



PLEASE NOTE

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This document is *not* the official version of these regulations. The regulations and the amendments printed in the [Royal Gazette](#) should be consulted to determine the authoritative text of these regulations.

For more information concerning the history of these regulations, please see the [Table of Regulations](#).

If you find any errors or omissions in this consolidation, please contact:

Legislative Counsel Office
Tel: (902) 368-4291
Email: legislation@gov.pe.ca

CHAPTER C-3.1
CHANGE OF NAME ACT
REGULATIONS

Pursuant to section 16 of the *Change of Name Act* Stats. P.E.I. 1997, c.59, Council made the following regulations:

- 1.** In these regulations, “confidential change of name” means a change of name carried out in a manner that avoids disclosing information concerning the change of name. (EC247/02) “confidential change of name”
- 2.** (1) An application for registration of a change of name pursuant to subsection 4(1) of the Act shall be made on Form 1 of the Schedule. Application
- (2) An application made by a person jointly with a spouse to change the names of both spouses and the names of the children of either of them pursuant to subsection 4(2) of the Act shall be made on Form 2 of the Schedule. Joint application
- (3) An application under section 5 of the Act shall be made on Form 3 of the Schedule. (EC247/02) Minor or person in another person’s custody
- 3.** (1) Written consent required by subsection 5(2) of the Act
- (a) on a joint application by spouses shall be made on Form 2 of the Schedule; and Consent
- (b) on an application concerning a minor or a person in another person’s lawful custody shall be made on Form 4 of the Schedule.
- (2) An applicant may apply to the court for an order dispensing with consent, pursuant to subsection 6(1) of the Act. (EC247/02) Order dispensing with consent
- 4.** Where the Director is not satisfied that the information required by the Act and these regulations has been submitted, the Director
- (a) may inform the applicant that the application will not proceed further until all of the necessary documents are received; or Incomplete application
- (b) deny the application and advise the applicant of the denial of the application. (EC247/02)
- 5.** A certificate of change of name under section 9 of the Act shall be issued on Form 5 of the Schedule. (EC247/02) Certificate of change of name
- 6.** (1) In addition to the authorities and persons referred to in subsection 10(1) of the Act, the Director shall give notice of a change of name to the following: Notice

- (a) the municipal police in the area in which the person whose name is changed resides, if applicable;
- (b) the person responsible for registering changes of name in the jurisdiction where the person whose name is changed was born;
- (c) the Prothonotary;
- (d) the Sheriff;
- (e) the Registrar of Motor Vehicles.

Notice of change of name (2) A notice of change of name provided or published pursuant to subsection 10(1) of the Act shall be issued on Form 6 of the Schedule. (EC247/02)

Search 7. An application for a search of the change of name records pursuant to subsection 12(1) of the Act shall be made on Form 7 of the Schedule. (EC247/02)

CONFIDENTIAL CHANGE OF NAME

Confidential change of name, other province 8. (1) Subject to subsection (2), where the Director receives

- (a) a request from another Canadian jurisdiction to file a confidential change of name for a person who was born in the province; and
- (b) an order of the Attorney General pursuant to subsection 12(3) of the Act,

the Director shall

- (c) withdraw the original registration of the birth and place it in a separate sealed file, and
- (d) issue a new registration showing the new name and amendments to the birth registration.

Non-identification of name change (2) No record maintained by the Director may identify the new name of a person subject to a confidential change of name except those records maintained in separate files.

No disclosure (3) The Director shall not disclose any information from sealed records made pursuant to subsection (1), except with the consent of the person or under a court order. (EC247/02)

Fees 9. (1) Subject to this section, the following fees are prescribed:

- (a) application for a change of name \$185
(includes processing, registration, certificate, notifications, *Gazette* publication, registration at registry of deeds)

(b) application for change of name for more than one person, fee in clause (a) for first person, plus fee for each additional name 100

(c) searching records for each period of up to three years 10

(d) providing a copy of certificate or information 25

(2) The Director may waive or modify a fee, as the Director considers appropriate. Discretion to adjust fee

(3) The Director may charge a higher or additional fee to comply with a person's request for rush service or to provide a special service involving extra costs. (EC247/02; 259/04) Additional charges

SCHEDULE

Form 1

[Change of Name Act ss.4(1)]

Application for Change of Name

[please print, see instruction sheet]



Canada
Province of
Prince Edward Island

A. Applicant

I, _____
[first name] [middle name] [surname]

of _____
[street] [city/town/village] [province/territory/country] [postal code] [telephone number]

hereby apply under the *Change of Name Act* to change my name to:

Proposed name _____
[first name] [middle name] [surname]

B. Applicant information

Date of birth _____ Place of birth _____

Name of father _____ Maiden name of mother _____

Was your name ever changed before? yes no

To be completed if you had a previous name change

Was your name changed by your marriage? yes no

Was your name changed by a statutory name change? yes no

Where was your name changed? _____
[province/territory/country]

When did you change your name? _____

What was your name prior to the change?

