



Sex Designation & Name Change Walkthrough

Presented by Spectrum & SHORE Centre

This document will walk you through the process of changing your sex designation and/or name with the government, including page-by-page breakdowns of how to fill in information as accurately as possible.




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Disclaimer: This document is intended to assist you, but does not constitute legal advice. Please ensure you are using the most up to date versions of forms. This was published March 19, 2025.

Sex Designation Change 101

The following section will run you through the process of how to change your sex designation (sometimes known as a sex marker or gender marker) with the government. We will break down each document part by part to make it as accessible as possible for you to follow along and complete.



Before You Begin: Some Things You Should Know

The General Process

The process of changing information with the government can be a difficult one with a lot of bureaucratic steps along the way. However, breaking it down into a few simple to-do's can help. The basic process for changing your sex designation will look like this:

- Download all necessary forms (linked below) and fill them out. *If you're doing a name change at the same time, complete those forms as well - see this process on [page 13](#)*
- At the same time, or after, go to a doctor or psychologist to have them fill out a letter that supports your request. You can get a sample letter [here](#).
- At the same time, or after, contact your chosen guarantor (we break this down later.)
- Once all forms and additional items are gathered and complete, [book an appointment](#) with the Commissioner of Oaths at a Service Ontario location (or with another commissioner within your area).
- At your appointment, they will confirm all your documents and do the final signatures
- Mail your document (to find what centre to mail to depending on your area, [click here](#))

Keep in mind, **mistakes can happen and are extremely common**. It's very possible that your documentation will be mailed back to you needing revisions. This does not make your request less likely to go through, but can add additional time. This is why being thorough and accurate from the start can be helpful overall!

What You Will Need

To complete a sex designation change with the government, you will need to fill out 2-3 documents, and also provide some additional material alongside your request.

Government Forms:

- [Application for Change of Sex Designation on a Birth Registration of an Adult](#) (Form 11325)
- [Statutory Declaration for a Change of Sex Designation on a Birth Registration of an Adult](#) (Form 11324)
- *Optional:* [Request for Birth Certificate](#) (Form 11076)

*Note: This last form is **not** necessary if you are changing sex designation and name change at the same time. The 'Name Change Request' forms essentially replace this when submitted together.*

Mandatory Additional Items:

- A letter from a practicing physician or psychologist to support your request
- All previously issued birth certificates and certified copies of your birth registration

Note: You do not need to see a specialist to get the supporting letter from a physician or psychologist - any physician is allowed to complete this. For a sample letter that they can quickly fill out, click [here](#).

Before You Begin: Some Things You Should Know

The Cost

If you are just changing your sex designation and not doing a name change, the cost to complete your request will be **\$35.00**. This cost covers the printing of a new birth certificate.

If you are changing your sex designation and name at the same time, the full cost will be **\$137.00**, but this includes the cost of a birth certificate.

We **highly suggest** that if you are hoping to do both of these requests for yourself to complete them both at the same time. These requests will be sent together in one package, and you will not have to pay the \$35.00 for a new birth certificate as part of the sex designation change if you were to do these at separate times.

What You Should Know About Forms

Consider the following information about these forms:

- It may take **several weeks** - to get everything you need to complete government documents, so keep that in mind if you're needing these done for a specific time.
- Write clearly and carefully, or fill in the main information digitally. Correction liquid (white-out) is **not** allowed on the pages. **Signature/date areas will need to be completed physically.** Digital signatures will not be allowed.
- Even if a part of this application doesn't apply to you (e.g., marital status) **you must have every page** present in your final package. Even blank pages must be included.
- When mailing the documents, be sure to put your return address in the upper left corner of the envelope in case the package fails to deliver, it will be returned to you.

About the 'X' Gender Designation

In Ontario, you are allowed to change your sex designation to X. Changing it to X here will change it on your birth certificate, and therefore can be changed on all of your other documents including your passport.

If you are planning on travelling internationally, having an X gender marker on your passport may be an issue in some countries. If you're considering travelling with an X gender marker, be sure to do research in advance.


You are able to change your Driver's Licence gender marker to an X without changing your birth certificate to an X. To change the sex designation on your driver's license to an X (gender neutral), [visit a Service Ontario centre](#). You do not have to bring any supporting documents. Documents **are needed** if you're changing to M or F.

Sex Designation Change 101

Statutory Declaration for a Change of Sex Designation on a Birth Registration of an Adult (11324)

This document is essentially going to be proof that all the information you've filled out in other documents is correct and signed by a Commissioner of Oaths.

Page 1

Ontario  **Office of the Registrar General**
PO Box 3000
189 Red River Road
Thunder Bay ON P7B 5W0

Statutory Declaration for a Change of Sex Designation on a Birth Registration of an Adult
Section 36, *Vital Statistics Act*

In the matter of the birth registration of:

A Name on Birth Registration: _____
Last Name or Single Name First Name Middle Name(s)

Formerly _____
(If name has been legally changed since birth, enter name before the change. Otherwise leave this blank.)

Date of Birth: ____ / ____ / ____ Place of Birth: _____
Year Month Day City/Town/Village in Ontario

A: write in your **current legal name**, even if you are submitting an application for name change form alongside this document

List the **full birth names** of all parents as listed on the applicant's birth registration:

Parent's Last Name or Single Name (at the time of their birth)	Parent's First and Middle Name(s)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

B: On the left, you write your parents' last name as shown on **their** birth certificate. On the right, you write their first and middle names as shown on **their** birth certificate.

Declaration: I, _____
Current Legal Name of Applicant, in Full

Solemnly declare that:

C 1. I make this application to change the sex designation on my birth registration

From (select only one): Male Female X (X means the applicant does not identify exclusively as male or female)

To (select only one): Male Female X (X means the applicant does not identify exclusively as male or female)

If you are applying to change to X, please complete this section:

I understand that the Government of Ontario cannot guarantee that a birth certificate or certified copy of a birth registration with a designation of X will be accepted by organizations in Ontario or by other jurisdictions.

2. I have assumed (or have always had) the gender identity that accords with the requested change in sex designation.

3. I am living full-time in the gender identity that accords with the requested change in sex designation and intend to maintain that gender identity.

4. I am providing the following documentation in support of this application (select one of the following):

a letter from a practising physician or a psychologist authorized to practise in Canada.

a document or certificate issued by a jurisdiction in which I was domiciled or ordinarily resident.

other medical evidence as I am not domiciled or ordinarily resident in Canada.

a certificate signed by a practising physician authorized to practise in Canada, that complies with the current requirements of s. 36 (2)(a) or (b) under the *Vital Statistics Act*.

5. All existing birth certificates, birth certificates with parental information and certified copies of birth registration have been returned with this declaration.

6. This application is not made for an improper purpose.

C: Take care in making sure you **select the right box** for 'from' and 'to' section and not get those mixed up! The rest is essentially a check-list to make sure you've included the right items along with your document when you mail it in.

