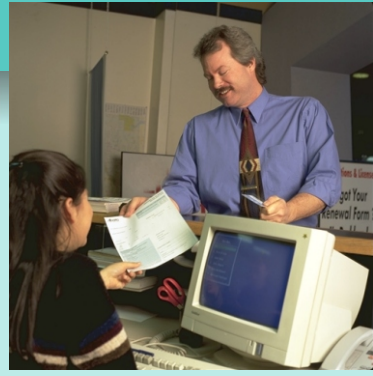


# What happens when

**a change is requested to an Alberta...**



**Birth Registration  
Marriage Registration  
Death Registration**

A sample Alberta Certificate of Marriage form. The form is titled "Alberta CANADA CERTIFICATE OF MARRIAGE" and "VITAL STATISTICS". It includes fields for "NAME OF GROOM", "NAME OF BRIDE", "PLACE OF MARRIAGE", "DATE OF MARRIAGE", "REGISTRATION NO.", "REGISTRATION DATE", and "DATE ISSUED". A large "SAMPLE" watermark is visible across the center of the form.A sample Alberta Certificate of Birth form. The form is titled "Alberta CANADA CERTIFICATE OF BIRTH" and "VITAL STATISTICS". It includes fields for "Name", "Sex", "Date of Birth", "Place of Birth", "Name of Mother ( Maiden Name)", "Place of Birth", "Name of Father", "Place of Birth", "Registration Date", and "Registration Number". It also includes a "Date Issued" field and a signature. A large "SAMPLE" watermark is visible across the center of the form.

**Alberta**  
GOVERNMENT SERVICES

**Vital Statistics**

Information outlining the process and requirements to amend (change) an Alberta birth, marriage or death record

## Important information to know...

- When corrections need to be made to an Alberta birth, marriage, or death record, specific procedures must be followed because the records being amended are legal documents. These legal documents are called registrations and were created when the birth, marriage, or death occurred.
- Only Alberta events (births, marriages, deaths) can be amended by Alberta Vital Statistics. To request an amendment for an event that did not occur in Alberta, you must go through the jurisdiction in which the event did occur.
- Alberta amendments may be requested through a registry agent or by writing directly to Vital Statistics at Box 2023, Edmonton, Alberta T5J 4W7. As the legal registration documents are not located at the registry agent office, all requests for amendment will be reviewed by the Vital Statistics office. All Alberta Vital Statistics certificates must be ordered through a registry agent office.
- Supporting documents (proofs) must be in English. Those not in English, must be accompanied by a notarized English translation.
- There are many kinds of amendments. Only the more common ones are discussed in this booklet.
- If the amendment you want to make is not listed in this booklet, you may check with your registry agent or write to Vital Statistics for more information.





## What steps are required to change a record?

**1** When what is requested by you, is different from what is recorded on the original legal registration document, such as the birth registration document, the registry agent will ask if you want to proceed with making a formal request for a change. There are a couple of ways a change may be processed depending on the circumstances.

### Amendment

The process to amend a legal registration document involves you submitting acceptable supporting documents (proof), statutory declarations, and fees (if applicable).

### Other Methods

**System corrections:** when the government's database differs from the original legal registration document.

**Legal Change of Name:** When a person's name cannot be changed through the amendment process or when a person was not born in Alberta.

**2** Once Vital Statistics receives your change request, they will review the original legal registration document in their office to determine the type of change necessary, and if appropriate proceed with the amendment.

Vital Statistics will send you a letter telling you what additional information and/or documents are required. These requirements are based on what Vital Statistics finds on the actual registration.

**3** To proceed with your change request, follow the instructions provided in the letter you will receive, and submit the necessary documents and fees directly to Vital Statistics.

If you are submitting an Alberta birth, marriage, or death certificate as proof, an original document is not required as Vital Statistics can usually find the record. Provide

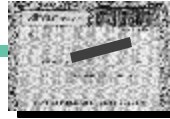
- a photocopy of the certificate, or
- the registration number on the certificate, or
- details of the birth, marriage, or death.

**4** Vital Statistics will process your request upon receipt of acceptable documentation.

Should you decide *not to proceed* with the amendment during this process, simply notify Vital Statistics by mail, or the registry agent. If you requested a certificate at a registry agent office, it will be processed based on the original registration and no changes will be made to the original record.

This booklet talks about the amendment process. For Legal Change of Name applications, ask your registry agent.

A sample of an Alberta Birth Registration form. The form is titled "Alberta" and "Department of State". It contains various fields for personal and parental information, including name, date of birth, place of birth, and parents' names. A large "SAMPLE" watermark is overlaid on the form.



? What kind of 'amendments' can be made to a birth registration?

The most common amendments requested are:

- Given name(s)
- Last name(s)
- Date of birth
- Place of birth
- Parents' given and last name(s)
- Parents' date(s) and place(s) of birth
- Adding the father's information



## What will Vital Statistics ask for if an ‘amendment’ is needed to change a birth registration?

Vital Statistics will usually ask for the following:

1. A statutory declaration (prepared and sent to you by Vital Statistics), and
2. Fees (if applicable), and
3. Acceptable documentation to support the change (proof).  
Vital Statistics will provide you with some examples of what is acceptable proof for your amendments.



