

YOUTH NAME CHANGE GUIDE

PSN
positive space network

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étudiant(e)s pro
bono du canada



Disclaimer



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This document does not contain legal advice.

This document was prepared with the assistance of PBSC Osgoode Hall law student volunteers. PBSC volunteers are not lawyers and they are not authorized to provide legal advice. This document contains general discussion of certain legal and related issues only. If you require legal advice, please consult with a lawyer.

Note: This guide contains information for people that have various different identities and immigration statuses. You may not need all of the types of IDs included in this guide, but we hope you will find the resources useful for the ones that are applicable to you.

Please ensure that you double check that the applications you are using are the most current/up-to-date versions.

Please use the table of contents to find the sections that are relevant to the types of IDs you need to change.

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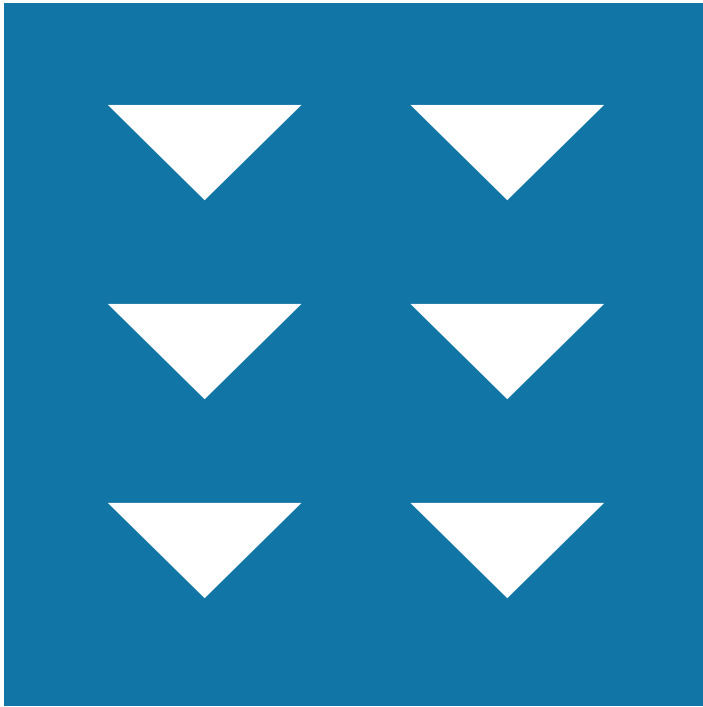
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Introduction to Guide

Youth Name Change **Guide**

INTRODUCTION

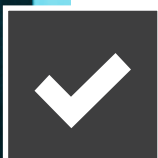
Are you a transgender, non-binary or gender-nonconforming youth in Ontario looking to change your name? We know this process can be hard to navigate. We're here to help with this guide! In the following pages, you will find document checklists, important tips and additional information about the process of changing your name on a variety of different documents.



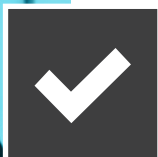
USE THIS GUIDE IF YOU:



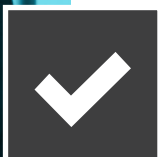
Have lived in Ontario for a minimum of 12 months or since birth for babies under 1 year old



Are 17 years old or under



Are not married



Consent to changing your name, if you are 12 years of age or older

If you do not have parent or guardian consent or support, please see [Consent Section](#) at end of guide

While the steps of the process apply to all folks in Ontario, most of the resources included at the end of the guide are located in Southern Ontario. This is because of the location of our team, and the limitation of time and capacity to research resources across the entire province.

Note: This guide contains information for people with various different identities and immigration statuses. You will likely not need all types of Identification included in this guide, but we hope you find the resources you are looking for regarding the specific Identification that is applicable to you.

Please ensure that you double check that the applications you are using are the most current/up-to-date versions

NAME CHANGE STEPS

Now that we know you're working with the right guide, here are the name change steps. Each of the steps below has a section in the guide that explains the process!