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.

D Declared before me at: _____

in the _____ of _____

this _____ day of _____, 20____.

Signature of Applicant

A Commissioner, etc.

(sign, print name, and affix commissioner's stamp or describe office, if stamp not required)

D: Do not sign this section alone. This signature must be done in person in front of a commissioner of oaths.

 **Congratulations! You're done this part.** 

Sex Designation Change 101

Application for a Change of Sex Designation on a Birth Registration of an Adult (11325)

The first document you need to complete in order to apply to change your sex designation with the Canadian Government. This is technically a two-page document, but all information needing to be filled out is just on the first page.

Page 1



Office of the Registrar General
PO Box 3000
189 Red River Road
Thunder Bay ON P7B 5W0

Application for a Change of Sex Designation on a Birth Registration of an Adult Section 36, Vital Statistics Act

Important Information: Only use blue or black ink as this is a permanent legal record. Do not use correction fluid or tape on any of the documents.

Mailing Information of Applicant

A		Last Name or Single Name		First Name	Middle Name(s)	
Unit/Buzzer Number	Street Number	Street Name		PO Box		
City/Town/Village		Province/Territory/State	Country	Postal/Zip Code		
B			Daytime Telephone Number			Alternate Telephone Number

A: In this section, write in your **current legal name**, even if you are submitting an application for name change form alongside this document.

B: Use your current mailing address where you want to receive the birth certificate.

This section is essentially a checklist to make sure you have everything in the package you're going to send.

C: A walkthrough of this form is located on [page 4](#).

D: More information on the letter from a health practitioner, including a link to a sample letter, can be found on [page 2](#).

Documents to be Submitted

There is no fee to change sex designation on a birth registration. Fees still apply for requests for an updated birth certificate, birth certificate with parental information or certified copy of birth registration.

Please send the following:

- This page** complete with mailing address.
- C** **Statutory Declaration** for a Change of Sex Designation on a Birth Registration of Adult, in the required form, completed by the applicant who must be born in Ontario and is at least 16 years of age, and signed before a commissioner for taking affidavits (e.g., lawyer, notary public, member of provincial parliament). **The applicant may change their sex designation to male, female or X (X means the applicant does not identify exclusively as male or female).**
- D** **A letter** (on the health practitioner's letterhead) signed by a practising physician or a psychologist (including a psychological associate) authorized to practise in Canada, showing their licence number and stating that they:
 - are a practising member in good standing of the appropriate regulatory body (e.g., College of Physicians and Surgeons of Ontario, College of Psychologists of Ontario);
 - have treated or evaluated the applicant (identified by full name) who is requesting the change in sex designation (specify the change in sex designation);
 - confirm that the applicant's gender identity does not accord with the sex designation on the applicant's birth registration; and
 - are of the opinion that the change of sex designation on the birth registration is appropriate.
- All previously issued **birth certificates, birth certificates with parental information, and certified copies of the birth registration.**
- E** A completed **Request for Birth Certificate application** with payment for any requested birth certificates or a certified copy of birth registration.

E: If you are submitting all documents to change your sex designation **and** your legal name change at the same time, Service Ontario has stated that #5 is not necessary. This is because in the application for a legal name change includes a new birth certification. Doing both the name change and sex designation change at the same time can save you some money since the new birth certificate is provided at no additional charge.

One more document complete!

Sex Designation Change 101

Request for Birth Certificate (11325)

This is a document is only needed if you're **not** requesting a name change at the same time. If you are **only** changing your sex designation and nothing else, you will need to fill this out in order to receive your new birth certificate. This is a seven page document.

Page 1

Request for Birth Certificate (For births which took place in Ontario only)

Please print clearly in blue or black ink.
The word 'Applicant' refers to the person completing this request.

If you have any questions, please contact the

Office of the Registrar General
189 Red River Road
PO Box 4600
Thunder Bay ON P7B 6L8
Telephone: 1-800-461-2156 (within North America)
416-325-8305 (in Toronto or outside of North America)
416-325-3408 (TTY/Teletypewriter)

Applicant's Name

A First Name Last Name or Single Name

Mailing Address

B Organization/Firm (if applicable)

Street Number	Street Name	Apt. No.	Buzzer No.	PO Box
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City/Town/Village <input type="text"/>		Province/Territory/State <input type="text"/>		
Country <input type="text"/>	Postal/Zip Code <input type="text"/>	Daytime/Primary Telephone No. (including area code) <input type="text"/>		Ext. <input type="text"/>

C Select what you need: See #1 on page 5

Birth Certificates Disclaimer: The Government of Ontario cannot guarantee that a birth certificate with no sex designation will be accepted by organizations in Ontario or by other jurisdictions. See instruction #2 on page 5.

Birth Certificate
Recommended for people **16 years of age or older**. Includes basic information such as name, date and place of birth, and is used for general identification purposes. Not issued for deceased persons.
 I do **not** want sex displayed on this birth certificate.

First birth certificate..... \$25.00 \$ Or Replacement Birth Certificate..... \$35.00 \$

Birth Certificate with Parental Information
Recommended for children **under the age of 16**. For use where parental information is required, such as a child's passport application. Includes the information appearing on a birth certificate as well as parental information of each parent named on the birth registration. Not issued for deceased persons.
 I do **not** want sex displayed on this birth certificate.

First Birth Certificate with Parental Information..... \$25.00 \$ Or Replacement Birth Certificate with Parental Information..... \$35.00 \$

Certified Copy of Birth Registration
Seldom required but may be used for purposes such as: applying for immigration, citizenship, visa applications, and for adopting a child abroad.

First Certified Copy of Birth Registration..... \$35.00 \$ Or Replacement Certified Copy of Birth Registration..... \$45.00 \$

Search Letter
Confirms whether or not a birth is registered. Applicants can provide a range of years to be searched or a specific year. If a specific year is provided a five year search will be conducted, two years prior to and two years after the year specified.

Search Letter..... \$15.00 for each 5 year period to be searched \$

From Year To Year

A: In this section, write in your **current legal name**, even if you are submitting an application for name change form alongside this document.

B: Use your current mailing address where you want to receive the birth certificate.

C: This section is just confirming the type of birth certificate or document you're applying for. Most people will be selecting the first box, but depending on age or citizenship, you may need to select one of the other options.

Note for section C: For the first two options, you can specify whether or not you want sex displayed on the document. This won't change the request, but just whether it is physically displayed or not on the birth certificate. The sex designation will still change with the government itself. If you select this option, you won't be able to use your birth certificate to change your sex designation on other documents.

