

British Columbia Change of Name Certificate Application

Although you can fill out the application online, you **cannot** save or email it.

Please **type, print and sign** the application then fax, scan and email or mail your application to us.

Please Note: Name Change Certificates available ONLY to applicants that have completed the legal name change process.

Contact Information - Person applying for certificate

Surname: _____ Given Names: _____

Residential Address: _____ Apt.: _____ Buzzer Code: _____
Delivery Address must be Residential. Certificates will not be delivered to businesses, PO Boxes or sent C/O.

City: _____ Prov./State: _____ Country: _____ Postal/Zip Code: _____

Telephone Number: (____) _____ Daytime Number: (____) _____ Ext: _____ Work Cell

Email Address: _____

Change of Name Certificate Application - if you require a birth certificate showing new name, please complete "B.C. Birth Certificate Application".

Previous Surname: _____ Previous Given Names: _____

New Surname: _____ New Given Names: _____

Date of Birth: _____ / _____ / _____ Male Female
Month Day Year

Place of Birth: _____
City/Town Province/State Country

Reason Certificate Required _____

B.C. Birth Certificate Application - complete only if born in B.C. - for birth certificates for other provinces please visit www.vitalcertificates.ca

Father/Co-Parent Name: _____
First Middle Last (at birth)

Place of Birth: _____
City/Town Province/State Country

Mother's Name: _____
First Middle Last (at birth)

Place of Birth: _____
City/Town Province/State Country

Reason Certificate Required _____

Payment Information - Rush fee includes cost of a records search, if no record of the event is found, the fee will be applied to the search process.

Certificates take 10-15 business days to be processed and delivered. Delivery times are average delivery times and cannot be guaranteed. All taxes and shipping included. **Applications are processed upon receipt. We cannot change or cancel applications once received.**

____ Qty. - Change of Name Certificate - \$80.00 each
Change of Name Certificate Rush Service
- \$38.00 additional courier cost

____ Qty. (limit of two) - Individual Information Birth Certificate - 80.00 each
____ Qty. (limit of two) - Family Information Birth Certificate - \$80.00 each
Birth Certificate Rush Service - \$38.00 additional courier cost

Rush Service takes 5 to 8 business days (includes courier time) - \$38.00 additional courier cost (includes multiple certificates of same type)

Credit Card Type:   

Credit Card Number: _____ Exp. Date: _____

Name of Cardholder: _____ Cardholder Email: _____
Type/Print Name

Signature: _____ Date: _____

Vital Certificates (VC) assists in verifying that applications are accurate to avoid delays in processing. VC is not operated, licensed, or affiliated with any government agency.

BC Change of Name Certificate Authorization

By signing this authorization, you are permitting Vital Certificates to request your change of name certificate. Your certificate will be sent to you directly from the British Columbia Vital Statistics Agency. A completed and signed authorization must be provided.

Please check the appropriate box:

I am the person who is the subject of the certificate, or

I am a parent of the person who is subject to the certificate, **if that person is less than 19 years old.**

I, _____, hereby authorize Vital Certificates to request one or more change of name certificates from the British Columbia Vital Statistics Agency on my behalf. I further authorize Vital Certificates to correspond in writing or orally with the British Columbia Vital Statistics Agency with respect to this application.

Print/Type Name

Date: _____ / _____ / _____
Month Day Year

Signature: _____
Applicant

BC Birth Certificate Authorization

By signing this authorization, you are permitting Vital Certificates to request your certificate of birth. Your certificate will be sent to you directly from the British Columbia Vital Statistics Agency. A completed and signed authorization must be provided.

Please check the appropriate box:

I am the person who is the subject of the certificate, or

I am a parent of the person who is subject to the certificate, **if that person is less than 19 years old.**

I, _____, hereby authorize Vital Certificates to request one or more birth certificates from the British Columbia Vital Statistics Agency on my behalf. I further authorize Vital Certificates to correspond in writing or orally with the British Columbia Vital Statistics Agency with respect to this application.

Print/Type Name

Date: _____ / _____ / _____
Month Day Year

Signature: _____
Applicant

Change of Name Certificate Application Completion Instructions

WHO CAN APPLY

1. The person who changed his or her name.
2. Parent of a child under 19 years of age.

CONTACT INFORMATION

Surname & Given Names: Please provide the name you are currently using.

If information is missing from the application or if additional information is required, we will contact the applicant by telephone or email. Please indicate whether you prefer to be contacted by telephone or email.

CHANGE OF NAME CERTIFICATE APPLICATION

Previous Surname & Previous Given Names: Please provide the name(s) used immediately prior to the legal name change.

Reason Certificate Required: Please specify why change of name certificate is needed

BIRTH CERTIFICATE APPLICATION

Adoption: If subject was adopted, please list the adopted parents' names.

Mother: Must be last name at birth (maiden name).

Father/Co-Parent: Must be last name at birth. The father/co-parent information must be included on this application if the information appears on the child's original birth registration.

Reason Certificate Required: Please specify why birth certificate is needed (*Example: Last, Passport, Damaged etc...*)

PAYMENT INFORMATION

Change of Name Certificate: contains previous name, new name, address, children's names changed (if applicable) and registration date and number.

Individual Information Birth Certificate contains name, date, sex, registration date and number.

Family Information Birth Certificate: Usually required for children 16 years of age and under. required to get a passport as well as Native Status. Contains everything the individual information certificate does plus parent(s) name(s) and their birthplace(s).

- Charge will appear as “**Vital Certificate Processing Services**” on credit card statement.
- If paying by **money order or certified cheques**, please mail the completed application along with your payment.
- Any **application received with a personal cheque**, will be held until such time as the cheque clears, typically 7 to 10 business days.
- Cheques and money orders must be made payable to “**Vital Certificates**”.

Please return your completed application and authorization to us by one of the following methods:

**Toll-Free Fax: 1.866.265.6300
or Scan & Email: bc@vitalcertificates.ca or
Regular Mail**

**Vital Certificates, 79-622 Front Street, Nelson, BC V1L 4B7
Toll-Free Phone: 1.866.828.9680**