to submit a copy of the court order and have any other custodial guardian(s) sign consent to the change of name.

Child's full name as listed on a birth certificate, immigration document or citizenship document	Surname (Last Name) _____ Given Name _____ Middle Name(s) _____		
What you are changing your child's name to (full name)	Surname (Last Name) _____ Given Name _____ Middle Name(s) _____		
Date and place of birth	Date of Birth MMM DD YYYY	Sex _____	Place of Birth (City / Town) _____ (Province / State / Country) _____
Identification enclosed to show your child's parentage	Birth Certificate Showing Parentage (if born in Canada) <input type="checkbox"/> Original Enclosed <input type="checkbox"/> \$27.00 Search Fee (If child was born in British Columbia and you do not have his/her birth certificate) Immigration and Citizenship Documents Showing Parentage (if born outside of Canada) <input type="checkbox"/> Certified Copy Enclosed		<b>Who can witness signatures on this page?</b> Any adult can witness the signatures of consent in the sections below. Witnesses <b>MUST</b> sign at the same time as the person consenting.
Children 12 - 18 years of age <b>MUST</b> provide: <input checked="" type="checkbox"/> Letter <input checked="" type="checkbox"/> Signature	I hereby give my consent to change my name as stated in this application Child's Signature <input checked="" type="checkbox"/> _____ <input type="checkbox"/> Letter written by child attached     Date: _____ Signature of Witness <input checked="" type="checkbox"/> _____ Date: _____		
<b>Consent of Other Parent</b>	I, _____, am the other parent/guardian Name (Printed) of the child listed in this application and hereby give my consent to change my child's name as proposed above. Other Parent's Signature <input checked="" type="checkbox"/> _____ Date: _____ Signature of Witness <input checked="" type="checkbox"/> _____ Date: _____		
OR <b>Other Parent is Not Listed</b>	A <input type="checkbox"/> The other parent is not recorded on the birth registration of the child whose name is to be changed. (s.4.6 of the <i>Name Act</i> ) Signature <input checked="" type="checkbox"/> _____ Date: _____		
OR <b>Request for Waiver</b>	I request that the consent of the other parent: _____ be waived for the following reason: Surname _____ Given Name(s) _____ B <input type="checkbox"/> The other parent cannot be located after a reasonable, diligent and adequate search has been conducted as demonstrated by statutory declaration and supporting evidence maintained in the change of name file. (s.4.5(a) of the <i>Name Act</i> ) C <input type="checkbox"/> The other parent is deceased, proven by a copy of a government-issued death certificate maintained in the change of name file. (s.4.6 of the <i>Name Act</i> ) D <input type="checkbox"/> The other parent is unreasonably withholding consent to the change of name. (s.4(5)(b) of the <i>Name Act</i> ) E <input type="checkbox"/> The other parent is mentally disordered, as demonstrated by statutory declaration and supporting evidence. (s.4.5(a) of the <i>Name Act</i> ) F <input type="checkbox"/> Exceptional circumstances make it unreasonable to seek the consent of the other parent. (s.4(5) of the <i>Name Act</i> ) Page 7 of this application lists the documents you need to submit to support each of the <b>Request for Waiver</b> reasons noted above. You must also give a detailed explanation of your situation in the <b>Statutory Declaration</b> on page 6 for reasons B, D, E, or F. Signature <input checked="" type="checkbox"/> _____ Date: _____		
<b>Consent of Spouse of Applicant *</b>	I, _____, am the spouse of the applicant and hereby give my Name (Printed) consent for the above-listed child to change his/her surname to be the same as mine. Signature of Spouse of Applicant <input checked="" type="checkbox"/> _____ Date: _____ Signature of Witness <input checked="" type="checkbox"/> _____ Date: _____		

\* Use only if the child's surname is changing to that of the applicant's spouse.

**Statutory Declaration**  
Waiver of Consent of the Other Parent

This Statutory Declaration **MUST** be completed if the applicant is asking for a Waiver of Consent of the Other Parent unless the other parent is deceased. See pages 5 and 7 for further details. Your Statutory Declaration must include the following information:

- ☐ What attempts have been made to gain the parent's consent, including contact with relatives, friends, etc.
- ☐ When contact was last made with the other parent.
- ☐ Last known contact information for the other parent (addresses, phone numbers, email addresses).
- ☐ If you receive child support from the other parent.
- ☐ If you are registered with the Family Maintenance Enforcement Program (FMEP).
- ☐ An outline of the reasons why you feel the change of name is in your child's best interest.

If you are submitting a court order, other than a final order, you **MUST** state whether the order is still in effect; if you have upcoming court dates, please advise us; if you do not have a court order pertaining to the custody/guardianship of your child, include a statement indicating why you have not obtained custody/guardianship. Include any other details that would support your request. **NOTE:** If you need more space, attach a separate sheet of paper.

CANADA:  
PROVINCE OF BRITISH COLUMBIA.  
To Wit:

} *In the Matter of*

I, .....

of .....

in the Province of British Columbia, do solemnly declare that

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

I verify that all supporting documents represent current circumstances and orders in affect as of this date.

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the "Canada Evidence Act."

Declared before me at .....

in the Province of British Columbia,

this ..... day of ....., YYYY

} .....

DECLARANT'S SIGNATURE

DATE: 

MM	DD	YYYY

.....

*Signature of Lawyer, Notary Public or  
Commissioner for Taking Affidavits*

## Obtaining a Waiver of Parental Consent Under the British Columbia Name Act

### Documents Required to Support a Request for Waiver

The following is a list of grounds on which a waiver of parental consent may be approved with the documents required. Choose the one that best applies to your situation and provide the requested information.

- A) The other parent is not recorded on the birth registration of the person whose name is to be changed (Section 4.6 of the Name Act).**
- ☐ If the child was born in Canada, an original birth certificate showing parentage.
  - ☐ If the child was born outside of Canada, a certified photocopy of the child's birth documents showing parentage. If the birth documents are not in English, you must provide a translated version from an accredited individual.
  - ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed.
- B) The other parent cannot be located after a reasonable, diligent and adequate search has been conducted as demonstrated by the statutory declaration and supporting evidence maintained in the change of name file (Section 4.5(a) of the Name Act).**
- ☐ A copy of a court order, showing you have custody of your child.
  - ☐ In your statutory declaration, list the mailing address and any other contact information for the parent whose consent is to be waived.
  - ☐ If you are unaware of the other parent's whereabouts, provide a list of the efforts you have made to determine his/her location.
  - ☐ In your statutory declaration, you must include ALL of the information listed at the top of page 6, STATUTORY DECLARATION.
  - ☐ If you are registered with the Family Maintenance Enforcement Program (FMEP), include a copy of your latest statement.
  - ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed.
- C) The other parent is deceased, proven by a copy of a government-issued death certificate maintained in the change of name file (Section 4.6 of the Name Act).**
- ☐ A copy of a government-issued death certificate of the person whose consent is to be waived.
- D) The other parent is unreasonably withholding their consent (Section 4(5)(b) of the Name Act).**
- ☐ A copy of a court order, showing you have custody of your child.
  - ☐ In your statutory declaration, you must include ALL of the information listed at the top of page 6, STATUTORY DECLARATION.
  - ☐ If you are registered with the Family Maintenance Enforcement Program (FMEP), include a copy of your latest statement.
  - ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed.
- E) The other parent is mentally disordered, as demonstrated by statutory declaration and supporting evidence (Section 4.5(a) of the Name Act).**
- ☐ A copy of a court order, showing you have custody of your child.
  - ☐ A letter from a physician/court order stating the person whose consent is to be waived is incapable of understanding what they would be signing.
  - ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed.
- F) Exceptional circumstances make it unreasonable to seek the consent of the other parent (Section 4(6) of the Name Act).**
- ☐ A copy of a court order, showing you have custody of your child.
  - ☐ A court ordered no contact order; or
  - ☐ A court ordered restraining order; or
  - ☐ A letter from the police indicating you would be in danger if you attempted to contact the parent whose consent is required.
  - ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed.