Sex Designation Change 101

Request for Birth Certificate (11325)

Page 2

Who is the person (subject) named on the Birth Certificate? (complete all fields below) If adopted, provide names after adoption

A

Current Legal Last Name or Single Name (at time of birth or after adoption)		First Name (if applicable)		Middle Name(s)
Sex (If you select X, see #2 on page 5)	Date of Birth (yyyy/mm/dd)	Place of Birth (City)	Weight at Birth	No. of older siblings
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X				
Where did the birth take place?		Type of Attendant (You must check one box)		
<input type="checkbox"/> Hospital (name) _____		<input type="checkbox"/> Physician _____		
<input type="checkbox"/> Home		<input type="checkbox"/> Midwife _____		
<input type="checkbox"/> Birthing Centre (name) _____		<input type="checkbox"/> Undetermined		
<input type="checkbox"/> Other (specify) _____		<input type="checkbox"/> Other (specify) _____		
Name of Doctor, Midwife or Attendant (at birth)		Address of Doctor, Midwife or Attendant		

A: In this section, write in your **current legal name sex** even though you're submitting for a sex designation change.

B

Information: Parent who gave birth Check one box Mother Parent named on the birth registration
(If adopted, or there are more than two parents on the Birth Registration, or neither parent gave birth to the child, see #3 on page 5)

Last Name or Single Name when the Parent was Born (e.g., maiden name)		First Name (if applicable)		Middle Name(s)
All other Last Name(s) or Single Name ever used (e.g. current last name)		Marital Status when the subject was born		
		<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Common Law		
Parent's Address at the time of subject's birth		City	Province	Country
Parent's age when the subject was born	Parent's Date of Birth (yyyy/mm/dd)	Parent's Place of Birth (City and Province/Country)		
Information: Additional Parent who is named on the birth registration (If the subject has another parent named on the Birth Registration, enter their information below. Please do not repeat the previous parent's information)				
Last name or single name when the parent was born (e.g., birth name)		First Name (if applicable)		Middle Name(s)
All other last name(s) or single name ever used (e.g., current last name)				
Parent's age when the subject was born	Parent's Date of Birth (yyyy/mm/dd)	Parent's Place of Birth (City and Province/Country)		

B: In some cases, this will be listed on your current birth certificate. However, if it doesn't, and you don't have access to that information, you can select 'undetermined'. Under 'Name of Doctor, etc.' you can write 'Unknown'.

C: This section is asking for parental information. Make sure to read the sections carefully. In this case, 'the subject' is you unless you're filling out this form for another person.

D

Has a Birth Certificate been previously issued for this birth? Yes No

Has a Birth Certificate with Parental Information been previously issued for this birth? Yes No

Has a Certified Copy of the Birth Registration been previously issued for this birth? Yes No

Has the person named on the Birth Registration ever had a legal name change? (see #4 on page 5) Yes No

If 'yes', provide the previous Legal Name(s) of the subject below:

Last Name(s) or Single Name	First Name(s) (if applicable)	Middle Name(s)

D: This section includes your original birth certificate when you were born. Remember that this form is also used for new babies being born. If you are doing this for other reasons, usually you will select 'yes' to at least one of the options shown here. Usually it will be the first, but read the options carefully.

Sex Designation Change 101

Request for Birth Certificate (11325)

Page 2 continued

What is your relationship to the person (subject) named on the certificate?

E

Living Subject (must check one box)

- Myself (You must be at least 13 years of age)
- Parent who gave birth and is named on the Birth Registration
- Parent named on the Birth Registration
- A person with legal custody. (Proof of Custody is required with the application)

Deceased subject; only a Certified Copy of the Birth Registration will be issued (Check one or more boxes)

- The Next of Kin is the 'Applicant'. (see #5 on page 5)

Specify relationship to deceased

- Proof of Death attached. (see #6 on page 5)
- Estate Trustee is the 'Applicant'. (see #7 on page 5) (Certificate of Appointment or similar proof required)
- Certificate of Appointment or similar proof attached. (see #8 on page 5)

E: This is confirming your identity. Again, remember this form is also used for new babies which is why those options are listed.

F

Reason for this Application Request You MUST check one of the following boxes:

- First time applying for Birth Certificate or Certified Copy
- Lost Birth Certificate or Certified Copy (see #9 on page 5)
- Stolen Birth Certificate or Certified Copy (see #9 on page 5)
- Damaged or destroyed Birth Certificate or Certified Copy (see #9 on page 5)
- Other, please specify reason: _____

I authorize the Office of the Registrar General to issue the requested document/information, and consent to the Ministry of Public and Business Service Delivery collecting information about myself and the person(s) named on the record (if other than myself) from such other sources as may be necessary to verify the information on this form and my entitlement to the service required and the disclosure of such information to the Ministry of Public and Business Service Delivery. I am aware that any individual who wilfully makes or causes to be made a false statement on this form or any document required under the Vital Statistics Act is guilty of an offence and upon conviction is liable to a fine of up to \$50,000 or to imprisonment for a term of up to two years.

Signature of Applicant	Daytime/Primary Telephone Number (including area code) Ext.	Date Signed (yyyy/mm/dd)
------------------------	---	--------------------------

F: In this case, you will want to select 'Other' and in the reason section write: 'Change of Sex Designation'


Remember to sign this page at the bottom!

Page 3

This page starts with a lot of text which states that anyone who is 9 years of age or older must have a guarantor in order to have their application be accepted. A guarantor is essentially a fancy word for someone who is able to confirm your identity. Unfortunately, the government is very picky about who it deems as an 'acceptable' choice for who can confirm this identity, and generally places extra weight on class and profession. The list of what they consider to be acceptable guarantors are split into two groups: on the left are people who are related to the political or legal system; on the right are people that they consider to have 'good standing' with the government. We will show this list as it appears in your document on the next page.

If you're lucky, you may know someone who falls into one of these categories for at least two years and they can be your guarantor for you. Keep in mind that you do not need to know the person in a professional manner. For example, if you have a friend who is a registered social worker and you've known them for 2+ years, they can be listed as a guarantor even if you haven't been their client. *Hint: If you have known the medical practitioner you're getting your doctor's note from for the other sections of the sex designation change, just have them be your guarantor!*

Request for Birth Certificate (11325)

Page 3 continued

A The Guarantor

A guarantor is someone who can verify your identity and confirm information in your application.

1. Canadian citizens who have known the applicant for at least two years and who are **currently serving** as one of the following:
 - i. Judge, justice of the peace, municipal police officer, provincial police officer or officer of the Royal Canadian Mounted Police, First Nations police officers and constables.
 - ii. Mayor.
 - iii. Member of the Legislative Assembly of Ontario.
 - iv. Minister of religion authorized under provincial law to perform marriages.
 - v. Municipal clerk or treasurer who is a member of the Association of Municipal Managers, Clerks and Treasurers of Ontario.
 - vi. Notary public.
 - vii. Principal or vice-principal of a primary or secondary school.
 - viii. Senior administrator or professor in a university or a senior administrator in a community college or in a CEGEP in Quebec.
 - ix. Signing officer of a bank, caisse d'économie, caisse populaire, credit union or trust company.
 - x. Chief of a band recognized under the *Indian Act (Canada)*.

