



OFFICE OF THE REGISTRAR OF VITAL STATISTICS
**APPLICATION TO ALTER OR ADD A GIVEN NAME
TO A CHILD'S BIRTH REGISTRATION**

Registration number

N

Made under section 10 of the *Vital Statistics Act*, this is an official application to alter or add a given name to the birth registration of a child born in the Yukon. The given name must have been given to or used prior to the child turning 12 years of age.

Part 1, Part 2 and Part 3 of this application are mandatory.

Part 4 is required if this application is being made by one of the child's parents, or a person procuring the name to be changed or given. If applicable, Part 4 must be completed by each parent listed on the child's birth registration.

Part 5 is optional. Instead of completing Part 5, you can choose to submit either:

- a baptismal certificate, showing the given name under which the child was baptized; or
- other documentary evidence (such as a school or health record that indicates use of the child's desired given name).

Part 6 and Part 7 are mandatory.

Required documents that must accompany this application

As part of this application, you must provide:

- ☐ one piece of valid government-issued photo identification for yourself; and
- ☐ all original birth certificate(s) issued to or on behalf of the child and/or all certified copies of the child's registration of birth.

Submitting this application

Completed applications can be:

- dropped off to the Office of the Registrar of Vital Statistics, which is located at 204 Lambert Street in Whitehorse, on the fourth floor; or
- mailed to the Office of the Registrar of Vital Statistics, Box 2703, Whitehorse, Yukon Y1A 2C6

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

Part 1: The child ('the child') to which this application relates

Surname	Given name(s)
Date of birth YYYY/MM/DD	Place of birth _____, Yukon

This application is being made by the (select one):

- ☐ child's parents
- ☐ child's surviving parent (provide death certificate for deceased parent(s) with this application)
- ☐ guardian of the child (provide proof of guardianship with this application)
- ☐ person procuring the name to be changed or given
- ☐ child after the child has reached 19 years of age

Part 2: Information about the person making this application

Surname name		Given name(s)	
Relationship to the child		Phone number	
Mailing address			
Unit # (optional)	Street number and name or P.O. Box		
City or Town		Province or Territory	Postal code

Part 3: Information about the alteration or addition of the given name

Write the child's desired given name(s)	Date on which desired name was given YYYY/MM/DD
Describe why you are requesting this change : ☐ I am applying to reclaim my First Nation, Inuit or Métis ancestry ☐ I am requesting this change because (please describe below)	

Part 4: Statutory declaration by a parent

Instructions:

- This section contains a statutory declaration required in accordance with policy B.1: Alteration or addition of a given name.
- This statutory declaration only needs to be filled out if the application is being made by one of the child's parents or the person procuring the name to be changed.
- Each parent currently listed on the child's birth registration must complete a statutory declaration.
- This statutory declaration must be declared before a judge, notary public or justice of the peace.
- There is a notary public at the Office of the Registrar of Vital Statistics who can do this for you free of charge, or you can source your own judge, notary public or justice of the peace.
- You may fill out your name and current place of residence, but do not sign until you are before the judge, notary public or justice of the peace.
- Original pen and ink signatures are required for this declaration to be accepted by the Office of the Registrar of Vital Statistics.

I, _____, of _____,
Name of parent Current place of residence

solemnly declare that:

1. the information contained in this application is true and accurate based on my knowledge;
2. I consent to this request to alter or add a given name to my child's birth registration; and
3. this application has been made in good faith.

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.

DECLARED BEFORE ME

in the _____ of _____,
CITY OR TOWN NAME OF THE CITY OR TOWN

in _____ this _____ day
PROVINCE/TERRITORY NAME DAY

of _____, 20_____.
MONTH YEAR

Judge, notary public or justice of the peace

Signature of the person making the declaration

Part 5: Statutory declaration by the applicant

Instructions:

- This is a statutory declaration made under section 10 of the *Vital Statistics Act*.
- This statutory declaration must be declared before a judge, notary public or justice of the peace.
- You may fill out your name and current place of residence, but do not sign until you are before the judge, notary public or justice of the peace.
- Original pen and ink signatures are required for this declaration to be accepted by the Office of the Registrar of Vital Statistics.

I, _____, of _____,
Name of person making application Current place of residence

solemnly declare that:

1. the information contained in this application is true and accurate based on my knowledge; and
2. this application has been made in good faith.

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.

DECLARED BEFORE ME

in the _____ of _____,
CITY OR TOWN NAME OF THE CITY OR TOWN
in _____ this _____ day
PROVINCE/TERRITORY NAME DAY
of _____, 20_____.
MONTH YEAR

Judge, notary public or justice of the peace

Signature of the person making the declaration

Part 6: Birth certificate

If the registrar accepts this application, they will amend the child's birth registration to alter or add the desired given name(s). Existing birth certificates will be considered invalid. A birth certificate issued after the change will show the altered or added given name(s) as though it was present at the time the birth was registered.

Birth certificates are \$10 each and come in two versions:

- a **short form**, which includes only the child's personal information; or
- a **long form**, which includes the child's information and the child's parents' information.

Select one:

- ☐ I would like an updated **short form** of the child's birth certificate.
- ☐ I would like an updated **long form** of the child's birth certificate.
- ☐ I do not want an updated version of the child's birth certificate at this time.

Part 7: Payment details

There is a \$10 fee to amend a birth registration, and new birth certificates are \$10 each.

Select one:

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

Office use only

Alteration to registration of live birth	\$10
Birth certificate x _____ ☐ Short form ☐ Long form	\$
Total amount due	\$
Paid stamp	Registered mail sticker or date Xpresspost sent