**NOTE:** The requirements identified in this information sheet are a guide only and the registrar general of the Vital Statistics Agency has the authority to ask for additional information.

#### IMPORTANT



Statements made in a Statutory Declaration are considered the equivalent of statements made in a Court of Law and may provide the basis for action against the applicant if they are proven to be fraudulent.



## Fingerprinting and Payment Information

In 2002, the Government of British Columbia passed an amendment to the *Name Act* (R.S.B.C. 1996 c. 328) requiring individuals changing their names to have their fingerprints taken as part of a criminal record check. This was done to ensure that criminal records would be updated if a person with a criminal record applied for a change of name. **Effective July 1, 2014, ink fingerprints will no longer be accepted and only electronic fingerprinting will be conducted.**

### Who needs to have fingerprints taken?

Anyone who is **BOTH** 18 years of age or older **AND** changing his or her name. If you are a parent changing your child's name, but are not changing your own name, you do **NOT** need to get your fingerprints taken.

### Where can I have my electronic fingerprints taken?

- Most RCMP detachments
- Vancouver Police
- Victoria Police
- Any RCMP-accredited fingerprinting company or its affiliate who submit fingerprints electronically for the purposes of criminal record checks. For a list of accredited companies and information about affiliates, visit : <http://www.rcmp-grc.gc.ca/rtd-it/vulner-eng.htm>

### Since my fingerprints were taken electronically, how will I provide proof that I have had this done?

Fingerprinting officials collect a fee for taking fingerprints in addition to the criminal record check fee of \$25, and will provide you with a receipt for your payment. Include a **photocopy of the original receipt** with your application package.

### Important Notes

- You are responsible for paying any fees for the fingerprinting service and the criminal record check directly to the fingerprinting official. **DO NOT** include it in the change of name fees payable to the Minister of Finance.
- Fingerprints are only used for the purpose required by the *Name Act* and confirmation of the criminal record review is returned to the applicant directly from the RCMP.

### Before submitting your application, check that you have:

- ☐ Completed the application form and gathered all documentation per the instructions provided.
- ☐ Completed the Statutory Declaration on page 4 of the *Application for Change of Name*. Make sure it is signed and witnessed correctly.
- ☐ Filled out the *Payment Details* on page 8 of the *Application for Change of Name* and enclosed the correct payment as indicated below.

### Fees

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Adult (19 years of age or older) without dependent child (18 years old or younger)</b> | \$137.00 Name Change Fee   |
| <input type="checkbox"/> <b>Adult (19 years of age or older) with dependent child (18 years old or younger)</b>    | \$137.00 Name Change Fee<br>\$ 27.00 For each child                                    |
| <input type="checkbox"/> <b>Child only (18 years of age or younger)</b>  | \$137.00 Name Change Fee for first or only child<br>\$ 27.00 For each additional child |
| <input type="checkbox"/> <b>Birth or Marriage Search</b>   | \$ 27.00 If event occurred in BC <b>AND</b> an original certificate is not enclosed    |

Payment Method: ☐ Certified Cheque \* ☐ Money Order ☐ Visa ☐ MasterCard ☐ American Express

\* Postdated cheques are not accepted

Amount  
Enclosed \$ \_\_\_\_\_

Interac/Cash payment may be made in person  
at any Vital Statistics or Service BC office.  
If paying by certified cheque or money order,  
make payable to the Minister of Finance.

\_\_\_\_\_  
Card holder signature

\_\_\_\_\_  
PRINT Card holder name as shown on Credit Card

Credit Card # \_\_\_\_\_ Expiry date \_\_\_\_\_

Place all documentation and the completed application into a suitably-sized envelope and submit it with payment to the mailing address below:

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





## Application For Change Of Name

Under the Provisions of the British Columbia *Name Act*

While completing a change of name application is straightforward, there are a number of steps involved. Take the time to read the instructions before submitting your *Application for Change of Name* as any missed steps will significantly delay processing time. A legal change of name takes a minimum of 4 to 6 weeks to be processed.

### How to Fill Out the Application for Change of Name

Step 1 ➤ Are you eligible to apply for a change of name? To be eligible for a legal change of name, applicants **MUST**:

- Be 19 years of age or older.
- Be changing their own name, or be a parent changing the name of their child who is 18 years of age or younger.
- Have lived in BC at least three months, or have had a permanent residence in BC for at least three months prior to making application.



#### Who can apply as a parent?

A parent is defined as a person who has a documented, legal relationship with the child, proven by a birth certificate, immigration document, or court order.

Step 2 ➤ Select the pages of the form that you need to fill out. Use the table below as a guide.

Who you are	What you fill out
An adult (19 years of age or older) changing your name only	Part 1a (page 3) and Part 1b (page 4)
A parent changing BOTH your name AND the name of your child who is 18 years of age or younger	Part 1a (page 3) and Part 1b (page 4) Part 2 (Photocopy Part 2 if you have more than 1 child)
A parent who IS NOT changing your name, but who IS changing the name of your child who is 18 years of age or younger	Part 1a (page 3) and Part 1b (page 4) Part 2 (Photocopy Part 2 if you have more than 1 child)

Step 3 ➤ Submit **ALL** the supporting documentation listed below that applies to your situation. *Tip:* Highlight or put a check mark next to documents that you need to include with your application.