Canadian citizens who have known the applicant for at least two years and **who are practicing members in good standing** of a provincial regulatory body established by law to govern one of the following professions:

- i. Chiropractor, dentist, midwife, nurse, optometrist, pharmacist, physician or surgeon, psychologist or veterinarian.
- ii. Lawyer.
- iii. Professional accountant.
- iv. Professional engineer.
- v. Social worker or social service worker.
- vi. Teacher in a primary or secondary school.

The list above is not an endorsement by the Office of the Registrar General of professional status or recognition of superior qualifications.

A: This is a list of all the possible types of people you can use as a guarantor.

Note: A *sessional instructor at university or college does not count for this section.*

B Name of Applicant (must be completed)

Last Name or Single Name		First Name (if applicable)	
Guarantor Information			
Guarantor's Last Name or Single Name		First Name (if applicable)	
Organization/Firm (if applicable)		Occupation	Registration No. (if applicable)
Work/Daytime Telephone Number (including area code)	Ext.	Fax Number (optional) (including area code)	
Work Address			
Street No.	Street Name	City/Town	Province
		Postal Code	

B: The name can be written/typed in by you if you so choose, but all other information should be filled in by the guarantor themselves.

Page 4

This page has four identical sections that read: "Additional Parent named on the Birth Registration". This section **only** needs to be filled out if you have more than two parents listed on your original birth certificate. If you do, use these sections to fill in the information of the parents not listed on the first page. **Do not repeat parental information from the first page.** If you don't have more than two parents on your birth certificate, leave this page blank, but **still include it in the package you send.**

Sex Designation Change 101

Request for Birth Certificate (11325)

Page 5 & 6

These two pages give additional instruction for certain parts of the form. If you're confused by something, try reading through some of the instructions on these pages, but keep in mind they're not always written clearly. If you have any questions about this form that pages 5 & 6 don't answer, and you don't have the answer here in this document we've created either, we're here to help! Reach out to us at: info@ourspectrum.com

Page 7

This page is for payment information. At the top it will ask for 'Applicant's Information' and 'Person (Subject) Named on Birth Certificate'. If you are requesting this document for yourself, you will have to write your information twice. This may seem repetitive, but again, remember this document isn't just used for sex designation changes but has other uses as well.

A Your Payment Options		Medium Sensitivity
<input type="checkbox"/> Cheque or Money Order. Please make payable to: "Minister of Finance".		
<input type="checkbox"/> Credit card payment. Please complete Credit Card Information below.		
Credit Card Information		
Print Name of Cardholder (as it appears on the credit card)	Name of Credit Card Company <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	
Credit Card Number	Expiration Date (mm/yy)	
Signature of Cardholder	Date (yyyy/mm/dd)	

A: You have two options for payment: cheque/money order, or credit card. If you do not have a cheque book or credit card, you can get a money order issued by your bank. Make sure to bring the information for who the money order will be payable to (in this case, "Minister of Finance") so the money order is created correctly.



Name Change 101

This section will walk you through the document you'll need to fill out in order to complete a name change. It's a long document, but we've broken down each section clearly so you understand what to do where.

While we will be using the Adult Name Change document, which is for folks 16 years+, the document for changing a child's name is nearly identical. Much of the information we give can be used regardless of the document you need for your situation.



Before You Begin: Some Things You Should Know

The General Process

The basic process for changing your name with the government will look like this:

- Download all necessary forms and fill them out. *If you're doing a sex designation change at the same time, complete those forms as well.*
- At the same time, or after, contact your chosen guarantor ([we break this down later.](#))
- Once all forms and additional items are gathered and complete, [book an appointment](#) with the Commissioner of Oaths at a Service Ontario location (or with another commissioner within your area).
- At your appointment, they will confirm all your documents and do the final signatures
- Mail your document (to find what centre to mail to depending on your area, [click here](#))

Keep in mind, **mistakes happen and are extremely common**. It's very likely that your documentation will be mailed back to you needing revisions. This does not make your request less likely to go through, but can add additional time. This is why being thorough and accurate from the start can be helpful overall!

What You Will Need

To complete a name change with the government, you will need to fill out one 17-page document, and also provide some additional material alongside your request.

Government Forms:

- [Application to Change an Adult's Name](#) (Form 11155)
- [Application to Change a Child's Name](#) (Form 11156)

Mandatory Additional Items:

- All previously issued birth certificates and certified copies of your birth registration

Note: if you're not born in Canada, we'll cover more about this on [page 23](#).

Possible Additional Items:

These items may only be necessary depending on your situation.

- A police record check
- A marriage certificate
- Single Name Request

Before You Begin: Some Things You Should Know

What You Should Know About Forms

Much of this information will be covered on the second page of the Application to Change an Adult's Name. But consider the following information about these forms:

- It may take **several weeks** to get everything you need to complete government documents, so keep that in mind if you're needing these done for a specific time.
- Write clearly and carefully, or fill in the main information digitally. Correction liquid (white out) is **not** allowed on the pages. **Signature/date areas will need to be completed physically.** Digital signatures will not be allowed.
- Even if a part of this application doesn't apply to you (e.g., marital status) **you must have every page** present in your final package. Even blank pages must be included.
- When mailing the documents, be sure to put your return address in the upper left corner of the envelope in case the package fails to deliver, it will be returned to you.

The Cost

The cost of changing a name for an adult or a child is **\$137.00**. This includes the cost of printing a new birth certificate.

Since a birth certificate is covered in this cost, we **highly suggest** that if you are also wanting to change your sex designation to do both at the same time. These requests will be sent together in one package, and you will not have to pay the additional \$35.00 for a new birth certificate if you were to do these at separate times.

*Note: If you're changing your name (as an adult) and your child's name at the same time, the cost of the child's name change will only be **\$22.00**.*

Adult Name Change 101

Application to Change an Adult's Name (11155)

This is the main document to change your name as an adult. You can use this document to change any and all parts of your name (first, middle, last) to the name of your choosing. This is a 17 page document. *There is a different process if you're an adult changing the name of a youth in your care, which you can read about in the next section.*

Title Page & Information Page

The first two pages of this document are a cover page, and a page of text, as you see below. Much of this information we covered on the previous page in the 'What you Should Know' Section, but take some time to read through it again for yourself if you're able to. Nothing on these two pages need to be filled out by you **but they do need to be included** in your final package that you mail in.



Ministry of Public and Business
Service Delivery and Procurement
Office of the Registrar General

Application to change an adult's name

To use this application:

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

Personal information on this form is collected under the authority of the *Change of Name Act*, R.S.O. 1990, c.C.7. It will be used to determine whether a change of name can be granted, to register and record the change of name, to publish the change of name in *The Ontario Gazette*, to provide certified copies of the registration, certificates and search notices and for statistical, security and law enforcement, corrections, adoption and adoption disclosure purposes. It is an offence to willfully make a false statement on this form.

