



# Change of Name for adults

## Instruction and Application Booklet

Please read the instructions carefully before  
completing the application sections of this booklet.

Vital Statistics Branch  
506-453-2385



**Service**  
New  
Nouveau **Brunswick**

# You must send additional documents along with this application.

## **If you were born in Canada send:**

- All original birth certificates.
- If you were born in New Brunswick and are requesting a surname change, a long form birth certificate is required to be filed with your application. Please note if you do not have this document, you may include the additional fee and the certificate will be obtained on your behalf and remain on file.
- If you do not have a birth certificate and you were NOT born in New Brunswick, you must apply for a birth certificate from the province/territory where you were born and submit the certificate with the change of name application. Long form birth certificates are required for all surname changes and for all child change of name applications and remain on file.
- If your name has been previously changed, you must return any original documents from the issuing authority such as the "Certificate of Change of Registered Name" or Court Order.

## **If you were born outside of Canada, and you are a Canadian citizen you must send the following documents:**

- Photocopy of Canadian Citizenship Card (both sides).
- Photocopy of original birth certificate or photocopy of certified copy of birth registration from country at birth. If your birth certificate was issued in a language other than French or English, you will need to provide a translation completed by a qualified, impartial translator (stamp or seal is required).
- Photocopy of your current passport.

## **If you are a Landed Immigrant/Permanent Resident send:**

- Photocopy of Canadian Record of Immigration Landing or Confirmation of Permanent Residence document.
- Photocopy of Permanent Residence Card (both sides).
- Photocopy of original birth certificate or photocopy of certified copy of birth registration from country at birth. If your birth certificate was issued in a language other than French or English, you will need to provide a translation completed by a qualified, impartial translator (stamp or seal is required).
- Photocopy of your current passport.

## **IMPORTANT**

If you were born outside of Canada and cannot obtain a copy of your birth certificate issued by the country in which you were born, include a written explanation as to why you are unable to do so.

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

# Application for a Change of Name – Adult

All sections of this booklet must be completed. If a section does not apply to you, indicate “Not Applicable” on the form. **IMPORTANT:** Applications that do not include the required documents, fees or information will be considered incomplete and result in processing delays.

If additional information is required, please telephone the Vital Statistics Office located in Fredericton at 506 453-2385.

## SECTION 1 – Personal Information - To be eligible you must be 19 years of age and have resided in New Brunswick for a minimum of three months.

Your name: \_\_\_\_\_  
First Name Middle Name (s) Last Name

Your address: \_\_\_\_\_  
Number Street

\_\_\_\_\_  
City, Town or Other Province Postal Code

Telephone: \_\_\_\_\_  
Home Business Other

The name on your birth certificate:

\_\_\_\_\_  
First Name Middle Name (s) Last Name

Proposed name:

\_\_\_\_\_  
First Name Middle Name (s) Last Name

Your date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex:  Male  Female  
Year Month By Name Day

Your place of birth: \_\_\_\_\_  
City, Town, Village or Other Province or State and Country

Your father's name:

\_\_\_\_\_  
First Name Middle Name (s) Last Name

Your mother's maiden name:

\_\_\_\_\_  
First Name Middle Name (s) Last Name

Your occupation: \_\_\_\_\_

If you have not lived at the above address for the past 12 months, please provide the previous address(es):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Number Street City, Town or Other Province Postal Code

## SECTION 2 – Criminal Record Check

You must provide a criminal record check with your application. Please contact your local police department or R.C.M.P. detachment to arrange for the check and include it with your application.

Please list any conviction(s) under the criminal code, chapter C-46 of the Revised Statutes of Canada 1985, for which you have not received a pardon.

Please list all pending actions against you in the Court of Appeal of New Brunswick.

Full disclosure of details is required. Failure to do so may result in the rejection of your application

## SECTION 3 – Marriage Information

Your marital status:  Never married  Married but separated  Widowed  Divorced

### 1. If you are married, you must complete this section of the form.

Your spouse's name:

\_\_\_\_\_  
First Name Middle Name (s) Last Name

Current address: \_\_\_\_\_  
Number Street

\_\_\_\_\_  
City, Town or Other Province Postal Code

Date of Marriage: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Year Month By Name Day

Place of Marriage: \_\_\_\_\_  
Number Street

\_\_\_\_\_  
City, Town or Other Province Postal Code

If a current marriage took place in New Brunswick, your marriage record will be amended to reflect your legal name change at no extra cost. However, if the marriage took place in another province, we will notify Vital Statistics in that province /territory of the name change. Please note you are responsible for any additional fees required to amend the marriage record in the other jurisdiction.

### 2. If you are changing your last name, your spouse must sign and date this section.

I acknowledge in this application the request of my spouse to change his/her registered last name.

\_\_\_\_\_  
Signature of Spouse or Common-Law Spouse Year / Month By Name Day

### 3. If you are separated, living apart for at least 3 months but not divorced.

I, \_\_\_\_\_  
First Name Middle Name (s) Last Name

having applied for a change of registered surname, do hereby declare that I am separated from my spouse:

Your spouse's name:

\_\_\_\_\_  
First Name Middle Name (s) Last Name

Separated since \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Year Month By Name Day

**SECTION 4 – Previous Name Change(s) - Please note that you must include with this application any original documents you may have received due to a legal name change such as a certificate of change of registered name, court order and amended birth certificates.**

**If your name has been changed previously, please provide the following information:**

Name changed from:

\_\_\_\_\_  
First Name Middle Name (s) Last Name

To:

\_\_\_\_\_  
First Name Middle Name (s) Last Name

Date of change: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Year Month By Name Day

Name of Province or State and/or Country where name change was completed and registered:

\_\_\_\_\_  
City, Town or Other Province / State Country

**SECTION 5 – Reason for Name Change – If more space is required, additional pages or documents may be attached to the form.**

I want to change my name because:

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**SECTION 6 – Exemption to Publish in the Royal Gazette**

Vital Statistics is legally required to publish all registered name changes in the New Brunswick Royal Gazette, per section 10(2) of the *Change of Name Act*.