[first name] [middle name] [surname]

C. Marriage information

Date of marriage _____ Place of marriage _____

Full name of spouse _____
[first name] [middle name] [surname]

Name of spouse before marriage _____

D. Identification documentation [photocopies not accepted]

Long form birth certificate _____

Certificate of citizenship _____

Immigration documentation _____

Jurisdiction where document issued _____

Date of issue _____

E. Address information

How long have you lived on Prince Edward Island? _____

Address history [please provide the addresses of two locations where you have resided prior to living on Prince Edward Island]

1. _____ 2. _____

F. Statutory declaration

By signing below, I declare that I have complied with the Act and the regulations and provided all the documents needed for this name change application.

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

I declare that the information in this application is true and correct to the best of my knowledge and belief.

I make this solemn declaration believing it to be true and knowing that this has the same force and effect as if I had made this declaration under oath.

DECLARED by me at _____)

in _____ county, Prince Edward Island)

on the _____ day of _____, 20__)

Commissioner for taking affidavits
in the Supreme Court

Applicant



Form 2
[Change of Name Act ss.4(2)]

Joint Application for Change of Names – Spouses and Children
[please print, see instruction sheet]

A. Applicant Information [names as they appear on birth registration or as changed by marriage]

Applicant 1

_____ [first name] [middle name] [surname]

Date of birth _____ Place of birth _____

Name of father _____ Maiden name of mother _____

Was your name ever changed before? yes no

To be completed if you had a previous name change

Was your name changed by your marriage? yes no

Was your name changed by a statutory name change? yes no

Where was your name changed? _____
[province/territory/country]

When did you change your name? _____

What was your name prior to the change?

_____ [first name] [middle name] [surname]

Applicant 2

_____ [first name] [middle name] [surname]

Date of birth _____ Place of birth _____

Name of father _____ Maiden name of mother _____

Was your name ever changed before? yes no

To be completed if you had a previous name change

Was your name changed by your marriage? yes no

Was your name changed by a statutory name change? yes no

Where was your name changed? _____
[province/territory/country]

When did you change your name? _____

What was your name prior to the change?

[first name] [middle name] [surname]

Address

of _____
[street] [city/town/village] [province/territory/country] [postal code] [telephone number]

We have resided in the province for at least three months. yes no

Address history [please provide the addresses of two locations where you have resided prior to living on Prince Edward Island]

1. _____ 2. _____

B. Proposed Names

We hereby apply under the *Change of Name Act* to change our names to:

Applicant 1 _____
[first name] [middle name] [surname]

Applicant 2 _____
[first name] [middle name] [surname]

C. Marriage information [if applicable]

Date of marriage _____ Place of marriage _____

Applicant 1

Name prior to marriage _____
[first name] [middle name] [surname]

Applicant 2

Name prior to marriage _____
[first name] [middle name] [surname]

D. Identification documentation [photocopies not accepted]

Long form birth certificate _____

Certificate of citizenship _____

Immigration documentation _____

Jurisdiction where document issued _____

Date of issue _____

E. Children's InformationAre you applying to change the name(s) of your child(ren) or of a person in your custody? yes no

To be completed for each unmarried child under 18 years of age or person whose name is to be changed and who is in the lawful custody of the applicant.

[Name(s) as they appear on the birth certificate]

1. Name _____
[first name] [middle name] [surname]Proposed name _____
[first name] [middle name] [surname]

Date of birth _____ Place of birth _____

Length of Residence in province _____

2. Name _____
[first name] [middle name] [surname]Proposed name _____
[first name] [middle name] [surname]

Date of birth _____ Place of birth _____

Length of Residence in province _____

3. Name _____
[first name] [middle name] [surname]Proposed name _____
[first name] [middle name] [surname]

Date of birth _____ Place of birth _____

Length of Residence in province _____

[add additional pages if necessary]

Consent of child over the age of 12

I am the child or person named in the application and I consent to have my name changed as stated in this application.