For any questions about this collection statement or any questions about this application, please contact:

The Deputy Registrar General
Office of the Registrar General
PO Box 3000, 189 Red River Road
Thunder Bay ON P7B 5W0



Telephone: Outside Toronto but within North America 1-800-461-2156
or in Toronto or outside North America 416-325-8305,
TTY/Teletypewriter (for the hearing impaired) 416-325-3408.

Important Information about this Application

1. This application is a permanent legal record.
 - Notice of a name change is published in *The Ontario Gazette*, the Government of Ontario's official publication, which can be searched online. There are exceptions to publication specified in the *Change of Name Act*. See Part 5 of the application for more information about the form, what documents to send, police records checks, and publishing of the name change in *The Ontario Gazette*.
 2. Make sure you have the right application form. There are three different forms for changing names:
 - Application to change an adult's name – use if you want to change your own name and you are 16 years of age or older and you have lived in Ontario for the last 12 months before sending the application.
 - Application to change a child's name – use if you want to change the names of your children who are 17 years of age or younger who have lived in Ontario for the last 12 months before sending the application or since birth if the child is less than one year of age.
 3. Get the right number of application forms. You need a separate application form for each adult and/or child whose name is being changed.
 4. Fill in the application. Note: It may take several weeks to gather all the information you need. Allow enough time to complete this application.
 - Print clearly. Use a pen with blue or black ink.
 - Do not use correction fluid on this application.
 - If you fill in information and want to change it later, or if you have made a mistake, you must do the following:
 - Put brackets around the wrong information.
 - Enter the correct information.
 - Put your initials beside each change. The person commissioning this form must also initial each change before it is sworn. See part 6 for more information.
 - There are seven parts to the application. You may not have to use all seven parts. Be sure to read the instructions at the beginning of each part carefully to find out what to do.
 5. The fees are:
 - \$137 for an adult name change.
 - \$22 for each name change for a child 17 years of age or younger, using an Application to change a child's name if the name is changed at the same time as one of the child's parents. If the child's name is being changed without a parent, the fee is \$137.
 - Fees are subject to change without notice.
 6. Mail the documents to the Office of the Registrar General (mailing address listed on the front page of the application). Also include:
 - The certificates/documents listed in Part 5, and the fee.
 - Print your own address on the top left corner of the envelope before mailing.
- What happens after your name change is approved?**
- You will get a change of name certificate. It will show your previous name and your new name. You can use this certificate to change your name on other documents such as your driver's licence or your credit cards.
 - You will get a new birth certificate in your new name if you were born in Ontario. See page 15 for more information about certificates. You must indicate on page 15 if you do not want your sex to be displayed on your birth certificate.
 - If you were born in another part of Canada and want a new birth certificate, you must contact the province or territory where you were born after you get your change of name certificate.

Application to Change an Adult's Name (11155)

Page 1 - Personal Information

Part 1 – Personal Information

A. Information About You

(Form 5, Change of Name Act)

What is your name now?

Note: See instruction notes in Part 5 of this form for information regarding your current legal name before completing this section.

A

First Name
Middle Name(s)
Last Name or Single Name

Mailing Address

B

Street Number and Street Name		PO Box or RR
Apt/Unit/Suite	Buzzer No.	City/Town/Village
Province		Postal Code
Daytime Telephone Number	Alternate Daytime Telephone Number	

You must have lived in Ontario for at least 12 months immediately before applying for this name change. You will need a Guarantor who can confirm you meet the residency requirement (Part 4 of this form). Print the number of years and months you have been living in Ontario immediately before this application.

C

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

When were you born?

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

Where were you born?

City/Town/Village
Province or State
Country

What do you want your new name to be? (You may choose a single name if it is in accordance with your traditional culture. A Single Name Request for Name Change form and supporting evidence must be submitted with this application. See Part 5 of this form for additional information.)

D

First Name
Middle Name(s)
Last Name or Single Name

For office use only. Please do not write anything in this box.

E

Change of Name Registration Number	Change of Name Registration Date	Approved By

A: In this section, write in your **current legal name**.

B: In this section, write in your **current address**. This will be the address your new documents will be sent to.

C: Fill in this section about your residency as accurately as possible. We recommend doing this section **right before** sending the document. Since these documents can take a while to complete, doing it last will be the most accurate. There is more about this section on [page 11](#) of the name change document.

D: Write what you want your name to be. If you're choosing a single name in line with your traditional culture, you'll need a Single Name Request form (11342) as well.

E: Do not write anything in these boxes.

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Page 2 - Information about Current Marital or Relationship Status

Information about Current Marital or Relationship Status

A

Are you married now?

(Select one box only. If you are separated but not divorced, select the "Yes" box.)

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

First Name		
Middle Name(s)		
Last Name or Single Name		
When did you get married?		
Year	Month	Day
Where did you get married?		
City/Town/Village		
Province		
Country		

A: Fill out this section about your current marital status. If you have never been married, you check 'no' but **still include this page** in the package you mail in.

Declaration of Conjugal Relationship

B

Note: Two people who live together in a conjugal relationship (or **common law relationship**) outside marriage can sign a Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*) to change their last name to their spouse/partner's last name (Form 1, *Change of Name Act*).

Have you ever signed a document called a Joint Declaration of Conjugal Relationship (Form 3, *Change of Name Act*) and sent it to the Office of the Registrar General?
(Select one box only.)

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

First Name		
Middle Name(s)		
Last Name or Single Name		
When did you send it to the Office of the Registrar General?		
Year	Month	Day
You can only revoke a Joint Declaration of Conjugal Relationship by completing and sending to the Office of the Registrar General a Declaration that Conjugal Relationship has Ended (Form 4, <i>Change of Name Act</i>).		
Have you officially revoked the Joint Declaration by submitting Form 4 of the <i>Change of Name Act</i> ? (Select one box only.)		
<input type="checkbox"/> No <input type="checkbox"/> Yes		

B: This section is if you're a part of a conjugal relationship. If you have never signed a Joint Declaration of Conjugal Relationship form, select 'no' but **still include** this form in the package you mail in.

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Page 3 - Information about Your Parents

B. Information about your parents

A Please provide information about all of the parent(s) listed on your birth registration.

Parent Information:

Parent's First Name(s)
Parent's Middle Name(s)
Parent's Current Legal Last Name or Single Name
Parent's Legal Last Name or Single Name (at the time of their birth), if different from above
Any Previous Legal Last Name(s) or Single Name of the Parent

B

Parent Information:

Parent's First Name(s)
Parent's Middle Name(s)
Parent's Current Legal Last Name or Single Name
Parent's Legal Last Name or Single Name (at the time of their birth), if different from above
Any Previous Legal Last Name(s) or Single Name of the Parent

A: This whole page is dedicated to information about your parents at the time of your birth.

B: Pay close attention to the last names. The third box is asking their **current** last name. The fourth box is asking what their last name was at the time of **their birth** (if different). The last box is asking if they have had **any other known last names** not listed above.

