



## APPLICANT CHECKLIST

This is a checklist that can be used when applying for a change of name on behalf of your child. You can use this checklist to make sure you have provided all the documentation required to process an application for a change of name. You do not have to submit this checklist as part of the application, although you can if you wish.

If you have any questions about the checklist, the required documents or the application for a change of name, contact us at 867-667-5207 or [vital.statistics@yukon.ca](mailto:vital.statistics@yukon.ca).

### Yukon Gazette notice

In accordance with section 12 of the *Change of Name Act*, all legal name changes must be published in the Yukon Gazette. If you do not want your child's name published in the Yukon Gazette, you will need to obtain a court order before submitting the application.

I understand that, if the application is accepted, my child's name will be published in the Yukon Gazette.

### Eligibility criteria

For application to be considered, your child must meet all the following criteria.

Select all that are applicable:

- My child is a Canadian citizen or permanent resident.
- My child is a resident of the Yukon.
- My child has resided in the Yukon for three months immediately preceding the date of this application.

### Documents that must accompany this application (check all applicable sections below)

- A copy of the front and back of one piece of valid government-issued photo identification for the adult applicant.
- A completed Affidavit of Qualification and Bona Fides. (We can complete this document with you if you drop off the application in person.)

#### If you were born in Canada (select one)

- All original birth certificates and/or certified copies of the registration of my child's birth.
- or**
- My child was born in the Yukon, does not have a birth certificate and I have indicated in Part 2 of the application that I would like a search to be completed to verify their birth registration for a fee of \$1.

#### Note

- If your child was born outside of the Yukon, you must order and receive a birth certificate from their birth province or territory before submitting this application.
- Surrendered birth certificates will be securely filed. A new birth certificate can be ordered through Part 7 of the application.

#### If you were born outside of Canada (select one)

- Copies of both sides of the child's most recently issued valid Permanent Resident Card in their current legal name.
- Copies of both sides of the child's most recently issued Canadian Citizenship Card or Canadian Citizenship Certificate.

## Submit your application

### Completed applications can be submitted:

- **By mail:**  
Government of Yukon  
Office of the Registrar of Vital Statistics  
Box 2703 (H-2), Whitehorse, Yukon Y1A 2C6
- **In person in Whitehorse:** We are located at 204 Lambert Street in Whitehorse, on the fourth floor.
- **In person outside Whitehorse:** At your local community territorial agent office.

Applications will be processed within six weeks of being received by the Office of the Registrar of Vital Statistics.

## Contact

If you have questions about the application or the change of name process, contact us.

- **Email:** [vital.statistics@yukon.ca](mailto:vital.statistics@yukon.ca)
- **Phone:** 867-667-5207
- **Toll free:** at 1-800-661-0408, ext. 5207



OFFICE OF THE REGISTRAR OF VITAL STATISTICS  
**APPLICATION FOR CHANGE OF NAME OF A CHILD**  
**CHANGE OF NAME ACT**

Registration number
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Made under sections 3 and 5 of the *Change of Name Act*, this is an official application to change the given name(s) and/or surname of a child. A child is a person who is under 19 years of age.

- **Part 1** and **Part 2** of this application are mandatory.
- **Part 3** should only be completed if the change of name proposed has the effect of adding the name of another person (for example, the name of your spouse), or eliminating the name of another person (for example, your past spouse). If the person’s consent cannot be obtained, you can request an order dispensing with the person’s consent from the courts, or you can submit an affidavit that provides evidence that the person does not have custody of the child, is not contributing to the support of the child and has severed any relationship with the child.
- **Part 4** should only be completed if there is another person who has rights of custody to the child.
- **Part 5** should only be completed if the child is 12 years of age or older.
- **Part 6** and **Part 7** are mandatory.

The registrar must be satisfied that this application does not contain misrepresentation and that the name is not being sought for a fraudulent or unlawful purpose. The registrar may require that you provide other documentary evidence to satisfy them of these elements.

**Yukon Gazette notice**

In accordance with section 12 of the *Change of Name Act*, all legal name changes must be published in the Yukon Gazette. If you do not want your child’s name published in the Yukon Gazette, you will need to obtain a court order before submitting the application.

I understand that, if the application is accepted, my child’s name will be published in the Yukon Gazette.

**Part 1: Applicant’s information**

Given names	Surname
Relationship to child	Phone

**Mailing address**

UNIT # (OPTIONAL)	STREET NUMBER AND NAME OR P.O. BOX	CITY OR TOWN	PROVINCE OR TERRITORY	POSTAL CODE
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I hereby make application under the *Change of Name Act* for a change of name of a child as set forth hereunder.

