



THE CANADIAN CENTRE FOR
**GENDER+SEXUAL
DIVERSITY**



LE CENTRE CANADIEN DE LA
**DIVERSITÉ DES GENRES
+ DE LA SEXUALITÉ**

C304-440 rue Albert St, Ottawa, ON K1R 5B5 (territoire Algonquin Territory)
La journée rose (13 avril, 2016) | The Day of Pink (April 13, 2016)
info@ccgsd-ccdgs.org/ Tel: 613-858-3427

ALBERTA

It isn't easy to change your name and sex designation on your identification documents (IDs). Each ID has its own rules and forms. This guide will outline the basic steps for you to follow.

There are two separate processes for a legal name change and sex designation change in Alberta. For the name change, you will have to contact the [registry agent office](#) in order to obtain the required forms and/or additional instructions. For the sex amendment, you will have to provide the required documents and completed forms to the Alberta Vital Statistics.

NAME CHANGE

- To be eligible for a name change, you (the applicant) have to be an Alberta resident and be at least 18 years old (or under 18 years old but are married, divorced, widowed, an adult interdependent partner or the parent/guardian of a minor). The eligible applicant can apply for a minor if they are their parent/guardian.
- In order to get a legal name change application, you will have to obtain the required form at a registry agent office (whether the name you are changing is yours or your minor's).
- In order to obtain a legal name change, all Canadian birth and marriage certificates with the former name must be surrendered.
- Supporting documents that could be required may include:
 - Government issued ID (the original ID, not expired – if it does not expire, issued within the past 5 years, contains a photo of the holder, their first and last name, and a distinct identification number), Proof of name, Proof of marital status, Proof of relationship (if the name change is for a minor), Certificate of previous name change (if applicable)
- Any person above 12 years of age will have to get **electronic fingerprints**.
- The completed forms, supporting documentation and fingerprints are to be submitted to the registry agent.
- The fees for a legal name change in Alberta include a \$120 fee to the Alberta government, the registry agent service fee and fingerprinting fee. If the birth and marriage certificates were surrendered, they will be replaced free of charge.

Requirements according to the legislation and regulation

- Because the law requires specific information for a name change, you should expect that you will have to provide some additional information, such as:
- Information regarding their currently used name, date and place of birth, sex, proof of identity, address, telephone number and signature.
- An affidavit confirming that the address they've provided in the application is their address
- The applicant will have to provide the name they want after the changes



THE CANADIAN CENTRE FOR
**GENDER+SEXUAL
DIVERSITY**



LE CENTRE CANADIAN DE LA
**DIVERSITÉ DES GENRES
+ DE LA SEXUALITÉ**

Minor

- For a legal name change of minor, the consent of both parents (and court appointed guardians, if applicable) is required for an application, unless the parent filling the application makes an affidavit stating that they are the only parent, or unless a court order gave other directions.
- The consent of the minor 12 years old or older is required for their legal name change.
- You will need to provide proof of the applicant's relationship with the minor.

There are multiple [registry agent offices](#) in Alberta. Follow the link in order to find the appropriate one that is closest to you. Feel free to call them at 310-0000 or 780-427-7013 if you need more information or directions.

SEX DESIGNATION/GENDER MARKER

In order to apply for a change in sex designation, the applicant must have been born in Alberta. The sex marker you can choose from are F, M or X.

Amendment to the sex marker on a driver's licence or ID card

The sex designation on a [driver's license or Alberta ID](#) card can be changed without amending your birth certificate. You will have to visit an Alberta Registry Agent who will provide you with the appropriate form. If you are a minor, you will need your parents' consent on the required form (that you can find at the link above). There is an applicable replacement fee of \$22.

Amendment to the sex marker on a birth record

- To be eligible for a sex designation change, you (the applicant) must be at least 18 years old, or be in an adult interdependent relationship, or be married/divorced/widowed, or be the parent/guardian of a minor.
- The application must include an **affidavit completed by the applicant**
- You will have to return all previously issued Alberta Birth certificates (these will be cancelled and returned with the new birth certificate)
- A fee of \$20 must be sent with the request

Minor

- A parent/guardian must apply for a minor's sex designation change. They must complete and sign an **affidavit for the sex amendment of their minor**.
- **All parents and guardians must consent** to amending the minor's sex indicator. If a guardian signs the affidavit or the consent form, a copy of the guardianship order is required.
 - The consent must be signed before a witness who is at least 18 years old and **within a year of the application**.
- The minor who is 12 years old or older must sign a **consent to the sex designation change**.
 - The consent must be signed before a witness and within a year of the application



THE CANADIAN CENTRE FOR
**GENDER+SEXUAL
DIVERSITY**



LE CENTRE CANADIEN DE LA
**DIVERSITÉ DES GENRES
+ DE LA SEXUALITÉ**

- For the minor who is 11 years old or younger, the application must include a **Professional statement** by a professional who holds a valid practice permit.
- A fee of \$20 must be sent with the request

If the \$20 fee is an issue, the fee can be waived on a case-by-case basis. After the request for a sex designation change has been made, you can request that the Registrar waive the \$20 government fee.

If it is not possible to obtain the consent of someone (one of your parents for example) an Alberta court order dispensing with the consent may be required. You will have to contact Vital Statistics for more details.

Once your application is ready, you can send it by mail to: Vital Statistics
Box 2023,
Edmonton, AB T5J 4W7

Or by courier at: Vital Statistics
Document Reception
John E. Brownlee Building
10365 – 97 Street
Edmonton, AB T5J 3W7

If you want you can drop off your documents for you sex designation amendment at one of the registry offices and ask them to send your documents to Vital Statistics for you. The registry agent may charge you for this.

Vital statistics can be reached at 780-427-7013 (in Edmonton), or 310-0000, then 780-427-7013 (toll free in Alberta)