Who you are	What you need to submit
Are an adult, 19 years of age or older who was born in Canada	An <b>original</b> birth certificate with registration number
Are an adult, 19 years of age or older who was born <b>outside</b> of Canada	A <b>certified</b> copy of immigration and/or citizenship documents
Have changed your name before	An <b>original</b> <i>Change of Name</i> certificate(s)
Have documents that are not in English	<b>Certified</b> English translations of the documents
Got married in British Columbia (not applicable if divorced or widowed)	<b>Original</b> British Columbia marriage certificate(s) or photocopy if the marriage certificate already lists the new name
Got married outside of British Columbia or Canada	<b>Photocopy</b> of marriage certificate(s) including registration number

Who you are	What you need to submit
Changing the name of your child who was <b>born in Canada</b>	Your child's original birth certificate <b>showing parentage</b>
Changing the name of your child who was <b>born outside of Canada</b>	<b>Certified copies</b> of the following: <ul style="list-style-type: none"> <li>• Immigration or citizenship documents</li> <li>• An original birth certificate or adoption papers from the country of birth <b>showing parentage</b>. Provide certified English translations if these are not in English.</li> </ul>
Changing the name of your child, but the name you use now is different from the one listed on your child's birth certificate	Documentation showing how you came to have your current name. (i.e. marriage certificate(s), change of name certificate(s), letter of explanation.)
Changing your child's last name to the last name of your spouse	A <b>photocopy</b> of your marriage certificate and your spouse's consent.
Changing the name of your child who is <b>12 to 18 years of age</b>	A short letter written by your child providing his or her reasons for wanting a change of name. * Remember to have your child sign the application on page 5.

#### Consent of the other parent when changing the name of children 18 years of age and younger

The other parent must sign consent to the name change of a child **OR** you must request that Vital Statistics waive the consent. Review *Obtaining a Waiver of Parental Consent* on page 7 for information about requesting a waiver.



### How do I get a certified copy of a document?

Take the original document to an authorized person listed in Step 4 below. The authorized person will photocopy the original, then certify that it is a copy of the original document by stamping and signing it. **Tip:** The same person who witnesses your signature on the statutory declaration can provide you with certified copies. **Certified copies are valid for 6 months only.**

**Step 4 ➤** Sign the statutory declaration(s) in front of one of the authorized persons listed below:

- Practicing lawyer
- Notary public
- Vital Statistics Agency representative or ServiceBC representative
- Individual appointed by the Attorney General as a commissioner for taking affidavits

All applicants must sign the statutory declaration on page 4 at the same time as it is certified. Parents requesting a waiver of the other parent's consent must also sign the statutory declaration on page 6. **Statutory declarations are valid for six months only.**

**Step 5 ➤** Use page 8 of this form to calculate the amount of the payment you need to make for the name change(s).

- You can pay by credit card, or a **certified** cheque or money order made payable to the **Minister of Finance**. Personal cheques are not accepted.
- If the Application for Change of Name is **ONLY** changing the name of a child who is **UNDER 18**, submit the application with payment by mail or in person to the address listed below. If the application includes an individual 18 or older, proceed to Step 6.

**Step 6 ➤** If you are 18 years of age or older and applying for a change of name, go to page 8 of this application and follow the instructions regarding submitting fingerprints.

## General Information

### After your change of name application has been processed

- Vital Statistics will send a *Certificate of Change of Name* to your mailing address. This certificate will show your previous name as provided in your foundation identity document, and your new name. If you are currently using a married surname, be advised that this is an assumed name and that your legal change of name will not affect it. Only your foundation identity documentation (birth certificate) will be affected.
- If you were born in Canada, you will need to order and pay for a birth certificate separately from the province of your birth. If you were born outside of BC, be sure to tell them you have recently changed your name and enclose a photocopy of your *Certificate of Change of Name*. **Note** - Certificates issued in British Columbia are printed in uppercase lettering only.
- You are responsible for notifying other agencies of your name change and for replacing all applicable documents and identification, such as your BC Driver's Licence or BC Identification card, BC Services Card, Canadian Passport, and Social Insurance Card.

### Fingerprints

- If you are 18 years of age or older, information regarding your change of name will be sent to the RCMP in Ottawa for a criminal record review. If you have a criminal record, your name change will be noted in the Canadian Police Information Centre (CPIC) database.
- Your fingerprint record will **NOT** be kept on file with the local police detachment, the Vital Statistics Agency, or the RCMP as a result of your decision to legally change your name.
- Fingerprints must be taken **prior** to submitting your application.

### What happens to documents submitted with your application

Document	Returned	Not Returned
BC and other Canadian birth certificates		X
BC marriage certificates		X
Certificates from previous name change(s)	X (Stamped with "Historical Document")	
Out-of-province marriage certificates	X	
Certified documents (i.e. copies of immigration papers)		X

### Contact Information

**Mailing Address:** Vital Statistics Agency  
PO Box 9657 Stn Prov Govt  
Victoria BC V8W 9P3  
**ATTN: CONFIDENTIAL SERVICES**

**Telephone:** 250 952-2681 (Victoria)  
1 888 876-1633 (toll-free in BC)



# Application for Change of Name

## Part 1 (A) - Adult or Parent Information



Part 1(A) and 1 (B) **MUST** be completed by an **ADULT, 19 years of age or older**. If you are a parent changing the name of a child, enter **your information** in Part 1 (even if you are not changing your name) and provide your child's information in Part 2.

### OFFICE USE ONLY

AFS #

REG. #

Your name as listed on birth certificate or immigration or citizenship documents.	Surname (Last Name)			
	Given Name		Middle Name(s)	
The full name you are applying to change to (if you are changing your name).	Surname (Last Name)			
	Given Name		Middle Name(s)	
Date and place of birth	MMM	Date of Birth DD YYYY	Sex	Place of Birth (City / Town) (Province / State / Country)
Marital status and details	<input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Never Married			
	MMM	Date of Marriage DD YYYY	Place of Marriage (City / Town) (Province / State / Country)	
Places of residence for last three months <i>*You MUST complete these fields</i>	Street			MMM DD YYYY
	City Postal Code			MMM DD YYYY
	Street			MMM DD YYYY
	City Postal Code			MMM DD YYYY
Address for Correspondence or Certificate (if different from above)	Mail to: <input type="checkbox"/> Above Address <input type="checkbox"/> Alternate Address Below:			
	Name/Organization			
	Street			
	City			
	Prov/State Postal Code			
How can we contact you?	Preferred Number		Preferred Email Address	
	Alternate Contact Number		Alternate Email Address	
<b>Documentation</b>				
Proof of Birth	Original Birth Certificate (if born in Canada) <input type="checkbox"/> Enclosed <input type="checkbox"/> \$27.00 Search Fee (If you were born in British Columbia and do not have a birth certificate.)			
	Certified Copy of Immigration and Citizenship Documents (If born outside of Canada) <input type="checkbox"/> Enclosed			
Proof of Marriage	Marriage Certificate (not applicable if divorced or widowed) <input type="checkbox"/> Original Enclosed (BC only) <input type="checkbox"/> \$27.00 Search Fee (If you were married in BC and do not have a marriage certificate.)			
	Photocopy Enclosed			

Certified copies of **BOTH** sides of Permanent Resident Cards and Canadian Citizenship Cards are required.

If you are changing your child's last name to that of your spouse, provide a photocopy of your marriage certificate.



## Application for Change of Name

### Part 1 (B) - Adult or Parent Information

#### Statutory Declaration

I understand that by making application for a name change, that the present and proposed names, date of birth and any other personal information included in this application deemed necessary will be forwarded to the Royal Canadian Mounted Police for the purpose of conducting a criminal record review.