1.	_____	_____
	[name of child]	[signature of child]
	_____	_____
	[witness]	[date]
2.	_____	_____
	[name of child]	[signature of child]
	_____	_____
	[witness]	[date]
3.	_____	_____
	[name of child]	[signature of child]
	_____	_____
	[witness]	[date]

[add additional pages if necessary]

F. Consent Requirement

Does another person have lawful custody or lawful access to any child or person named in this application and who is in the custody of an applicant? yes no

If yes, complete Consent Form 4 for each child or person to whom this applies.

[If another parent is listed on the birth registration and legal custody or legal access rights are not shared, you must provide a photocopy of any agreements made or court orders granted naming you as the only person with legal custody or access rights.]

G. Statutory declaration

By signing below, I declare that I have complied with the Act and the regulations and provided all the documents needed for this name change application.

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

I declare that the information in this application is true and correct to the best of my knowledge and belief.

I make this solemn declaration believing it to be true and knowing that this has the same force and effect as if I had made this declaration under oath.

DECLARED by me at _____)
in _____ county, Prince Edward Island)
on the _____ day of _____, 20____)

Commissioner for taking affidavits
in the Supreme Court

Applicant 1

Commissioner for taking affidavits
in the Supreme Court

Applicant 2



Form 3
[Change of Name Act ss.5(1)]
**Application for Change of Name of Minor or
Person in Another Person's custody**
[please print, see instruction sheet]

A. Applicant

I, _____
[first name] [middle name] [surname]

of _____
[street] [city/town/village] [province/territory/country] [postal code] [telephone number]

hereby apply under the *Change of Name Act* to change the name of my child or a person in my custody as follows:

Present name _____
[first name] [middle name] [surname]

Proposed name _____
[first name] [middle name] [surname]

What is your right to custody? my natural or adopted child legal custody

Attach proof of custody and court order, if applicable.

B. Information [child or person whose name will be changed]

Date of birth _____ Place of birth _____

Name of father _____ Maiden name of mother _____

C. Identification documentation [photocopies not accepted]

Long form birth certificate _____

Certificate of citizenship _____

Immigration documentation _____

Jurisdiction where document issued _____

Date of issue _____

D. To be completed if child or person in your custody had had a previous name change

Was the name of the child or person ever changed before? yes no

Where? _____
[province/territory/country]

When? _____

What was the name of the child or person prior to the change?

[first name]

[middle name]

[surname]



Form 4
[Change of Name Act ss.5(2)]

Consent Form
[to be completed by person with custody or access]
[please print, see instruction sheet]

I, _____
[first name] [middle name] [surname]

of _____
[street] [city/town/village] [province/territory/country] [postal code] [telephone number]

HEREBY CONSENT TO the change of name of my son/daughter/ward/or other person in my lawful custody

who was born on _____
[date]

from (present name) _____
[first name] [middle name] [surname]

to (proposed name) _____
[first name] [middle name] [surname]

I share custody of this child or person with _____

I have access rights to this child or person with _____

[signature of witness]

[signature of person with custody or access rights]

[date]



Form 5
[Change of Name Act s.9]
Certificate of Change of Name

This certifies that the Director of Vital Statistics for Prince Edward Island, Canada has registered a change of name as follows:

Former name _____
 [first name] [middle name] [surname]

New name _____
 [first name] [middle name] [surname]

This registration has been made in accordance with the *Change of Name Act* S.P.E.I. 1997, C-59.

Registration number _____

Date of registration _____

_____ date

_____ Director of Vital Statistics

Vital Statistics
PO Box 3000
Montague PE C0A 1R0



Form 6
[Change of Name Act ss.10(1)]

Notice of Change of Name

To:

- Royal Gazette
- Royal Canadian Mounted Police
- Municipal police
- Director of Maintenance Enforcement
- Jurisdiction of birth
- Registrar of Motor Vehicles
- Registrar of Deeds
- Prothonotary
- Sheriff

Be advised that a name change under the *Change of Name Act* S.P.E.I. 1997, C-59 was granted as follows:

Former name _____
 [first name] [middle name] [surname]

Present name _____
 [first name] [middle name] [surname]

date

Director of Vital Statistics



Form 7
[Change of Name Act ss.12(1)]

**Application for Search of
Change of Name Records**
[please print, see instruction sheet]

I, _____
[first name] [middle name] [surname]

of _____
[street] [city/town/village] [province/territory/country] [postal code] [telephone number]

hereby request that a search be conducted of the index established under subsection 12(1) of the *Change of Name Act* for a change of the registered name of:

[first name] [middle name] [surname]

I have enclosed the fee of \$ _____.

date

Applicant

(EC247/02)