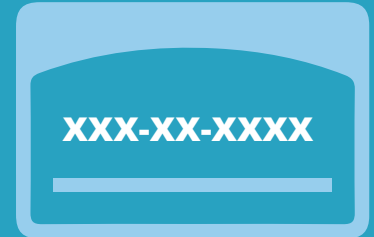
STEP 1

Change Your
Legal Name



STEP 2

Update your
OHIP Card



STEP 3

Update Your SIN
and Federal IDs



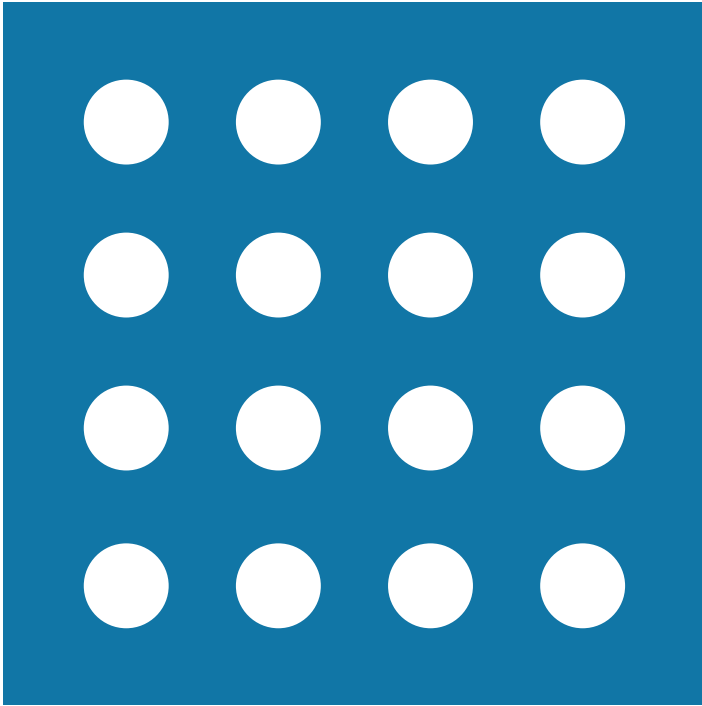
STEP 4

Change Name on
Passport and/
or Immigration
Documents



STEP 5

Other Places to
Update Your Name



STEP 1



**Change Your
Legal Name**

Step 1: **Change Your Legal Name**

Your first step will be to complete the Service Ontario [**Application to Change a Child's Name**](#) document. This is the most complicated step in the process but hopefully this guide helps to break it down!

SNAPSHOT OF PROCESS



COST

\$137 (or \$22 when submitted with a parent's name change), plus an additional fee of \$25-50 for commissioning the application (explained below)



PROCESS

Deliver completed paperwork by mail
Service Ontario
Office of the Registrar General
P.O. Box 3000, 189 Red River Rd
Thunder Bay, ON P7B 5W0

Deliver completed paperwork in-person
Service Ontario
47 Sheppard Avenue East
Unit 417, 4th Floor
Toronto, ON
M2N 5N1



TIMELINE

4-6 week processing time
Once approved, you will obtain a new name change form and new birth certificate



WHAT YOU WILL NEED

The documents you'll require include the application form, consent from a legal parent or guardian, notice given to any additional legal parents or guardians, a guarantor, and the documents must be conditioned. Identification documents are also required. Please see below in the [**Steps and Document Checklist**](#) for specific details.