AND

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

AND

I understand that any documentation submitted to support this application may be verified for validity and/or authenticity with the issuing authority and I provide my consent to the Vital Statistics Agency to complete this verification.

AND

I have enclosed all birth certificates, marriage certificates (BC only) and historical change of name certificates in my possession and I understand that the birth certificates and BC marriage certificates will not be returned on completion of the name change.

AND

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

AND

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Day Month Year

Declared before me at \_\_\_\_\_  
City

in the Province of British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_  
Day Month Year

\_\_\_\_\_  
Signature of Lawyer, Notary Public or Commissioner for Taking Affidavits

The information on this form is collected under the authority of the *Name Act* (RSBC 1996, c.328, Sec. 7 (2)) and will be used to fulfill the requirements of the *Name Act*. Any release of this information will be in compliance with the *Name Act* and the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection or use of this information, please contact a Vital Statistics representative at 250 952-2681.



# Application for Change of Name

## Part 2 - Child's information (18 years of age or younger)



**Court Orders** - If you have a court order pertaining to the custody of your child you are required to submit a copy of the court order and have any other custodial guardian(s) sign consent to the change of name.

Child's full name as listed on a birth certificate, immigration document or citizenship document:	Surname (Last Name)		
	Given Name	Middle Name(s)	

What you are changing your child's name to (full name)	Surname (Last Name)		
	Given Name	Middle Name(s)	

Date and place of birth	MMM DD YYYY	Sex	Place of Birth (City / Town)	(Province / State / Country)
-------------------------	-------------	-----	------------------------------	------------------------------

Identification enclosed to show your child's parentage:	Birth Certificate Showing Parentage (if born in Canada) <input type="checkbox"/> Original Enclosed <input type="checkbox"/> \$27.00 Search Fee (If child was born in British Columbia and you do not have his/her birth certificate)		<b>Who can witness signatures on this page?</b> Any adult can witness the signatures of consent in the sections below. Witnesses <b>MUST</b> sign at the same time as the person consenting.
	Immigration and Citizenship Documents Showing Parentage (if born outside of Canada) <input type="checkbox"/> Certified Copy Enclosed		

Children 12 - 18 years of age <b>MUST</b> provide: <input checked="" type="checkbox"/> Letter <input checked="" type="checkbox"/> Signature	I hereby give my consent to change my name as stated in this application Child's Signature <b>X</b> _____ <input type="checkbox"/> Letter written by child attached.		Signature of Witness <b>X</b> _____ Date: MMM DD YYYY
	Date: MMM DD YYYY		Date: MMM DD YYYY

<b>Consent of Other Parent</b> OR <b>Other Parent is Not Listed</b> OR <b>Request for Waiver</b>	I, _____, am the other parent/guardian Name (Printed) of the child listed in this application and hereby give my consent to change my child's name as proposed above.	
	Other Parent's Signature <b>X</b> _____ Signature of Witness <b>X</b> _____	Date: MMM DD YYYY Date: MMM DD YYYY

<b>A</b> <input type="checkbox"/> The other parent is not recorded on the birth registration of the child whose name is to be changed. (s.4.6 of the <i>Name Act</i> )	Signature <b>X</b> _____ Date: MMM DD YYYY
--	---

You must check one reason if you are requesting a waiver. Refer to page 7 for information about reasons for waivers and the documentation required to support your request.	I request that the consent of the other parent: _____ be waived for the following reason: Surname Given Name(s)	
	B <input type="checkbox"/> The other parent cannot be located after a reasonable, diligent and adequate search has been conducted as demonstrated by statutory declaration and supporting evidence maintained in the change of name file. (s.4.5(a) of the <i>Name Act</i> ) C <input type="checkbox"/> The other parent is deceased, proven by a copy of a government-issued death certificate maintained in the change of name file. (s.4.6 of the <i>Name Act</i> ) D <input type="checkbox"/> The other parent is unreasonably withholding consent to the change of name. (s.4(5)(b) of the <i>Name Act</i> ) E <input type="checkbox"/> The other parent is mentally disordered, as demonstrated by statutory declaration and supporting evidence. (s.4.5(a) of the <i>Name Act</i> ) F <input type="checkbox"/> Exceptional circumstances make it unreasonable to seek the consent of the other parent. (s.4(6) of the <i>Name Act</i> ) Page 7 of this application lists the documents you need to submit to support each of the <b>Request for Waiver</b> reasons noted above. You must also give a detailed explanation of your situation in the <b>Statutory Declaration</b> on page 6 for reasons B, D, E, or F.	
	Signature <b>X</b> _____ Date: MMM DD YYYY	Date: MMM DD YYYY

<b>Consent of Spouse of Applicant *</b> * Use only if the child's surname is changing to that of the applicant's spouse.	I, _____, am the spouse of the applicant and hereby give my Name (Printed) consent for the above-listed child to change his/her surname to be the same as mine.	
	Signature of Spouse of Applicant <b>X</b> _____ Signature of Witness <b>X</b> _____	Date: MMM DD YYYY Date: MMM DD YYYY

**Statutory Declaration**  
**Waiver of Consent of the Other Parent**

This Statutory Declaration **MUST** be completed if the applicant is asking for a Waiver of Consent of the Other Parent unless the other parent is deceased. See pages 5 and 7 for further details. Your Statutory Declaration must include the following information:

- ☐ What attempts have been made to gain the parent's consent, including contact with relatives, friends, etc.
- ☐ When contact was last made with the other parent.
- ☐ Last known contact information for the other parent (addresses, phone numbers, email addresses).
- ☐ If you receive child support from the other parent.
- ☐ If you are registered with the Family Maintenance Enforcement Program (FMEP).
- ☐ An outline of the reasons why you feel the change of name is in your child's best interest.

If you are submitting a court order, other than a final order, you **MUST** state whether the order is still in effect; if you have upcoming court dates, please advise us; if you do not have a court order pertaining to the custody/guardianship of your child, include a statement indicating why you have not obtained custody/guardianship. Include any other details that would support your request. **NOTE:** If you need more space, attach a separate sheet of paper.

CANADA:  
PROVINCE OF BRITISH COLUMBIA.  
To Wit:

} *In the Matter of*

I, \_\_\_\_\_  
of \_\_\_\_\_  
in the Province of British Columbia, do solemnly declare that

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I verify that all supporting documents represent current circumstances and orders in affect as of this date.

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the "Canada Evidence Act."

Declared before me at \_\_\_\_\_  
in the Province of British Columbia,  
this \_\_\_\_\_ day of \_\_\_\_\_, YYYY

} \_\_\_\_\_  
DECLARANT'S SIGNATURE

DATE 

MM	DD	YYYY

\_\_\_\_\_  
Signature of Lawyer, Notary Public or  
Commissioner for Taking Affidavits

## Documents Required to Support a Request for Waiver

The following is a list of grounds on which a waiver of parental consent may be approved with the documents required. Choose the one that best applies to your situation and provide the requested information.