## What kind of proof might Vital Statistics ask for?

Change to be made to an Alberta birth registration	Examples of acceptable proof
<p><b>Given Name(s)</b> Proof must be dated/recorded <i>prior to the child's tenth birthday.</i> <b>Note:</b> For children currently under the age of 10, Vital Statistics will prepare a statutory declaration in place of proof.</p>	<ul style="list-style-type: none"> <li>• baptism or other religious document</li> <li>• immunization/health records</li> <li>• school records</li> </ul>
<p><b>Last Name(s)</b> Proof must be dated <i>prior to the birth of the child.</i></p>	<ul style="list-style-type: none"> <li>• father's birth certificate</li> <li>• parents' marriage certificate</li> <li>• birth certificate of an older sibling showing the correct last name</li> </ul>
<p><b>Parent's Information</b> Proof must be dated <i>prior to the birth of the child.</i></p>	<ul style="list-style-type: none"> <li>• birth certificate of parent</li> <li>• parents' marriage certificate</li> <li>• birth certificate of an older sibling showing the correct information for the parent</li> </ul>

A driver licence, social insurance card, and Alberta Health card are **not** acceptable types of proof.



## How can the biological father of a child be added to an Alberta birth registration?

There are two processes by which a father may be added to a birth registration.

1. If the biological parents of the child are not married to each other, the process is called a *paternity*.
2. If the biological parents of the child have married each other after the child is born, the process is called a *legitimization*.

### Paternity

	Examples of acceptable proof
<p><b>Both parents are alive</b> Vital Statistics will prepare and send you all the necessary documents to sign. Both parents must sign the documents.</p>	<ul style="list-style-type: none"> <li>• Proof is not normally needed</li> </ul>
<p><b>One parent is deceased</b> Vital Statistics will prepare and send you all the necessary documents to sign.</p>	<ul style="list-style-type: none"> <li>• Death certificate</li> </ul>
<p><b>Both parents are deceased</b> A paternity cannot be done.</p>	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>

### Legitimization

	Examples of acceptable proof
<p>Vital Statistics will prepare and send you all the necessary documents to sign.</p>	<ul style="list-style-type: none"> <li>• marriage document</li> </ul>

Through the paternity and legitimization process, a child's last name may be changed to the father's last name, the mother's last name, or a combination of the two combined or hyphenated (order optional).

Alberta  
REGISTRATION OF MARRIAGES  
Registration of Marriage

**SAMPLE**



## What kind of 'amendments' can be made to a marriage registration?

The most common amendments requested are:

- Given name(s) of the bride and/or groom
- Last name(s) of the bride and/or groom
- Date of marriage
- Place of marriage
- Birthplace of the bride and/or groom





## What will Vital Statistics ask for if an ‘amendment’ is needed to change a marriage registration?

Vital Statistics will usually ask for the following:

1. A statutory declaration (prepared and sent to you by Vital Statistics), and
2. Fees (if applicable), and
3. Acceptable documentation to support the change (proof).  
Vital Statistics will provide you with some examples of what is acceptable proof for your amendment.

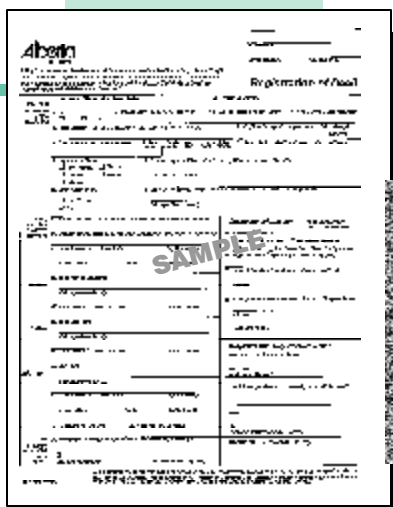


## What kind of proof might Vital Statistics ask for?

Change to be made to an Alberta marriage registration	Examples of acceptable proof
Given Name(s) Last Name(s)	<ul style="list-style-type: none"> <li>• birth certificate</li> <li>• immigration/citizenship documents</li> </ul>
Place of Marriage Date of Marriage	<ul style="list-style-type: none"> <li>• marriage statement from the person who performed the marriage</li> <li>• copy of the marriage register</li> </ul>
Birthplace	<ul style="list-style-type: none"> <li>• birth certificate(s)</li> <li>• immigration/passport document(s)</li> </ul>

A driver licence, social insurance card, and Alberta Health card are **not** acceptable types of proof.

Documents submitted as proof of marriage must be dated on or prior to the date of marriage.



A sample Alberta Death Registration Form. The form is titled "Alberta" and "Registration of Death". It contains various fields for recording death information, including name, date, place, and cause of death. A large "SAMPLE" watermark is overlaid on the form.



What kind of 'amendments' can be made to a death registration?

The most common amendments requested are:

- Given name(s) of the deceased
- Last name(s) of the deceased
- Birthplace of the deceased
- Age of the deceased
- Date of death
- Place of death
- Marital status of the deceased

## ? What will Vital Statistics ask for if an 'amendment' is needed to change a death registration?

Vital Statistics will usually ask for the following:

1. A statutory declaration (prepared and sent to you by Vital Statistics), and
2. Fees (if applicable), and
3. Acceptable documentation to support the change (proof).  
Vital Statistics will also provide you with some examples of acceptable proof for your amendment.

## ? What kind of proof might Vital Statistics ask for?

Changes to be made to an Alberta death registration	Examples of acceptable proof
Given Name(s) Last Name(s) Birthplace Age	<ul style="list-style-type: none"><li>• birth certificate</li><li>• immigration/citizenship documents</li><li>• marriage certificate</li></ul>
Date of death Place of death	<ul style="list-style-type: none"><li>• statement from the attending physician or the medical examiner's office</li></ul>
Marital status	<ul style="list-style-type: none"><li>• marriage certificate</li><li>• divorce papers</li></ul>

A funeral home statement, an obituary notice, or a tombstone inscription will **not** be accepted as proof to amend an Alberta death registration.



**What happens when a change is requested to an Alberta Birth, Marriage or Death Registration**