STEPS

1

Fill out the form

1. Personal information, both for you and your parents
2. Explanation for the name change and information of previous changes
3. Criminal conviction information (any possible conviction)
4. Your financial and personal property Information

2

Consent Form

- This must be filled by the consenting parent or guardian of the application
- This must be the person who has legal authority for your personal care and property interests

3

Giving Notice

- Notice is given to anyone who has lawful access (parents, guardians)
- This does not include people who have been denied access by a court or are not granted access due to a legal agreement
- The notice must be provided to each person being notified of the name change at least 30 days before the application is submitted (excluding the person giving consent)
- This must be sent by registered mail or certified mail to the last known address of the person and a registered mail receipt must be provided with name, address and stamp with the application
- All original completed and signed notice forms must be returned

4

Find a Guarantor

This section of the application requires proof of habitation in Ontario and requires that a guarantor confirms the length of time you have lived in Ontario has been at least 12 consecutive months. A guarantor is someone who is not a relative that can confirm the residence in Ontario for the past 12 months. Examples Include:

- Provincial Judges
- Justices of the Peace
- Chiefs of Indian Bands in Ontario
- Persons authorized to solemnize marriages under the Marriage Act
- Legally qualified medical practitioners
- Members of the Law Society of Upper Canada
- Heads of municipal councils or clerks of municipalities
- Principals of elementary and secondary schools
- Managers or Signing Officers of Ontario bank branches

5

Gather all relevant documents

See document checklist below

6

Signing the Application

- This must be done in front of a commissioner for taking affidavits
- Examples: A member of the Legislative Assembly of Ontario, clerks of local municipalities, a lawyer or provincial justices/judges in Ontario
- This commission usually involves a fee of \$25-50 to get the forms commissioned



TIP

The **Change of Name Act** requires that notice of a legal name change will be published in the Ontario Gazette. If you would like your name NOT to be published, please submit a completed form requesting the non-publication your change of name with this application.

DOCUMENT CHECKLIST: FOR CHILDREN BORN IN CANADA



If you were born in Ontario

- Send in all previously issued copies of your birth certificate and/or certified copies of your birth registration (This is sometimes called a long form birth certificate)
- If you do not have a birth certificate, you will need to apply for a birth certificate from the province where you were born before completing the name change form



If you were born outside Ontario but in Canada

- Send in either an original birth certificate or certified copy of birth registration (long form birth certificate)



If you have changed your name previously

- Proof must be provided of the prior legal name change

☐ **If you have prior criminal convictions**

- A police record check

☐ **All court certified copies of court orders that relate to custody, access or name changes**



TIP

If you do not have a birth certificate, apply for a birth certificate and submit the certificate with this change of name application.

DOCUMENT CHECKLIST: CHILDREN BORN OUTSIDE OF CANADA

For children born outside of Canada, you do not need to send original documents. You can send scanned copies.

☐ **If you were born outside of Canada**

1. Photocopy of original birth certificate or birth registration from your country of birth

- If, for any reason, you are not able to obtain a copy of your birth certificate, include a signed written explanation as to why you are unable to provide it, and what you have done to try to obtain it

2. Photocopy of ONE of the following documents

- Canadian Citizenship Card or Certificate (both sides)
- Permanent Resident Card (both sides)
- Canadian Record of Immigrant Landing

3. Photocopy of the passport you used to enter Canada

- If it is still valid

☐ **If you have changed your name previously**

- Proof must be provided of the legal name change
- If there are differences between name, date of birth or identity documents, further consistent proof will be required for your identity information. Also include a written statement explaining the information changed on each document, where and when these changes were made.

☐ **If you have prior criminal convictions**

- A police record check

☐ **All court certified copies of court orders that relate to custody, access or name changes**

WHAT HAPPENS NEXT?



If your name change is approved

You will receive the following documents:

1. **Name Change Certificate:** A legal document showing your old name and your new name
2. If you were born in Ontario, you will also receive a new birth certificate
3. If you were born in Canada, but NOT in Ontario, you must contact your home province if you want an updated birth certificate

You do not need an updated birth certificate to change your other IDs. Getting a new birth certificate is a personal choice.



If your name change is rejected

They will mail the application back with an explanation. In most cases, you simply need to fix an error in your paperwork and re-submit. In these cases, they will not charge an additional fee.