- A) The other parent is not recorded on the birth registration of the person whose name is to be changed (Section 4.6 of the Name Act).**
  - ☐ If the child was born in Canada, an original birth certificate showing parentage.
  - ☐ If the child was born outside of Canada, a certified photocopy of the child's birth documents showing parentage. If the birth documents are not in English, you must provide a translated version from an accredited individual.
  - ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed.
- B) The other parent cannot be located after a reasonable, diligent and adequate search has been conducted as demonstrated by the statutory declaration and supporting evidence maintained in the change of name file (Section 4.5(a) of the Name Act).**
  - ☐ A copy of a court order, showing you have custody of your child.
  - ☐ In your statutory declaration, list the mailing address and any other contact information for the parent whose consent is to be waived.
  - ☐ If you are unaware of the other parent's whereabouts, provide a list of the efforts you have made to determine his/her location.
  - ☐ In your statutory declaration, you must include ALL of the information listed at the top of page 6, STATUTORY DECLARATION.
  - ☐ If you are registered with the Family Maintenance Enforcement Program (FMEP), include a copy of your latest statement.
  - ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed.
- C) The other parent is deceased, proven by a copy of a government-issued death certificate maintained in the change of name file (Section 4.6 of the Name Act).**
  - ☐ A copy of a government-issued death certificate of the person whose consent is to be waived.
- D) The other parent is unreasonably withholding their consent (Section 4(5)(b) of the Name Act).**
  - ☐ A copy of a court order, showing you have custody of your child.
  - ☐ In your statutory declaration, you must include ALL of the information listed at the top of page 6, STATUTORY DECLARATION.
  - ☐ If you are registered with the Family Maintenance Enforcement Program (FMEP), include a copy of your latest statement.
  - ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed.
- E) The other parent is mentally disordered, as demonstrated by statutory declaration and supporting evidence (Section 4.5(a) of the Name Act).**
  - ☐ A copy of a court order, showing you have custody of your child.
  - ☐ A letter from a physician/court order stating the person whose consent is to be waived is incapable of understanding what they would be signing.
  - ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed.
- F) Exceptional circumstances make it unreasonable to seek the consent of the other parent (Section 4(6) of the Name Act).**
  - ☐ A copy of a court order, showing you have custody of your child.
  - ☐ A court ordered no contact order; or
  - ☐ A court ordered restraining order; or
  - ☐ A letter from the police indicating you would be in danger if you attempted to contact the parent whose consent is required.
  - ☐ Children 12 years of age or older must write a brief letter in their own words describing why they would like their name to be changed.

**NOTE:** The requirements identified in this information sheet are a guide only and the registrar general of the Vital Statistics Agency has the authority to ask for additional information.

### IMPORTANT



Statements made in a Statutory Declaration are considered the equivalent of statements made in a Court of Law and may provide the basis for action against the applicant if they are proven to be fraudulent.



## Fingerprinting and Payment Information

In 2002, the Government of British Columbia passed an amendment to the *Name Act* (R.S.B.C. 1996 c. 328) requiring individuals changing their names to have their fingerprints taken as part of a criminal record check. This was done to ensure that criminal records would be updated if a person with a criminal record applied for a change of name. **Effective July 1, 2014, ink fingerprints will no longer be accepted and only electronic fingerprinting will be conducted.**

### Who needs to have fingerprints taken?

Anyone who is **BOTH** 18 years of age or older **AND** changing his or her name. If you are a parent changing your child's name, but are not changing your own name, you do **NOT** need to get your fingerprints taken.

### Where can I have my electronic fingerprints taken?

- Most RCMP detachments
- Vancouver Police
- Victoria Police
- Any RCMP-accredited fingerprinting company or its affiliate who submit fingerprints electronically for the purposes of criminal record checks. For a list of accredited companies and information about affiliates, visit : <http://www.rcmp-grc.gc.ca/rtd-it/vulner-eng.htm>

### Since my fingerprints were taken electronically, how will I provide proof that I have had this done?

Fingerprinting officials collect a fee for taking fingerprints in addition to the criminal record check fee of \$25. and will provide you with a receipt for your payment. Include the **original receipt or a certified copy** with your application package.

### Important Notes

- You are responsible for paying any fees for the fingerprinting service and the criminal record check directly to the fingerprinting official. **DO NOT** include it in the change of name fees payable to the Minister of Finance.
- Fingerprints are only used for the purpose required by the *Name Act* and confirmation of the criminal record review is returned to the applicant directly from the RCMP.

### Before submitting your application, check that you have:

- ☐ Completed the application form and gathered all documentation per the instructions provided.
- ☐ Completed the Statutory Declaration on page 4 of the *Application for Change of Name*. Make sure it is signed and witnessed correctly.
- ☐ Filled out the *Payment Details* on page 8 of the *Application for Change of Name* and enclosed the correct payment as indicated below.

### Fees

- |   |  |
|---|--|
| <input type="checkbox"/> Adult (19 years of age or older) without dependent child (18 years old or younger) | \$137.00 Name Change Fee   |
| <input type="checkbox"/> Adult (19 years of age or older) with dependent child (18 years old or younger)    | \$137.00 Name Change Fee<br>\$ 27.00 For each child                                    |
| <input type="checkbox"/> Child only (18 years of age or younger)  | \$137.00 Name Change Fee for first or only child<br>\$ 27.00 For each additional child |
| <input type="checkbox"/> Birth or Marriage Search   | \$ 27.00 If event occurred in BC AND an original certificate is not enclosed           |

Payment Method: ☐ Certified Cheque \* ☐ Money Order ☐ Visa ☐ MasterCard ☐ American Express

\* Postdated cheques are not accepted

Amount

Enclosed \$ \_\_\_\_\_

Interac/Cash payment may be made in person  
at any Vital Statistics or Service BC office.  
If paying by certified cheque or money order,  
make payable to the **Minister of Finance**.

Card holder signature \_\_\_\_\_

PRINT Card holder name as shown on Credit Card \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiry date \_\_\_\_\_

Place all documentation and the completed application into a suitably-sized envelope and submit it with payment to the mailing address below:

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



**MINISTRY OF HEALTH  
DECISION BRIEFING NOTE**

**Cliff #** 1029151

**PREPARED FOR:** Honourable Terry Lake, Minister of Health - **FOR DISCUSSION**

**TITLE:** Human Rights Complaints relating to the current Requirement for Sex to be indicated on a Birth Certificate

**PURPOSE:** s.13

**BACKGROUND:**

Nine Human Rights Complaints have been filed at the BC Human Rights Tribunal challenging section 36(2) of the *Vital Statistics Act* (the Act), which states that, among other things, a birth certificate must contain the sex of the person. The complainants' ultimate aim is to have sex removed from all BC birth certificates.