Page 4 - Information about previous name changes

C. Information about your name change and any previous name changes

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

Have you ever changed your name before?
(Select one box only.)

D No Yes If yes, when did you change your name?

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

What was your name before you changed it?

First Name
Middle Name(s)
Last Name or Single Name

C: Put your reasoning for changing your name here. **You do not need to write a whole paragraph.** If you're doing this for gender identity purposes, something like "I am transgender and want a name that better reflects my gender identity" is a perfectly good reason. If you have others, you can also list them here.

D: The rest of Page 4 is dedicated to information about any previous name changes you have had (this includes marriage). Fill it in as accurately as possible if it applies to your situation.

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Page 5 - Information about Criminal Offences

D. Information about criminal offences

A To be answered by all applicants
 Note: Questions 3 and 4 pertain to both Canadian criminal offences and criminal offences committed in other jurisdictions. Question 5 pertains to criminal charges in both Canadian and other jurisdictions.

B 1. Are you aware of any pending court proceedings against you, other than pending criminal charges? This includes a proceeding that started but has not yet gone to court or has not yet been decided. (Select one box only.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, complete the following:	Court file number:
Court name			
Address of the court			
Describe the proceedings (e.g. civil, family, provincial offences such as traffic, or other)			

C Are you aware of any outstanding law enforcement orders against you, including any warrant, prohibition order, restraining order, driver's licence suspension, probation order or parole order? (Select one box only.)

Note: Select the "No" box and do not provide details if information would reveal you as being a person dealt with under the *Youth Criminal Justice Act* (unless you were given an adult sentence).

<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, complete the following:	Court file number:
Court name			
Address of the court			
Describe the proceedings (eg type of lawsuit, etc.)			

D Have you ever been convicted of a criminal offence? (Select one box only.)

Note: Select the "No" box if the offence(s) have been pardoned or suspended under the *Criminal Records Act* (Canada). If providing details of the offence would reveal that you were dealt with under the *Youth Criminal Justice Act*, select the "No" box, unless:

- If you were convicted of a criminal offence and given an adult sentence (as defined in the *Youth Criminal Justice Act*); and
- The time frame for taking an appeal has expired or all proceedings in respect of the appeal have been completed and the appeal court has upheld the adult sentence; and
- The record is not required to be destroyed under the *Youth Criminal Justice Act*.

<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, please give details of the offence or offences below:

E Have you ever been found guilty of a criminal offence and not been discharged? (Select one box only.)

Note: Select the "No" box below if:

- You have never been found guilty of a criminal offence
- More than one year has passed since you were discharged absolutely; or
- More than three years have passed since you were discharged on the conditions prescribed in the probation order; or
- Providing details of the discharge would reveal that you were dealt with under the *Youth Criminal Justice Act*.

<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, please give details of the offence or offences below:

F Are you aware of any pending criminal charges against you? This includes a proceeding that has been started but has not yet gone to court or has not been decided. (Select one box only.)

Note: Select the "No" box and do not provide details if information would reveal you as being a person dealt with under the *Youth Criminal Justice Act*.

<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, complete the following:	Court file number:
Court name			
Address of the court			
Describe the charges			

G If you answered "Yes" to questions 2, 3, 4, or 5, you must provide a current original police record check with this application. Download the [Requirements for a Police Record Check for a Change of Name](#), and give it to the police force conducting the check to make sure you get the one that meets all the requirements and include it with your application.

A: Even if you do not have a criminal offence, this page needs to be filled out and sent in with your paperwork.

B: This question is specific to pending court proceedings against you that aren't criminal charges. This can include civil cases like divorce, custody, etc.

C: This question is asking about outstanding law enforcement orders, which can include things like driver's license suspensions. Make sure to read the list carefully in case it applies to you.

D & E: Even if you haven't been found guilty of a criminal offence, read through the details in each of the boxes in case it applies to you.

F: This section is for pending criminal charges. Fill it out as accurately as possible.

G: If you answered yes to any of the questions except #1, you will need to send along a current and original police record check with this application.

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Page 6 - Financial Information

A E. Financial Information

To be answered by all applicants

B

1. Has any court or tribunal ordered you to pay money that you have not yet paid?
 (This includes judgements and fines. For example, rent arrears and small claims awards.)
 (Answer no to this question if as a youth, you were charged under the *Youth Criminal Justice Act* but not given an adult sentence and you still owe money because of this conviction).
 (Select one box only.)

<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, complete the following:	Court file number:
Court name	Date of the court order (year, month, day)
Name of the person who sued you	
Address of the court or tribunal	

C

2. Are you aware if a sheriff has been directed to take your real and personal property to enforce an outstanding judgment, such as real estate, vehicle or furniture?
 (Select one box only.)

<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, complete the following:	Writ number:
Name of sheriff	
Address of the sheriff	

3. Are you aware of any liens or security interests against your personal property; for example, have you agreed that a person can take your possessions if you do not repay a loan or do something you promised to do?
 (Select one box only.)

<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, complete the following:	
Name of the person who has the lien or security interest	
How much money do you owe?	Registration number

4. Are you aware of any financing statements registered under the *Personal Property Security Act* that name you as a debtor?
 (There could be a financing statement registered against you if you used personal possessions to get a loan which has not been repaid yet, e.g. a car loan.)
 (Select one box only.)

<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what is the registration number?
Registration number

5. Are you an undischarged bankrupt?
 (You are an undischarged bankrupt if you have not received a discharge from your Trustee in Bankruptcy yet.)
 (Select one box only.)

<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, give details of the bankruptcy below:

A: Even if you select 'no' to all of these questions, you still need to send this page in with your package.

B: Do you have any kind of fines or court ordered payments that you have not paid? Make sure to read the description carefully in case it applies to your situation.

C: The rest of this page refers to debts, liens, and bankruptcy. They ask these questions in case people are trying to change their name to escape their debts or money owed. Even if some of these are true for you, it may not effect the outcome of your application. Make sure to answer things accurately and truthfully!

Adult Name Change 101

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Page 7 - Giving Notice About Your Name Change

This page is all text and only needs to be filled out if you are currently married, or you have signed a Joint Declaration of Conjugal Relationship. If either of those situations apply to you, take your time to read through the information on this page, then you will need to fill out the next page titled 'Notice Form (Form 6, Change of Name Act).'

If you are not currently married, have not signed a Joint Declaration of Conjugal Relationship, or that Joint Declaration has been officially cancelled (this process needs to be complete) then you **do not fill out** page seven, but it still needs to be included in the package you're mailing.

Page 8 - Notice Form (Form 6, Change of Name Act)

A To be filled in by the applicant (the person signing the Statutory Declaration in Part 6 of this application).