Unless the requirements for exemption from publication are met, your legal name change will automatically be published. You will be notified if you cannot be exempted. Please note the Royal Gazette is published online (internet) and in paper format.

The Registrar may dispense with this requirement if requested by the applicant in one of the following special circumstances.

**1. You would be unduly prejudiced by the publication of the notice. Please provide supporting documentation.**

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## 2. If the publication of the notice would serve no useful purpose.

- A minor alteration in spelling of given name(s) and/or surname, such as: Alan - Allen / Helen – Hélène / Brown – Browne
- Abbreviations such as Jos. to Joseph, Wm. to William.
- Addition of a given name where the first name and the surname are not changed.

## 3. If you have been commonly known under the name applied for, you must provide photocopied documentary proof such as: a baptismal certificate, school record, Social Insurance Number, driver's licence, Medicare card and/or marriage certificate.

- A person baptized under a different name than the one registered with Vital Statistics at the time of birth.
- A person brought up using the surname of a step-parent or foster parent.
- A person whose adoption was not finalized.

Proof attached  Yes  No

## SECTION 7 - Declaration of Sponsor - The sponsor confirms the identity of the applicant and states they have known the applicant for at least two years and is not a family member. The declaration must be made before a Commissioner of Oaths or Notary Public.

I, \_\_\_\_\_  
First Name Middle Name (s) Last Name

of \_\_\_\_\_  
Number Street

\_\_\_\_\_  
City, Town or Other Province Postal Code

HEREBY DECLARE THAT

\_\_\_\_\_  
First Name Middle Name (s) Last Name

of \_\_\_\_\_  
Number Street

\_\_\_\_\_  
City, Town or Other Province Postal Code

Is the person described in this application and that I have personally known the applicant for at least two years.

\_\_\_\_\_  
Signature of Sponsor

Declared before me at \_\_\_\_\_ in the County of \_\_\_\_\_

Province of \_\_\_\_\_ this \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Year Month By Name Day

\_\_\_\_\_  
Signature of Notary Public or Commissioner of Oaths (Please indicate your legal capacity by using a stamp or seal).

Complete Address:

\_\_\_\_\_  
Number Street

\_\_\_\_\_  
City, Town or Other Province Postal Code

**SECTION 8 - Declaration of Applicant -Your declaration must be made before a Commissioner of Oaths or Notary Public.**

I, \_\_\_\_\_  
First Name Middle Name (s) Last Name

of \_\_\_\_\_  
Number Street

\_\_\_\_\_  
City, Town or Other Province Postal Code

solemnly declare that the statements made in this application are true and the application is made in good faith and for no improper purpose. I understand that by making application for a name change, a criminal check may be made on my current name by the RCMP.

\_\_\_\_\_  
Signature of Applicant

Declared before me at \_\_\_\_\_ in the County of \_\_\_\_\_

Province of \_\_\_\_\_ this \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Year Month By Name Day

\_\_\_\_\_  
Signature of Notary Public or Commissioner of Oaths (Please indicate your legal capacity by using a stamp or seal.)

**Complete Address:**

\_\_\_\_\_  
Number Street

\_\_\_\_\_  
City, Town or Other Province Postal Code

# Fee Schedule – Change of Name Act

|   | Fees                     |
|---|--------------------------|
| <p>1. The fee to change a registered name that includes a <b>LAST NAME</b> is:</p> <ul style="list-style-type: none"> <li>• <b>This includes one Change of Name Certificate</b></li> </ul> <p>All requests for change of <b>LAST NAME</b> must be accompanied by a <b>long form birth certificate indicating the names of the parents</b> as issued by the Vital Statistics Office in your province of birth. If you were born in New Brunswick, and you don't have this document, <b>you may submit an additional fee of \$45</b> to this office. A baptismal certificate is not acceptable.</p> <p><b>Please note this certificate is non-returnable.</b></p> | <p>\$130</p> <p>\$45</p> |
| <p>2. If at the same time, a parent makes an application for one or more of his/her children, the fee for <b>each</b> child is:</p> <ul style="list-style-type: none"> <li>• <b>This includes one Change of Name Certificate.</b></li> </ul>  | <p>\$65</p>              |
| <p>3. The fee for a Change of <b>FIRST NAME and/or MIDDLE NAME(S)</b> only is:</p> <ul style="list-style-type: none"> <li>• <b>This includes one Change of Name Certificate.</b></li> </ul>   | <p>\$115</p>             |
| <p>4. The fee for each duplicate Change of Name Certificate is:</p>   | <p>\$20</p>              |
| <p>5. The fees for amended Birth Certificates are:</p> <ul style="list-style-type: none"> <li>• <b>Short form birth certificate</b></li> <li>• <b>Long form birth certificate</b></li> </ul>  | <p>\$45</p> <p>\$45</p>  |
| <p>6. A cheque or money order payable to <b>Service New Brunswick</b> in the required amount must accompany each application.<br/>Mail to:</p> <p><b>Service New Brunswick<br/>Vital Statistics<br/>P.O. Box 1998<br/>Fredericton, N.B. E3B 5G4</b></p>   |                          |

**IMPORTANT:** Applications that do not include the required documents, fees or information will be considered incomplete and result in processing delays.

**NOTE:** \$50 is non-refundable if the application is withdrawn or rejected.