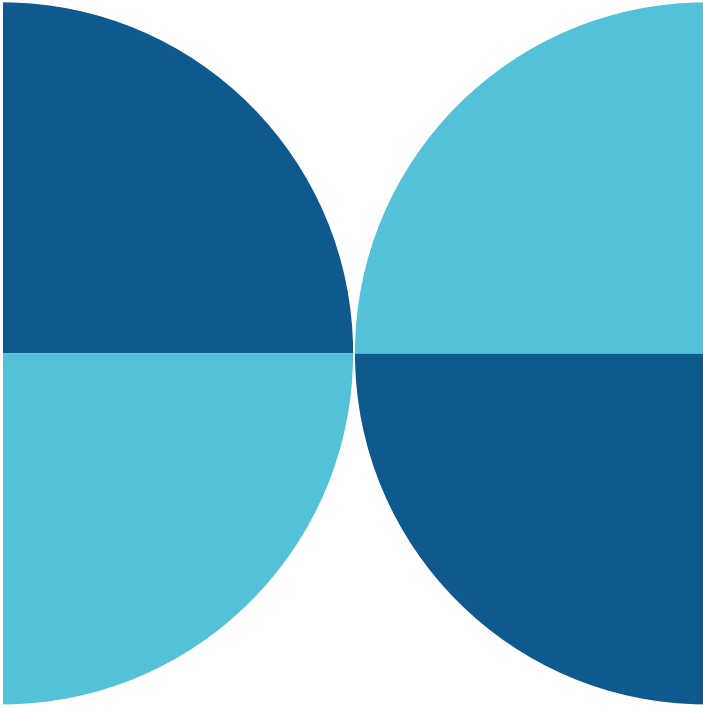
TIP

If your name change is rejected, they will mail back the application with an explanation. Most of the time an error needs to be fixed and re-submitted, without an additional fee charged.

Information for Step 1 of the guide was found on the following Government of Ontario website. Please visit this site for additional information.

<https://www.ontario.ca/page/change-name#section-1>





STEP 2



**Update Your
OHIP Card**

Step 2: Update Your OHIP Card

Once your name change has been completed, you will need to update your OHIP card. The following steps will outline the process of how OHIP card is updated.

SNAPSHOT OF PROCESS



COST

\$0

Note: If it is your first time applying for a driver's licence or photo ID card, there is a fee. However, if you are only updating your name on an existing ID, it is free.



PROCESS

1. Fill out change of information form – Section C – with your new name
2. Apply in person at a Service Ontario. Forms can be completed before or at the Service Ontario.



TIMELINE

4-6 weeks for the new card to be processed and mailed to you



WHAT YOU WILL NEED

Bring new Canadian Change of Name Certificate or birth certificate/immigration documents with new name and the current copies of the documents you are changing

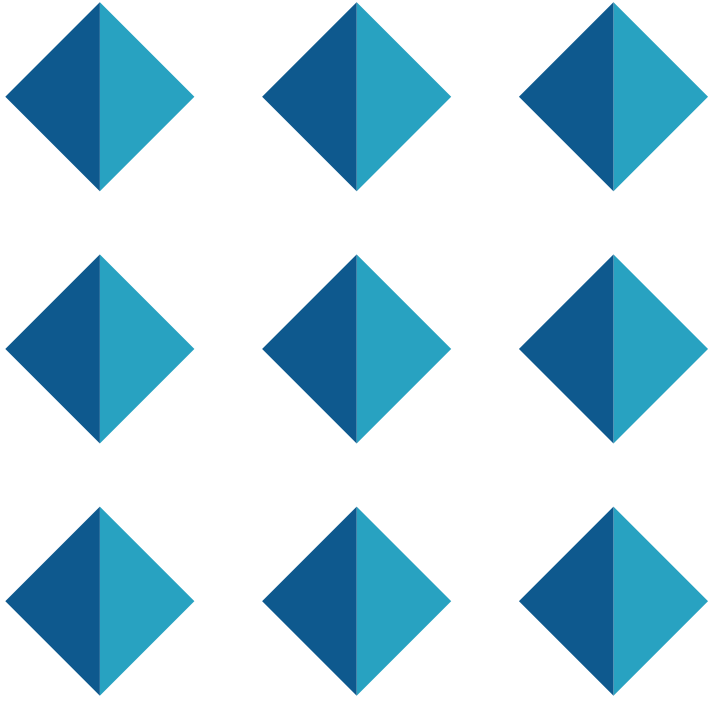


TIP

Must apply **IN-PERSON**: Visit Service Ontario and submit forms and show ID with new name. Currently there is no online option to update this ID and applications must be done in person at Service Ontario.