Notice is hereby given to _____
Print Name of Person Entitled to Notice

of an application to change an adult's name under section 5 of the *Change of Name Act* to change the name as follows:

Your current name (enter the full current name exactly as it is listed on page 1 of the application):

First Name _____
Middle Name(s) _____
Last Name or Single Name _____

Your new name (enter the full new name exactly as it is listed on page 1 of the application):

First Name _____
Middle Name(s) _____
Last Name or Single Name _____

Your Full Mailing Address _____

B _____
Signature of Applicant Date Signed (yyyy/mm/dd)

C Acknowledgement of Notice of a Name Change (to be filled in by the person acknowledging notice of the name change).

I, _____
Print Name of Person Acknowledging Notice of the Change of Name

of _____
Complete Mailing Address of Person Acknowledging Notice

am married to/spouse of applicant
or partner who has signed a Joint Declaration of Conjugal Relationship (see help note on previous page)

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

Signature of the Person of Acknowledging Notice Date Signed (yyyy/mm/dd)

A: These first three sections can be completed by you, the applicant. Make sure all the information is exactly the same as what you've listed previously in the application.

B: The signature and date do not need to be at the same date as when the person acknowledging the change (section C) signs and dates their section.

C: This section is to be filled out by your current spouse (even if you are separated but not legally divorced). Remember, as the paragraph on this page states: this is not about whether they agree or disagree with the name change. It is just a declaration that they are aware of it happening.

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Page 9 - Getting Consent to Change Your Name

This page is all text and explains in what situations you may need consent in order to change your name. The only time you need consent is if you are 16 or 17 years old and **not** currently married. If you are 16 or 17 and not married, you will need written consent from every person who has legal custody of you. This may be parents or guardians, or it may be someone else who has been identified as having custody. If you have more than one current person who has custody of you, you can copy and/or print out as many copies as needed. Each person should have their own page.

If you are 16 or 17 and are currently married, you will not need to fill out the next section, but you will need to include a copy of your marriage certificate with the package.

If someone is unwilling to sign the document, read the last paragraph on Page 9 to know your rights in changing your name.

Page 10 - Consent Form (Form 7, Change of Name Act)

Consent Form (Form 7, Change of Name Act)

A legal name change has been requested by the applicant listed below. If you have legal custody of this person or if there is a legal agreement that states consent is required to change the person's name, please complete this form to consent to the name change.

Print clearly and use a pen with blue or black ink. Do not use correction fluid. If you fill in information and then want to change it later, put brackets around the wrong information and put your initials beside the change.

A

To be filled in by the applicant (the person signing the Statutory Declaration in Part 6 of this application).

Your current name (enter the full current name exactly as it is listed on page 1 of the application):

First Name

Middle Name(s)

Last Name or Single Name

Your new name (enter the full new name exactly as it is listed on page 1 of the application):

First Name

Middle Name(s)

Last Name or Single Name

Your Date of Birth (yyyy/mm/dd)

Your Full Mailing Address

A: These first three sections can be completed by you, the applicant. Make sure all the information is exactly the same as what you've listed previously in the application.

B

To be filled in by the person with legal custody consenting to the name change.

I,

Print Name of Person Consenting to the Change of Name

of

Complete Mailing Address of Person Consenting

am a person with legal custody of the person listed above and consent to the change of name.

Signature of Person Consenting _____ Date Signed (yyyy/mm/dd) _____

B: This section are for the person who currently has legal custody of you. If there are more than one person in custody of you, print a new page for each person.

Adult Name Change 101

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Page 11 - Proving How Long You Have Lived in Ontario

This page is all text and explains that you need to prove your residency within Ontario. To do this, you need to use a guarantor. There is preference for the types of people you see on the list on this [page 9](#). However, if you do not know any of these kinds of people, you can also use someone who you know **that isn't a relative**, who you have known for **more than five years**.

Page 12 - Consent Form (Form 7, Change of Name Act)

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

The person named below as the applicant is applying for a legal name change. The purpose of this form is to prove that this person has been ordinarily resident in Ontario for at least the past 12 months. Please completely fill in the information below and return this page to the person applying for the name change.

Print clearly using blue or black ink. If you fill in information then want to change it later, put brackets around the wrong information and put your initials beside the change. Do not use correction fluid on this application.

A	To be filled in by the applicant (the person signing the Statutory Declaration in Part 6 of this application). Your current name (enter the full current name listed on page 1 of the application): First Name _____ Middle Name(s) _____ Last Name or Single Name _____
B	To be filled in by the guarantor. Name of the guarantor: First Name _____ Middle Name(s) _____ Last Name or Single Name _____ Mailing Address: _____ Street Number and Street Name _____ Apartment/Unit/Suite/PO Box/RR _____ City/Town/Village _____ Province _____ Postal Code _____ What is your usual occupation? _____ How long have you known the person named at the top of this page? (list the month and year) Since: Month (mm) _____ Year (yyyy) _____ To your knowledge, how long has the person listed at the top of this page been ordinarily resident in Ontario? (list the month and year) Since: Month (mm) _____ Year (yyyy) _____ Signature of Guarantor _____ Date Signed (yyyy/mm/dd) _____

A: This first section is to be filled out by you, the applicant. **This is your current legal name.**

B: This section will be filled out by your guarantor. Make sure the last section (How long has the person listed ...been ordinarily resident in Ontario) **matches the same date** you put on Page 1.

Note: the signature should be done in pen - not a digital signature.

Application to Change an Adult's Name (11155)

Page 13 - Application and Documents to be Sent, Review of the Documents to be Sent

This page is all text and explains all the additional pieces of information you may need to send in with your name change application. Make sure to read through this page carefully for full details, but we'll break it down quickly for ease.

If you were born within Canada, in Ontario, you will need to include all previously issued birth certificates in your package.

If you were born within Canada, outside Ontario, you can submit either your original birth certificate or a copy of the long form birth certificate.

If you were born within Canada and do not have a birth certificate, you will need to apply for a birth certificate (Request for Birth Certificate - 11325) and submit that alongside this application. This includes if your birth certificate is deemed lost or missing. If you use our guide from earlier in this document, make sure to also note that your birth certificate is lost/missing alongside wanting a sex designation change if both apply to your situation.

If you were born outside of Canada, you will need a photocopy of your original birth certificate, a photocopy of your Canadian Citizenship Card/Certificate, **and** a photocopy of the passport used to enter Canada if you still have it (Note: you must include **all three** of those documents, not just one.) If any or all of your documents are written in a language other than English or French, you will also want to read the section about 'Translations of Documents' on this page, which requires you to get your documents translated.

If you have previously changed your name, whether in Canada or elsewhere, you will need to also provide photocopies of all change of name certificates/documents.

If you were born outside of Canada and cannot obtain a photocopy of your birth certificate for some reason, you will need to provide a written and signed explanation of why you cannot obtain it, and the steps you've taken to try to obtain it.