**Important note:** If you are a guardian to the child, or if you are the Director of Family and Children’s Services, submit documentation with the application to substantiate your custody of the child.

**Part 2: Child's information****Current information**

Given names	Surname
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Date of birth  
 YYYY/MM/DD

Place of birth

CITY OR TOWN	PROVINCE OR TERRITORY OR STATE	COUNTRY
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**Present address of child**

UNIT # (OPTIONAL)	STREET NUMBER AND NAME OR P.O. BOX	CITY OR TOWN	PROVINCE OR TERRITORY	POSTAL CODE
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**Address of child for three months preceding this application**

UNIT # (OPTIONAL)	STREET NUMBER AND NAME OR P.O. BOX	CITY OR TOWN	PROVINCE OR TERRITORY	POSTAL CODE
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UNIT # (OPTIONAL)	STREET NUMBER AND NAME OR P.O. BOX	CITY OR TOWN	PROVINCE OR TERRITORY	POSTAL CODE
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UNIT # (OPTIONAL)	STREET NUMBER AND NAME OR P.O. BOX	CITY OR TOWN	PROVINCE OR TERRITORY	POSTAL CODE
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Select one:

- The child was born in Canada, and their birth certificate is enclosed with this application.
- The child was born in the Yukon but does not have a birth certificate. I would like a search conducted, for a fee of \$1, to verify the child's birth registration.
- The child was born outside of Canada and a copy of both side of their permanent resident card, Canadian citizen certificate or Canadian citizenship card is enclosed with this application.

**Proposed name of child**

Given names	Surname
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**Reason for change of name**

- I am applying for a change of name to reclaim my child's First Nation, Inuit or Métis ancestry.
- I am applying to change the child's name because:

**Search results (office use only)**

- Birth registration verified. Registration #: \_\_\_\_\_
- Unable to locate birth registration.

### Part 3: Consent

If the change of name proposed has the effect of adding the name of another person (for example, the name of your spouse), or eliminating the name of another person (for example, your past spouse), this section must be completed by that person.

If the person's consent cannot be obtained, you can request an order dispensing with the person's consent from the courts, or you can submit an affidavit that provides evidence that the person does not have custody of the child, is not contributing to the support of the child and has severed any relationship with the child.

If the change of name proposed does not have the effect of adding or eliminating the name of another person, leave this section blank.

Select one:

- The proposed name has the effect of **adding** the name of the person named below.
- The proposed name has the effect of **eliminating** the name of the person named below.

I, \_\_\_\_\_  
GIVEN NAME(S) SURNAME

hereby give my consent to the change of name proposed in this application.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC, JUSTICE OF THE PEACE OR JUDGE

\_\_\_\_\_  
YYYY/MM/DD

DATE

### Part 4: Custody

If another other person has lawful custody of the child or is lawfully entitled to access to the child, this section must be completed by that person.

If more than one other person has lawful custody of the child, or is entitled to access to the child, attach a separate page.

If no other person has lawful custody of the child or is entitled to access to the child, leave this section blank.

I, \_\_\_\_\_  
GIVEN NAME(S) SURNAME

\_\_\_\_\_  
UNIT # (OPTIONAL)

\_\_\_\_\_  
STREET NUMBER AND NAME OR P.O. BOX

\_\_\_\_\_  
CITY OR TOWN

\_\_\_\_\_  
PROVINCE OR TERRITORY

\_\_\_\_\_  
POSTAL CODE

provide consent to the change of name proposed in this application.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC, JUSTICE OF THE PEACE OR JUDGE

\_\_\_\_\_  
YYYY/MM/DD

DATE

### Part 5: Child's consent

If the child is 12 years old or older, this section must be completed by the child.

I, \_\_\_\_\_  
GIVEN NAME(S) SURNAME

hereby give my consent to the change of name proposed in this application.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC, JUSTICE OF THE PEACE OR JUDGE

\_\_\_\_\_  
YYYY/MM/DD

DATE

## Part 6: Certificate of change of name

If the registrar accepts this application, a certificate of change of name will be issued to you. You will receive one original certificate of change of name and as many certified copies of the certificate as you wish. All certificates of change of name are free.

I would like \_\_\_\_\_ certified copies of the certificate of change of name.

Select one:

- I will pick up my certificates from the Office of the Registrar of Vital Statistics when they are ready.
- Send my certificates to me by registered mail.

## Part 7: Birth certificate

Once the child's name has been changed, their existing birth certificates will be considered invalid.

**If the child was born in the Yukon** and the registrar of vital statistics accepts this application, they will amend the child's birth registration to show the child's new name. A birth certificate issued after the child's change of name is processed will show the change of name as though it was present at the time their birth was registered.