Information for Step 2 of the guide was found on the Government of Ontario's website at the link below.

<https://www.ontario.ca/page/replace-cancel-or-change-information-your-health-card#section-3>



STEP 3



**Update Your SIN
and Federal IDs**

Step 3: Update Your SIN & Federal IDs

SOCIAL INSURANCE NUMBER (SIN)

All Canadian citizens and permanent residents have a Social Insurance Number (SIN) that stays with them forever. It is important that you update your name on your SIN record.

The process to update your SIN is as follows:



COST

\$0



PROCESS

- Apply online (documents must be digital), by mail or in person (Service Canada)
- For a mail application, please complete the SIN application form and submit with other documents that are being mailed in



TIMELINE

Wait 2-4 weeks if application is done by mail or online; immediate at Service Canada



WHAT YOU WILL NEED

Your documents: One primary document and one supporting document (see below)

1. Parent and Legal Guardian: One primary document and one secondary document

- i. One supporting document must be included only if the name on the primary is different from secondary or different from your parent's legal name
- ii. Need proof of address as well (only when applying online)

2. Legal Guardian only: Proof of legal guardianship issued by provincial or territorial authority

- i. For Quebec, a notarized will is acceptable

TIP: All documents must be originals and valid

DOCUMENT CHECKLIST

☐ **Primary Documents: Official documents that prove identity and status in Canada**

1. Birth Certificate (Canadian or foreign)
2. Citizenship Certificate
3. Certificate of Registration of Birth Abroad issued before 1977 by CIC
4. Permanent Residence Card
5. Confirmation of Permanent Residence (with a travel document)
6. Record of Landing (before 2002)
7. For Temporary Residents
 - a. Work or Study Permit
 - b. Visitor Record
 - c. Diplomatic Identity Card

☐ **Secondary Documents: Valid documents issued by a government (federal, provincial or territorial) with legal name and date of birth**

1. Passport
2. ID Card
3. Driver's License
4. Other Government Issued ID

☐ **Supporting Document: Stating the name that is currently being used**

1. Certificate of Marriage or Divorce Decree
2. Legal Change of Name certificate/Court Order Document
3. Adoption Order
4. Notarial Certificate or Notarial Adoption Certificate

☐ **Proof of Address: Must have applicant's name and address (in this case, the parent or guardian's name and address must be on the proof of address)**

1. Bank Statement/Credit Statement
2. Residential Tenancy or Lease Agreement
3. A bill (cable, phone, utility)
4. Documents issued by schools/university
5. Employment contract
6. Letter from an organization attesting to the address, signed

CERTIFICATE OF INDIAN STATUS CARD



COST

\$0



PROCESS

Bring application to the nearest regional office OR mail application to:
National Registration Processing Unit
10 Wellington Street
Gatineau, Quebec K1A 0H4



TIMELINE

16 weeks for Complete Applications (not including mail time)



WHAT YOU WILL NEED

1. Complete the Secure Certificate of Indian Status Application for already registered persons with the reason for application being “Replacement (changes to personal information)”
2. Gather all relevant documents – Original copies will be returned



DOCUMENT CHECKLIST



Two application passport-style photographs

- One photograph must be signed by the guarantor and say “This is the true likeness of (your name)” on the back of the photograph
- Date when the photos were taken and the information (name and address) of the studio/person who took the photo on the back of each photo (most photo studios will stamp this on)



