

Land Titles Office (J-2A), Box 2703, Whitehorse, Yukon Y1A 2C6
Hours of Operation: 9:00 am to 4:00 pm Monday to Friday
Phone: (867) 667-5612 or Toll free within Yukon 1-800-661-0408 Ext. 5612
Fax: (867) 393-6358 E-Mail: landtitlesoffice@gov.yk.ca

GENERAL INFORMATION

REQUEST TO CHANGE NAME FORM

THE LAND TITLES OFFICE CANNOT GIVE LEGAL ADVICE

1. To get started you will need a copy of the current Certificate of Title of the property you intend to change the name, which Land Titles will provide you with. In order to obtain this you will need the following information:
 - Legal Description, ie. Lot, Block, Quad, Plan, Subdivision or the current registered owners name(s).
 - Land Titles cannot search by street (municipal) address. If you only have the street address, and the property is located within Whitehorse city limits, you will need to contact the City of Whitehorse Tax Clerk at City Hall (867-668-8608) and they will provide you with a legal description. If the property is located outside Whitehorse city limits, contact Property Assessment (867-667-5268), or the local municipality where the property is located.
2. Land Titles will provide you with the form. The form can also be found on the Government of Yukon website under Justice, Land Titles and then under the Forms tab. Completion instructions are listed below.
3. To complete the form you will require a Notary Public in and for Yukon.
 - The Notary Public should not have an interest in this transaction;
 - The Land Titles Office cannot witness or notarize these forms; and
 - A listing of Yukon Notaries Public can be found in the Yellow Pages of the Yukon telephone directory.
4. Documents are registered in priority of order they are received in this office. Before registering documents, the Land Titles Office examines all documents for compliance under the *Land Titles Act, 2015* relevant legislation and policies.
5. Any changes made to the forms must be initialled. Do Not Use Whiteout. Please complete forms in blue or black ink.
6. If your documents are not in compliance with the *Land Titles Act, 2015* relevant legislation and policies, they will be rejected. We will notify you by telephone or by correspondence to inform you of the reasons we have rejected your documents. You will be informed of the necessary amendments you will be required to make or we will advise you to seek legal advice to ensure your documents are registrable in the Land Titles Office.

7. If documents are sworn outside of the Yukon, the Notary Public must affix his/her seal.
8. Original signatures are required on all documents.

When you have completed the form:

- a) Take the form to:

Land Titles Office, 1st Floor, The Andrew A. Philipsen Law Centre
2134 Second Avenue, Whitehorse, Yukon Y1A 5H6

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- Registration fees are listed below and will be collected when you submit your documents.
- We accept cash, cheque, Debit Card, VISA, MasterCard and American Express.

OR

- b) Mail the form, with your payment, to:

Land Titles Office (J-2A)
Box 2703
Whitehorse, Yukon Y1A 2C6

Please ensure your name, address, phone number and payment made payable to Government of Yukon are enclosed.

Registration Fees are listed below.

Registration Fees:

Request to Change Name:	\$10.00
Extra title(s) affected	\$2.00 per title

COMPLETION INSTRUCTIONS FOR REQUEST TO CHANGE NAME

TO THE REGISTRAR:

New Name of Applicant – Print the full name of the individual as shown on the official documentation that is attached to the Request to Change Name.

Mailing Address – Print full mailing address, including postal code, to be shown on Certificate of Title. If you want to change your address from what is on the current Certificate of Title, you may use this form to do so.

Legal Description – The full legal description is required (Lot, Portion, Block, Quad, Group, Plan, Subdivision, City, as well as Yukon Territory). If the space provided is not sufficient for the complete legal description, enter “See Schedule” and attach a schedule containing the complete legal description. Agricultural Regulations are not required.

ISWEAR / AFFIRM THAT:

2a. Certificate of Title number(s): Print the title number as shown on the current Certificate of Title.

2b. Issued in the Name of: Print name exactly as shown on the Certificate of Title.

3. Records: When submitting a Request to Change Name, it is necessary to provide as many records as is required to show the link from the name on the Certificate of Title to the new name being requested. The records being submitted must be an original or a true copy certified by a Notary Public. If you bring an original with you to the Land Titles Office, a staff member will be able to copy the record for you and initial it stating they have seen the original. If you provide an original or certified true copy of a document and would like it returned, please see item 4 on Page 1 of the Request to Change Name and tick off if applicable.

6. Request name as follows: Print new name to be shown on Certificate of Title.

SIGNATURE BLOCK:

Signature of Applicant – Applicant to sign in front of Lawyer / Notary and print their name below their signature as shown on the official documentation that is being attached to the form.

Sworn / Affirmed before – Lawyer / Notary to sign, as well as fill in place and date of signature, their name and commission expiry. If the document is sworn outside of the Yukon, the Notary Public must affix his/her seal.

REQUEST TO CHANGE NAME

(s. 50)

TO THE REGISTRAR:

Full new name of Applicant as shown on attached official documentation:

(print full new name of Applicant)

Mailing Address to be shown on Title: _____

I request that my name be changed on the Certificate of Title for the land(s) described below:

Legal Description(s):

I SWEAR / AFFIRM THAT

1. I am (one of) the owner(s) of the land(s).

2a. The Certificate of Title number(s) _____ was issued in the name of:

2b. _____

(print name exactly as shown on current Certificate of Title)

3. Attached to this request is an original or a true copy certified by a Notary Public of **one or more** of the following records evidencing the change of my name.

***Please note – Land Titles may require, upon examination, that the Applicant provide several records to verify and link the current name on the Certificate of Title to the new name of the Applicant.** Select all that apply:

- Change of Name Notice registered with Vital Statistics under the *Change of Name Act*
- Birth Certificate
- Marriage Certificate issued from Vital Statistics
- Driver's Licence
- Other (please specify) _____

4. **Note:** It is Land Titles Office policy, without accepting any obligation for actually doing so, to detach and destroy private documents if no longer required when the procedure for which they were submitted has been completed. By submitting this form for registration, the applicant authorizes such action. Unless this box is ticked and a self-addressed envelope marked "For Return of Private Documents" is submitted with this document such action may be taken without further notice. This applies to originals and certified true copies.

5. I am one and the same person as the person named in the Certificate(s) of Title and shown on the above official documentation.

6. I request that the Certificate(s) of Title be issued in the name as follows:

(print name to be shown on Certificate of Title)

7. The above facts are true to the best of my knowledge, information and belief.

SWORN / AFFIRMED BEFORE ME)
at _____ in _____)
on the ____ day of _____, 20____)

(Signature of Applicant)

(Signature of Notary or Commissioner)

(print full name)

(print full new name of Applicant as shown on official documentation)

Notary Public in and for Yukon;)
or Notary Public or Commissioner for Oaths)
in and for _____)
(My commission expires: _____))
)

*** All Notaries and Commissioners outside of Yukon must affix seal**