Application to Change an Adult's Name (11155)

Page 14 - Application and Documents to be Sent, Review of the Contents of the Form

This page is all text and explains all the parts in the document and who needs to fill out what. Essentially, all parts are required to be filled out by everyone except the past about Giving Notice or Getting Consent (if you're married, in a conjugal relationship, or 16 or 17 years old and unmarried.) Regardless of whether you have filled them out or they apply to you, **all 17 pages of this document must be sent in with your application.** If any pages are missing, even if they're blank, it will be an incomplete application.

If you're looking to change your name to a Single Name, you will also include a [Change to a Single Name form \(11342\)](#) with all the additional evidence for that form as well.

If you have any kind of criminal background, you will need to include a current and original police record check with your name change application. Even if you answered no to some of these questions, depending on information they gather on their end, they may still ask you for a police check at a later date.

Lastly, the Ontario Gazette is the provincial newspaper in which all legal name changes are published in. Through the Change of Name Act, all name changes must be published in the Ontario Gazette. However, if you're changing your name because you're transgender or an Indigenous person, **you can request that your name change not be made public.** To do this, you will also have to include a '[Request for Non-Publication in the Ontario Gazette' Form \(11320\)](#) with your package.

This is another page of all text that basically says that your **final signature on this application must be done in front of a commissioner** as listed on Page 15. Make sure all your pages are in order and filled out, and all pages and additional materials are present, then visit a commissioner. The easiest way to do this is to make an appointment for a Commissioner of Oaths through Service Ontario. Not all Service Ontario locations have the ability to act as a commissioner of oaths, if you require that you can see which locations have that option here: <https://www.services.gov.on.ca/sf/#/oneServiceDetail/12620/ip/ls>

Lastly, if your name change is approved, you will receive a new birth certificate as part of the cost. If you're planning to change your sex designation, it's best to do both at the same time, otherwise it will cost additional money. If you do both at the same time, the two applications should be sent in the same package. If you're **not** doing a sex designation change, your sex will remain the same as it is now. If you'd prefer not to have a sex designation shown, check the box on Page 15. Keep in mind, if you apply later for other government ID (like a passport) the sex designation will still be shown. *Note: if you select to not show your sex designation on your birth certificate, you will need additional documentation if you desire to change your sex on other identification documents.*

Application to Change an Adult's Name (11155)

Page 16 - Statutory Declaration Form

This page looks like what you see below. **Do not sign, date, or mark this page** until you are in front of a Commissioner of Oaths. See the previous page for assistance with getting a Commissioner of Oaths at select Service Ontario locations. They will need to see you sign it, and will stamp their approval once finished. After this seal has been completed, no other changes to the document can be made. This should be the **absolute last step** before you mail off your package!

If you go into a Service Ontario branch to use the Commissioner of Oaths service, the employees there should be able to act as an administrator and quickly review your forms for completeness. Note this does not guarantee a successful application, but it can help ensure all of the needed forms are present.

Part 6 – Continued Statutory Declaration Form

To be signed by the person applying for the name change.

By signing this Statutory declaration form, I declare that I have followed all the rules and provided all the documents needed for this name change application.

I declare that every consent specified in this application has been obtained or dispensed with by the court.

I declare that every notice specified in this application has been given.

I declare that I have been ordinarily resident in Ontario for at least one year immediately before making this application.

I declare that I am not making this application for any improper purpose.

I declare that the information I have given in this application is true and complete.

For persons born in Ontario:

I confirm that I have returned with this application, all previously issued birth certificates, birth certificates with parental information and certified copies of birth registration in my possession. I am aware that all previously issued birth certificates and certified copies will no longer be valid after this name change is processed.

Applicant to place initials in the box:

I, _____ make this solemn
(print name of applicant)
declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Must be signed in front of a commissioner for taking affidavits.

Signature of Applicant
X

Declared before me at the _____
(municipality where declaration made)

of _____
(county, district or regional municipality where declaration made)

this _____ day of _____, 20____
day Month year

Commissioner for taking Affidavits Signature

Commissioner's seal/stamp	Or state occupation/authority to commission

Submitting Your Documents

Submit In Person

There is one ServiceOntario in the province which supports submitting these forms in person. At the time of publication of this document, that address is:

47 Sheppard Avenue East, Unit 417, 4th Floor, Toronto, ON, M2N 5N1

You can check current information [here](#).

If you choose to submit in person, we recommend making an appointment ahead of time. At the time of publication, this Service Ontario can also perform the signatures needed as a Commissioner of Oaths for these documents.

Mailing your Documents

At the time of publication of this document, these forms should be mailed to:

Office of the Registrar General
P.O. Box 3000
189 Red River Road
Thunder Bay, ON
P7B 1A2*

**The postal code may read differently on the document and website, this is a known error. Go with the above postal code, or the one Canada Post suggests at the time of shipping.*


You can check current information [here](#).

Things to consider with mailing:

- Be sure to put a return address in the top left of the envelope in case there are any issues with delivery
- Mailing your documents can be one of the most stressful parts of this process. Please remember it can take 6-8 weeks to process forms

Awaiting Form Processing

If your forms aren't approved, they will be mailed back to you with a note on the corrections required. The first signal your forms have been approved, if you paid by credit card, is a credit card charge for the cost of processing appearing on your account. When your forms are approved, new identification documents will be mailed back to the address listed on the forms.

**Congratulations on
completing this step in
your journey!**

Where to Update Your Legal Information

Health

- Health Card: Bring in your Notice of Name Change to any ServiceOntario Location. [Click here](#) for more information.
- Pharmacy & Doctor's Offices: Once you have the Health Card changed, bring in your new Health Card to your pharmacy/doctor's office to have the information updated. Keep in mind, changing your name may also change the number/letters of the Health Card itself, so be sure all information is updated in their system.

Identification

- Diver's License or Photo ID Card: Bring in your Notice of Name Change to any ServiceOntario Location. If you're changing your sex designation, bring your new birth certificate as well. Remember, if you're changing to an X on your Driver's License, this can be done without supporting documents. [Click here](#) for more information.
- SIN Card: [Click here](#) for a portal to help with updating your SIN information.
- Passport: If you're changing your sex designation on your passport, [click here](#) for more information. If you're changing your name on your passport, [click here](#).

Financial

- Bank Cards (accounts, debit, and credit cards): Bring your Notice of Name Change to any bank teller and they'll be able to update the information for you.
- Insurance Providers (Tenant, Car, Life, Extended Health, etc.), including on spouse's accounts if you are covered by their insurance. This may be able to be done online, but many need updated Government ID first.
- PayPal: This can be done online once you have your new government ID (driver's license, health card, etc.)
- Canada Revenue Agency (CRA): This can often be done using the online portal, but to learn more, [click here](#).

Other Places to Update Information

- Library Cards
- Elections Canada/Elections Ontario
- Your mobile phone service provider (and your voicemail!)
- Vehicle Registration
- Your school identification/past diplomas, which can be different for each school. Click on your school name for a link about how to change past transcripts: [University of Waterloo](#), [Conestoga College](#), [Wilfred Laurier University](#), [University of Guelph](#).