Identity Documents of Child

- Original Proof of Birth Document
 - Birth certificate listing name of parents (required) from Canada, Quebec, US or country other than Canada or US
 - Document must be in English or French



Name Corroborating Document

- If the original name does not match the name on the application, name corroborating documents must be provided to show this connection
- Examples: Legal Name Change Certificate, Marriage Certificate, Common-Law Certificate, Court Order, Resumption of Surname Certificate



Supporting Identity Documents

- **Option 1:** An identity document that provides full name, date of birth, photo and signature (i.e., passport, driver's license, ID card, health card, citizenship card, PR card)
- **Option 2:** More than one identity document that when combined demonstrate full name, date of birth, photo and signature (e.g. health card, US passport, NEXUS card, government employee ID card, PR card without signature, firearms license)
- **Guarantor Declaration Form** (to confirm the identity of the applicant)
 - Must be 18 years of age, reside in Canada or US, be reachable by phone for verification and must have known the applicant personally for at least 2 years
 - Parent/Guardian cannot be a guarantor but a family member can be if they meet the criteria outlined above
 - MUST fill out Guarantor Declaration Form
 - Sign and date photocopies of the documents that support the applicant's identity
 - **Complete the form in black or blue ink and make sure to write in BLOCK LETTERS!**

Information for Step 3 of the guide was found on the following Government of Canada websites.

Please visit these sites for additional information.

<https://www.sac-isc.gc.ca/eng/1462806841047/1572461062751#gi>

<https://www.canada.ca/en/employment-social-development/services/sin/after-applying.html>



STEP 4



**Change Name on
Passport and/
or Immigration
Documents**

Step 4: **Change Name on Passport and/or Immigration Documents**

CANADIAN PASSPORT

This section applies to Canadian citizens only. Permanent and temporary residents cannot obtain Canadian passports. There is a section below for updating Permanent Resident Cards or acquiring travel documents for stateless persons.



COST

Applications from Canada
5-year validity – CAN \$57

Applications from the USA
5-year validity – CAN \$100



PROCESS

Applications must be submitted in person at a Service Canada or Passport Centre OR mailed to the below address:
Passport Program
Gatineau QC K1A 0G3, Canada



TIMELINE

- If submitted by mail: 20 business days, not including mailing time
- If submitted in-person: 10 business days
- If necessary, there are urgent and express processing times which can be within from the end of the next business day up to 9 business days
- To process urgent and express requests, applications must be made in person at the office in Gatineau, QC



WHAT YOU WILL NEED

- Complete the Child Application form for a new passport
 - If applicable, return your previous passport with the application, if it is still valid
- Provide proof of your citizenship: can have your new OR previous name on documents
- Provide a document that shows:
 - Your last name was changed due to relationship change
 - Your new name was adopted because of a legal name change or adoption

STEPS

1

**Completed
Child
Application
for a New
Passport**

Completed Child Application for a New Passport includes:

- a. Section 1 and 2: Personal information you and your Parent(s)
- b. Section 3: Previous travel documentation
- c. Section 4: Proof of Canadian Citizenship (provide Birth Certificate or Citizenship – copy must be included as proof)
- d. Section 5 and 6: Declaration of you and your guarantor
- e. Section 7: Emergency Contact

2

**Obtain
Passport
Photos**

3

**Collect all
Documents
needed (see
document
checklist)**

4

**Find a
Guarantor**



DOCUMENT CHECKLIST

☐ Two photos taken within the last 6 months and signed by the guarantor

- On the back of one photo, the guarantor must sign: “I certify this to be the true likeness of (your name)” and a signature
- Passport photos need to be stamped on the back with the date and name of the studio where you got your photos taken

☐ Proof of Canadian Citizenship

- Your birth certificate if you were born in Canada
- Your certificate of citizenship if you are a naturalized citizen



GOOD NEWS!

As of May 2018, your birth certificate or certificate of citizenship **no longer need to display your new name**. The name change certificate is enough for the government verify your new name. This policy was changed recently, but the form is not yet updated. You can ignore the proof of citizenship instructions in Section I on the form, as the government confirms at [this link](#).