The complainants allege that "since it is impossible to tell an individual's gender at birth, it is discriminatory to issue a birth certificate with that information on it." The complainants further argue that one's anatomical sex does not necessarily reflect one's gender identity, and having any sex marker on a birth certificate contributes significantly to the difficulties and distress experienced by transgender and other gender-variant individuals. See Appendix A for definitions of various gender identities.

While the complaints are focused on removing sex from all BC birth certificates, they are not challenging the registration of sex at birth as they indicate it is important for statistics and research purposes.

s.16,s.22

**DISCUSSION:**

The Vital Statistics Agency (VSA) is aware of three countries where provision is made for individuals to choose an option other than male or female for the sex reported on their birth certificates. In all instances, that option is for the person to identify as "X", which means "unspecified". The option provides an alternative for individuals who do not identify under the traditional binary of male or female.

The International Civil Aviation Organization (ICAO), a United Nations agency that develops international standards, requires all machine-readable travel documents such as passports to display the gender of the holder. However, the gender field on these documents is no longer limited to male or female. ICAO has recently expanded to include the third category "X" for indeterminate, essentially to accommodate those who do not identify as either male or female. Passport Canada has not adopted the use of "X" on Canadian passports and still contains a mandatory gender identification field, which must be either "F" for female or "M" for male.

Passport Canada has confirmed that a birth certificate with no sex or gender information would not be a barrier to obtaining a passport. A combination of identity documents are acceptable as long as, when combined, they fulfill the requirements (name, date of birth, sex, photo and signature).<sup>1</sup>

The Insurance Corporation of British Columbia (ICBC) has confirmed that both the standard and enhanced driver's licence contain a mandatory gender identification field, which must be either "F" for female or "M" for male, in accordance with a North American standard to which all Canadian and U.S. jurisdictions adhere. ICBC has indicated that, based on current policy, they could accept a birth certificate with an "X" in the sex field for the purposes of ID proofing; however, the card holder would be required to indicate their preference of either "M" or "F" for display on their driver's licence.

ICBC has provided the following position regarding the addition of a new gender "X" or the allowance of a blank gender marker on driver's license and identification cards. This position has not involved consultation with law enforcement agencies, CBSA, RoadSafetyBC, the Canadian Council of Motor Transport Administrators (CCMTA), or any other identity-proofing organizations, nor have they determined any of the impacts to these organizations.

ICBC's preference is to allow for a blank gender marker on driver's license and identification cards. This is based on the following:

- From a policy perspective, it is preferred to have the gender field suppressed on driver's licences and identification cards. There is no preference from a legal perspective as there is no statutory requirement to have a sex/gender marker on a B.C. driver's licence or identification card.
- From an information systems standpoint, changes to accept and interpret a blank indicator in systems, partner-interfaces and card production could potentially be less extensive than those needed to accommodate an "X".
- Whether a new gender "X" or a blank gender marker is used, ICBC's recommendation is to suppress the entire "Sex" field and value from printing on driver's licences and identification cards when such designators are received. This would more closely align with the request at the Tribunal, better addresses the sensitivities around the need to identify and validate gender, and may be more likely to avoid a future human rights complaint aimed directly at ICBC and BCID, BCSC or BCDL cards.

BC is committed to compliance with American Association of Motor Vehicle Administrators (AAMVA) and Canadian Driver Licence Agreement (CDLA) card standards for driver's licence and identification cards. A pilot to allow a small subset of cards to be issued without a sex / gender field printed on the card would need to recognize that this subset of cards would be non-compliant with these standards. These cardholders would need to be made aware that there is a risk other jurisdictions and/or authorities will not accept these cards as identification.

#### Conclusions:

- ICBC prefers a blank gender marker from both policy and systems perspectives.
- This could be implemented on a small pilot basis, but it would not be in compliance with Canadian and American standards.
- Further consultations would need to happen with impacted agencies.

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<sup>1</sup> Passport Canada: <http://www.cic.gc.ca/english/department/media/notices/2014-09-18.asp>

- Costs have not been determined at this time, but it is believed that the blank gender marker would be most economical to implement.

While the passport and driver's licence both contain trustworthy biometrics, such as a photo and facial recognition technology, the only biometric contained on the birth certificate is the sex marker. The removal of the sex marker would result in a foundation identity document without any biometric indicator.

**OPTIONS:**

**Option 1:** <sup>s.13</sup>

**Option 2:**

s.13

**Option 3:**

**FINANCIAL IMPLICATIONS:**

s.17

s.17

**RECOMMENDATION:**

s.13

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Approved/Not Approved  
Terry Lake  
Minister of Health

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Date Signed

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Program ADM/Division:	Heather Davidson
Telephone:	250-952-2563
Program Contact (for content):	Jack Shewchuk
Drafter:	Ingrid Bloomfield
Date:	July 29, 2015

## Appendix A

According to *Australia's Guidelines* (page 9)<sup>2</sup>, “a person’s sex and gender may not necessarily be the same. An individual’s preferred gender may or may not correspond with the sex or gender assigned at birth and some people may identify as neither male nor female.” *Australia's Guidelines* provide the following definitions:

**Sex:** “Sex refers to the chromosomal, gonadal and anatomical characteristics associated with biological sex.”

**Gender:** “Gender is part of a person’s personal and social identity. It refers to each person’s deeply felt internal and individual identity and the way a person presents and is recognized within the community. A person’s gender refers to outward social marker, including their name, outward appearance, mannerisms and dress.”

**Transgender/Trans:** “A person who is trans or transgender is someone who identifies as a gender that is different to the sex assigned to them at birth. People who are transgender are born exclusively male or female, but emotionally or psychologically they identify as a different sex. This includes people who identify as a sex other than their birth sex regardless of whether they have undergone hormone therapy, sex reassignment surgery or other physical procedures.”

**Intersex:** “An intersex person may have the biological attributes of both sexes or lack some of the biological attributes considered necessary to be defined as one or the other sex. Intersex is always congenital and can originate from genetic, chromosomal or hormonal variations. Environmental influences such as endocrine disruptors can also play a role in some intersex differences.”

**Indeterminate:** “A person of indeterminate sex or gender is someone whose biological sex cannot be unambiguously determined or someone who identifies as neither male nor female.”

**Gender Diverse:** “The term “gender diverse” is used to recognize people who do not fall within the traditional binary notions of sex and gender (male and female). This may include people who identify as a gender different to their birth sex or as neither male nor female. Other terms commonly associated with gender diverse people include trans, transgender, transsexual, gender queer, pan-gendered, androgynous and inter-gender. Some cultures may have their own terms for gender identities outside male and female.”