Birth certificates are \$10 each and come in a short form, which includes only the child's personal information, and a long form, which includes the child's and the child's parents' information.

**If the child was born in Canada, but in a province or territory other than the Yukon**, the Office of the Registrar of Vital Statistics will inform the child's birth province or territory of their change of name. You will need to apply for a new birth certificate from the child's birth province or territory directly. It is your responsibility to update both the child's birth province or territory and the Government of Canada about the child's change of name.

**If the child was born outside of Canada**, it is your responsibility to update both the child's birth country and the Government of Canada about the child's change of name. Note that some countries may not recognize or acknowledge the child's change of name.

Select one:

- The child was born in the Yukon and would like an updated **short form** birth certificate.
- The child was born in the Yukon and would like an updated **long form** birth certificate.
- The child was born somewhere other than the Yukon or was born in the Yukon but we do not want an updated version of their birth certificate at this time.

## Part 8: Payment details

There is a \$50 fee to change the name on your child's birth registration, and new certificates are \$10 each.

Select one:

- I have enclosed a cheque or money order with my application, made payable to the Government of Yukon.
- I plan to pay over the phone using my credit card. Call me when my application is received.
- I plan to attend the Office of the Registrar of Vital Statistics to pay in person.
- I am applying to reclaim my child's First Nation, Inuit or Métis ancestry and our fees are waived.

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

\_\_\_\_\_  
YYYY/MM/DD

DATE

<b>Office use only</b>	
Change of name	\$ 50
Birth certificate x _____ x \$10 <input type="checkbox"/> short form <input type="checkbox"/> long form	\$
Search of records _____ x \$1	\$
<b>Total amount due</b>	<b>\$</b>
Paid stamp	Registered mail sticker or date Xpresspost sent

### **5 Application for change of name of child**

- (1) Subject to the other provisions of this section, any of the following persons who have lawful custody of an unmarried child may apply to the registrar for a change of the legal name of the child.
  - (a) the other;
  - (b) the father;
  - (c) a person appointed pursuant to section 32 of the *Children's Law Act* to exercise the rights of custody.
- (2) A change of a child's surname under this section shall be restricted to:
  - (a) the surname of the mother;
  - (b) the surname of the father;
  - (c) the surname of any person having lawful custody of the child; or
  - (d) a hyphenated surname consisting of two of the surnames of persons named in paragraphs (a) to (c).
- (3) If a person name in subsection (2) has a hyphenated surname, the child's surname shall not be changed to a surname.
  - (a) containing more than one hyphen; or
  - (b) consisting of more than one parent of each of the two surnames used for the child's surname.
- (4) Subject to subsection (5), if a person make an application to change the name of a child to a name including the surname of another person different from that of the applicant under this section, the application shall be accompanied by the consent of that person or an order made under section 8.
- (5) If an application under this section has the effect of deleting from the name of a child all or part of the surname of another person, the application shall be accompanied by the consent of that person or an order made under section 8, unless the registrar is satisfied on the basis of affidavit evidence that the other person.
  - (a) does not have custody of the child;
  - (b) is not contributing to the support of the child; and
  - (c) has severed any relationship with the child.
- (6) An application under this section shall be accompanied by the written consent of every other person who has lawful custody of the child or who is lawfully entitled to access the child.

### **7 Consent of child**

An application in respect of a child who is 12 years of age or more shall be accompanied by the consent of the child or an order made under section 8.

### **8 Dispensing with consent**

- (1) On the application of any person, a judge may grant an order dispensing with a consent required under section 5 or 7.
- (2) In an application under subsection (1) with respect to the legal name of a child, the best interests of the child shall be the primary consideration of the judge in considering the application.

### **9 Registration of change of name**

- (1) Subject to subsection (2), the registrar shall register a change of the legal name of a person on receipt of an application.
- (2) The registrar shall not register a change of name if, in the registrar's opinion, the application contains a misrepresentation or the change of name is sought for a fraudulent or unlawful purpose.
- (3) The registrar may not register a change of name if the proposed name contains more than one hyphen.

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

On registration of a change of the legal name of a person under section 9, the registrar shall issue to the person a certificate of change of name in the prescribed form.

**11 Vital statistics records**

On registration of a change of the legal name of a person under section 9, the registrar shall, without charge, alter the records under the *Vital Statistics Act* with respect to the person, conformity with the registered change.

**12 Notice of change of name**

When a change of the legal name of a person has been registered under section 9, the registrar shall cause the prescribed notice of the change of name to be published in the Yukon Gazette.