☐ Any valid travel documents (e.g., passports) that are currently issued to you

☐ Acceptable Proof of Parentage

- All legal guardians are required to participate in obtaining passport services
- If there is an inability to contact the other parent, please contact Passport Services
- Required Information:
 - i. All former surnames of the parents
 - Can include the requirement of additional documentation including marriage certificates, legal change of name certificates if they are different from original documents
 - ii. Proof of parentage/guardianship: your detailed birth certificate showing the names of parents, adoption order with names of parents, proof of guardianship
 - Exception can be made if there is a previous travel document issued and the parents are the same as in the current application
 - iii. All custody, separation and divorce papers
 - iv. Your relationship with the other parent/guardian
 - v. Additional forms are needed if you are in foster care/undergoing adoption
 - vi. Death certificates of other parents, if applicable

☐ All documents of Access to the Child from the Courts

☐ Original or copy of the Change of Name Form with your old name and new name

- If obtained outside of Canada, translation or additional documents may be required

☐ Identification

- Must include your name, date of birth, photo and signature
- Must be issued by a provincial, territorial, federal or state authority, or the equivalent abroad
- Example of Identification:
 - Passport (must be valid or expired under 1 year and submitted with additional ID and it was valid for 5 years when first obtained)
 - Driver's License
 - Health Card
 - Certificate of Indian Status
 - Military ID
 - Foreign Passport
 - Identification Card
 - Employee Identification

☐ Requirements of the Guarantor

- A guarantor is someone who can confirm the applicant's identity and is not your parent or guardian, knows you and can be called upon to provide personal information. If no guarantor can be provided, then contact Passport Program.
- The passport program has the right to request a new guarantor at any time
- Must be able to communicate in English/French, be a Canadian citizen and over 18 years of age
- Hold a 5- or 10-year passport that is valid or has expired within 12 months of the receiving date of the application
- Has known you personally for 2 years, can confirm personal attributes and can sign off and declare on the documents that the information is true
- Be accessible to the Passport Program for verification



PERMANENT RESIDENT (PR) CARD

This section of the guide applies to people that already have their permanent residency and are looking to change their name on their PR card. For folks with other immigration statuses, unfortunately you cannot use the process in this guide to get your first PR card.



TIP

If you are interested in becoming a Canadian Citizen, before you apply for your new PR card, you can check your eligibility for citizenship at this link:

<https://eservices.cic.gc.ca/rescalc/resCalcStartNew.do?&lang=en>

If you are eligible for citizenship, you can submit name and gender marker change documents at the same time that you apply for citizenship.

SNAPSHOT OF PROCESS



COST

\$50, plus \$85 for the collection of biometrics (fingerprints) for some applicants. You are required to provide biometrics ONLY if:

- You applied for your PR on or after July 31, 2018, and
- You were less than 14 years old at the time you applied for your PR, and
- You are older than 14 years old now
- If these three criteria describe you, you will have to pay an additional \$85 fee, and will receive a letter instructing you on how to collect your biometrics AFTER you submit your PR card application



PROCESS

You will have to apply for a new Permanent Resident Card through the normal PR card replacement process (steps described below)



TIMELINE

Estimated 100-day processing time



WHAT YOU WILL NEED

There is a full document checklist following the “Steps” section below

STEPS

1

Fill in the application form at [this link](#)

- The application form will ask for a range of personal information and immigration history
- The application form will also require you to list every time you have been outside of Canada in the last five years, or since you became a PR
- Youth under 18 need a parent or guardian signature on their form

2

Pay the fees

The fee for a new PR card is \$50. If you require biometrics, there is an additional fee of \$85

- You must pay your fees online using a credit card or debit card before submitting your application. No other payment types are accepted.
- You must print your payment receipt and include it with your application

3

Mail in your forms

Mail the completed paperwork to the address below:
Case Processing Centre — PR Card
P.O. Box 10020
Sydney, NS B1P 7C1
Canada