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<sup>2</sup> Australian Government

<http://www.ag.gov.au/Publications/Pages/AustralianGovernmentGuidelinesontheRecognitionofSexandGender.aspx>

# Appendix B

# Pending HRT Complaints - Third Sex or No Sex	BC	AB	SK	M B	ON	QC	NB	NS	PE I	NL	YK	NT	NU
Sex on Birth Registrations	s.22												
Sex on Other Identity Documents													
u = unknown													

## ADVICE TO MINISTER

<b>CONFIDENTIAL ISSUES NOTE</b>  Ministry: Health Date: September 23, 2014 Minister Responsible: Terry Lake	<b>Gender Reassignment Assessment Services</b>
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### ADVICE AND RECOMMENDED RESPONSE:

- The Ministry of Health is committed to ensuring that British Columbians have access to any and all medically-necessary procedures and treatments, while ensuring our system is cost-effective and sustainable.
- There have been no discussions around ending this program, including funding for assessments.
- Gender reassignment surgery is a highly specialized field, with a very small number of qualified specialists who perform these complex procedures.
- MSP covers gender reassignment services for both Male to Female and Female to Male. For male-to-female, MSP covers penectomy/orchidectomy, vaginoplasty and breast augmentation. For female-to-male, MSP covers hysterectomy, oophorectomy, bilateral mastectomy and a limited number of phalloplasties.
- Working with our partners in VCH, in 2010 we expanded the province's GRS program to include coverage for chest contouring and to provide dedicated OR time for mastectomies.

### BACKGROUND REGARDING THE ISSUE:

- In 2013 Vancouver Coastal Health considered stopping funding for gender reassignment assessment services.
- After discussions with VCH – the health authority did not stop funding for gender reassignment assessment services until further discussions have taken place.
- Vancouver Coastal Health was reminded that a significant change like this would have to be reviewed by the Ministry.
- On November 1<sup>st</sup> or 2<sup>nd</sup> – the Trans\* community is planning a "Day of Action" for surgery access.
- Dr. Gail Knudson – who performs a large proportion of the trans\* work in B.C., will run out of sessional funding from VCH by the end of September. VCH claims there is no more funding available for gender reassignment surgery assessments.
- B.C. has recently lifted the limit on the number of phalloplasties funded by MSP. This procedure is still an out-of-province procedure, done in Montreal.

### DISCUSSION/ADVICE:

s.13



s.13

s.13,s.22

s.13

Comment [SM1]: Any update on this.

The health authority has also noted a recent physician newsletter (<http://www.health.gov.bc.ca/msp/infoprac/physnews/winter-2012-physician-newsletter.pdf>) – to inform about changes to the standards of care from World Professional Association of Transgender Health (WPATH).

Comment [SM2]: And any progress on this?

s.13

- The Ministry has had several Human Rights complaints regarding access to services. s.22

**Budget:**

- From 2001-06, MSP paid \$691,181 for 117 OOP GRS procedures for 55 patients.
- In 2008, the GRS Surgical Review Committee approved 44 patients for MtF surgery, and 28 patients for FtM (Total: 72)
- In 2009, 43 patients were approved for (MtF) surgery and 32 patients for (FtM).
- In 2010, 38 patients were approved for (MtF) surgery and 27 patients for (FtM).
- In 2010/11, HIBC paid for 25 MtF (vaginoplasty) procedures performed out-of-province at a cost of \$378,228.
- In 2011/12, HIBC paid for 41 MtF (vaginoplasty) procedures performed out-of-province at a cost of \$660,592.

Communications Contact: Stephen May  
Program Area Contact: Beverlee Sealey/HAD  
File Created: April 26, 2013  
File Updated: September 23, 2014

Minister's Office	Program Area	Deputy	Media Manager
			Ryan Jabs

## CONFIDENTIAL BRIEFING NOTE

October 10, 2014

**Gender Reassignment surgery assessment funding gap**

In British Columbia, the provincial government does not fund the assessment and approval process for gender reassignment surgery. To fill this gap, Vancouver Coastal Health has allotted 90 clinical sessions per year while waiting for the ministry to develop a funding framework and infrastructure.

**Background:**

- In 2003 VCH established the Transgender Health Information Program as a resource hub for patients, physicians, or other care providers. This program has never provided direct clinical patient services.
- Clinical services are provided by Dr. Gail Knudson who assesses and approves patients for MSP-funded gender reassignment surgery. Dr. Knudson is also the chief clinical assessor for this surgery for the entire province and completes education for additional assessors.
- Dr. Knudson is paid from a limited allocation of 90 clinical sessions per year from Vancouver Community's Mental Health program. For the last two years, demand for sessions has far outweighed capacity.
- VCH has on numerous occasions escalated this issue to the Ministry of Health. A project lead has been assigned twice by the ministry with a commitment to address the funding gap issue for the assessment process as well as funding for the role Dr Knudson provides within the province. However, there has been no change in the current state or any follow up information shared with VCH.
- On Sept. 30, 2014, Dr. Knudson reached her limit of 90 clinical sessions that were allocated for the entire year. Due to budget restrictions and other competing pressures on the system, increasing funding for her work is not possible at this time.
- Dr. Knudson has now closed her office and will no longer conduct assessments until funding resumes in the new fiscal year beginning April 2015.
- Dr. Knudson has sent letters to patients on the wait list informing them of her office closure.
- The waitlist currently has 40 clients. Dr. Knudson says there are 20 clients who are midway through the process who are now on hold and another 130 files that will need to be processed by her office. She estimates that 15-20 new referrals are received each month.
- Last month, MSP sent out letters to clients informing them a historical surgery cap for phalloplasty (plastic surgery performed to construct a penis) has been lifted. Previously limited to five a year, the number of permitted cases each year is now unlimited. MSP directed clients to Dr. Knudson's office, which is now closed until April.
- Along with limited clinical sessional time, there is a lack of infrastructure for the BC wide surgical waitlist.

**Risks:**

- s.13
- 
- 
- s.13,s.22

**Recommendations**  
s.13,s.17

Contact information			
Contact	Name	Title	Phone
Program	Dr David Hall	Medical Director Primary Care	604-714-3792
	Anne McNabb	Director, Mental Health and Addiction	604 731 7605
Communications	Anna Marie D'Angelo	Senior Media Relations Officer	604-708-5340
Physician Involved	Dr Soma Ganeson	Medical Director Mental Health and Addictions	
Creation & revision history			
Date May 27, 2013		Briefing note created	
Date June 4 2013		Reason for changes	
Date Oct 3, 2014		Update	
Date Oct. 9, 2014		Update	

## **1. Summary**

The Deputy Minister of Health has instructed the PHSA to take over the program administration and funding for existing gender reassignment surgery (GRS) services, and to create a formal provincial program for patients with gender dysphoria who seek GRS.

It is anticipated that the PHSA will coordinate this program akin to how other provincial programs are run (i.e., BC Cancer Agency).

## **2. Existing Services**

### Assessment process

- Patients are required to undergo a thorough medical and psychological assessment process before continuing with GRS. These assessments are provided primarily in Vancouver by Dr. Knudson; however, there are a small number of other assessors elsewhere in BC.
- Most of the assessments are funded by MSP, either through fee-for-service or alternative payments (sessional payments).
- Some assessments are private pay as there is no funding mechanism for non-physician assessors.

If it is found, through the assessment process, that GRS is a medically-necessary procedure, MSP insures the following surgical services (further detail contained in Appendix A):

Female to Male (FtM):

- Bilateral subcutaneous mastectomy (with contouring) – In Province
- Hysterectomy/oophorectomy – In Province
- Phalloplasty/metaiodoplasty – Out of Province

Male to Female (MtF):

- Vaginoplasty (penectomy, orchidectomy) – Out of Province
- Breast augmentation (under specific conditions) – In Province

### BC's current approval process

- Currently these assessments, along with the recommendation for the surgery and a request for MSP funding, are sent to MoH's Medical Beneficiaries Branch (MBB) where they are reviewed to ensure that the patient meets the World Professional Association for Transgender Health (WPATH) standards of care criteria for surgery and has a recommendation from a qualified assessor. Once both criteria are met, the MBB prepares a MSP funding authorization letter outlining the funding and advising where these approved services can be accessed.
- Requests for services provided outside BC require an additional step which is pre-approval of the service by the Ministry's out-of-province (OOP) adjudication team. Any OOP requests will follow the OOP/OOC medical care guidelines. HIBC would provide authorization of funding to the requesting assessor to proceed with sending their patients OOP. Any requests are reviewed on a case by case basis as per the OOP/OOC medical care guidelines and funding application:  
<https://www.health.gov.bc.ca/exforms/mspprac/2810fil.pdf>
- MBB is currently working to streamline this process and is developing a standard referral form which will cover: the WPATH criteria, the patient's information and assessor's recommendation for surgery (similar to what is submitted for plastic surgery requests).
- Each HA's qualified assessors would complete the new request form and send it directly to HIBC to ensure billing for all in province claims.

### Other Supports in place for GRS clients:

- VCHA funds the Transgender Health Information Program to provide counselling, support, and advocacy services for the transgender community. Note: this program does not provide clinical services.
- Psychiatric assessments (provided through VCHA's clinics) are not associated with the Transgender Health Information Program.
- In addition, transgender individuals are served by all the universal health services such as GPs, mental health services, public health, etc.

### **3. Current issues:**

- There have been a number of complaints to the BC Human Rights Tribunal by patients seeking improved access to GRS, or reimbursement for out-of-pocket costs associated with GRS. There are currently s.22
- MBB requires a contact at VCHA and PHSA to work with on the streamlined referral procedures for these surgeries.
- Ministry staff recommend that PHSA undertake the following:
  - A review of how these services are currently delivered, and an assessment of optimal patient flow.
  - Development of an optimal process for provision of assessment services, which includes consistent funding.
  - Confirm who is a "qualified assessor" to meet WPATH standard of care.
  - Ensure their referral process works for physician and non-physician assessors through the provincial program (currently only a doctor can refer to get the services paid for through HIBC).
  - Clarify current practices around conducting assessments, and the time required for such, to align funding with expected process.
  - Determine what program administration is required (in addition to clinical services) and develop a funding model for this.

### **4. Formative background documents:**

"A Review of the Current State of Gender Reassignment in BC: Sex Reassignment Surgery" August 20, 2013 by Wendy Hill (contractor) ---- provides recent overview of:

- best practice understanding of living with gender dysphoria (created by World Professional Association for Transgender Health; WPATH)
- gaps in care this population
- agencies currently involved and their mandate (Transgender Health Program; Primary Care Consultation Clinic)
- A list of options (administrative, clinical and financial) to better provide this surgery in a patient-centered and sustainable way



Most recent briefing note outlining the MoH's history with the GRS file:



**Appendix A. Current funding for GRS services**

<b>Surgery</b>	<b>Available in BC?</b>	<b>If not BC, where provided?</b>
<b>Male to Female (MtF)</b>		
<b>Penectomy</b> (removal of the penis)	No	Vaginoplasties (which includes both penectomy and orchidectomy) are referred OOP to a contracted facility in Montreal.
<b>Orchidectomy</b> (surgical method of castration in which one or both testicles are removed)	Yes (FI S068329 fee code)  Some GRS patients opt only for this bottom procedure or as a starting point in their transition. Once approved by a qualified assessor for surgery, MSP provides funding and advises that their GP could refer them to an urologist.	These surgeries are paid from two budgets: (1) the reciprocal OOP physician budget; and, (2) the reciprocal OOP hospital budget.  There are also additional costs to the patient which they are informed about prior to surgery (i.e., benefits not covered under MSP such as: travel, accommodation and step down facility costs)
<b>Vaginoplasty</b> (reconstructive plastic surgery and cosmetic procedure for the vaginal canal and its mucous membrane)	No	*MoH does not reimburse the patients; the insured portion of the surgery gets paid via invoice sent from Montréal to the Ministry and paid by HIBC directly.
<b>Breast Augmentation</b> (under specific criteria are reviewed on a case-by-case bases)	Breast augmentation can be done in BC through fee for service. The plastic surgeon who performs the surgery can apply to MSP via the allocation for surgery of alteration of appearance, just like any other plastic surgery request.	
<b>Bilateral Subcutaneous Mastectomy</b> with chest contouring	Available through VCHA under Dr. Bowman.  There is currently a long wait list (~200 patients). Dr. Bowman is currently obtaining authority to train three more surgeons to perform this surgery (target start date December 2014).	FI P61054 fee code

# BC's Gender Reassignment Surgery Program

24 October 2014

Surgery	Available in BC?	If not BC, where provided?
<b>Female-to-Male (FtM)</b>		
<b>Hysterectomy</b> (surgical removal of the uterus)  <b>Oophorectomy</b> (surgical removal of the ovaries)	Both procedures are done in BC without access issues. Both are often medically required for reasons other than gender dysphoria.	
<b>Phalloplasty</b> (construction or reconstruction of a penis)  <b>Metoidioplasty</b> (less complicated than phalloplasty)	Both are MSP funded since August 7, 2012	<p>These services are handled like other OOP requests (patients are sent to the same Montreal clinic noted above).</p> <p>The patient is responsible for costs associated with travel, accommodations and step down facility costs.</p> <p>MBB is currently contacting patients who have expressed interested in this surgery before it became available for MSP funding. Once this list has been cleared, it will be business as usual just like the vaginoplasty OOP requests.</p>
<b>Not covered under MSP</b>		
(MtF) Tracheal Shaving (voice modification) (MtF) Hair removal (epilation) (MtF) Facial feminizing surgery (plastic surgery)		
<b>Pharmacare Coverage for Hormone Therapy</b>		
<ul style="list-style-type: none"> <li>• If a patient is enrolled in <i>Fair PharmaCare</i>, depending on their income, many hormone therapies will be covered.</li> <li>• Alternatively, a patient may have a benefit plan that covers the cost of hormone therapy medications (i.e. through an employer, income assistance, or disability assistance).</li> <li>• If the medication prescribed is not covered by the patient's plan or program they are enrolled in, they can apply for Special Authority to request to have it covered.</li> <li>• If a patient is not covered by a benefit plan or social program, they will be required to pay for their hormone therapy.</li> </ul>		

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