DOCUMENT CHECKLIST

☐ **Your current PR Card**

☐ **A photocopy of a primary identity document, which could include:**

- Your current passport or travel document
- The passport or travel document you had when you became a permanent resident
- Certificate of identity or travel document issued by the Minister of Immigration, Refugees and Citizenship Canada or a foreign country

☐ **Two photos that meet the specifications in the application form**

☐ **For people under 18, a clear and legible photocopy of one of the following documents:**

- Your birth certificate
- If you have a legal guardian, submit legal documentation issued by a Canadian court which proves guardianship; or
- A photocopy of your school records (report cards, transcripts, attendance records)

☐ **Your Name Change Certificate**

- Optionally, if you want to change your gender marker at the same time, a completed copy of [Request form for a Change of Sex or Gender Identifier \[CIT 0404\]](#). Changing both at the same time will save time and money.





TIP

If your documents are not in English or French, they will need to be translated. You can do this by either:

- Working with a certified translator, or
- Getting the documents translated by someone who is not related to you. However, if they are not a professional translator, they will need to sign an affidavit in front of a commissioner or notary public (see the name change guide steps for a description of how to do this).

NOTE: The website states: In exceptional cases, if it is impossible for you to obtain any of the primary identity documents, you must provide a:

- Photocopy of any identity document issued outside Canada before you came to Canada, or
- Statutory declaration signed by you attesting to your identity, and
- Statutory declaration also attesting to your identity signed by:
 - A person who knew you before you came to Canada (such as a family member) or
 - An official of an organization representing people from your country of nationality or past residence

A statutory declaration is a statement used to assert the truth of any fact or facts or of any account in writing. A statutory declaration has the same legal effect as evidence given under oath, therefore all statutory declarations must be certified by an accredited commissioner of oaths.



CITIZENSHIP CERTIFICATE/CARD

This process is to change your information on your citizenship certificate for people that already have their citizenship. It is not the process to acquire your original Citizenship Grant. If you are applying for citizenship for the first time, follow the process at:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/application-canadian-citizenship-adults.html>

SNAPSHOT OF PROCESS



COST

- Processing Fee: \$100



PROCESS

- Follow the steps for an Application for a Citizenship Card:
 - i. Download, Print and Complete all Forms
 - ii. Collect Documents Needed
 - iii. If documents are in a different language than English or French, translations combined with a sworn affidavit from the person who did the translation (not a family member) must be provided
- Provide the documents that demonstrate you legally changed your name (Name Change Certificate)
- Mail Documents to:
Case Processing Centre
Sydney-Proofs
P.O. Box 10000
Sydney, Nova Scotia
B1P 7C1



TIP

Make sure all forms are signed and dated! Otherwise, they will be returned and processing will take much longer.



TIMELINE

- Processing time can be up to 5 months
- This process can take another 3-4 months if applying from outside of Canada. There is the option for urgent processing but this is generally limited to certain cases of urgent travel, access to benefits or proof for employment.



TIP

There is a tracking platform in which you can check the status of the citizenship application online. You can also update the application if need be through the online Web Form.



TIP

To save money and cut down on processing time, if applicable, it is better to apply for both a gender identifier change and name change at the same time due to the long processing time and the higher fees associated with the citizenship process.

DOCUMENT CHECKLIST

- ☐ **Application for Citizenship Certificate, complete, signed and dated**
- ☐ **Two Citizenship Photographs**
 - Your name is printed on the back of the photos
 - Write the name of the photographer or studio, studio address and the date that the photos were taken on the back of the photos
- ☐ **Two pieces of Personal Identification**
 - Examples: Passport, Certificate of Indian Status Card, Health Insurance Identification, Travel Document
- ☐ **Proof of Payment**
- ☐ **Proof of Legal Name Change Certificate**
 - This can be submitted at the same time as the Change of Sex or Gender Identifier
- ☐ **One Custodial Parent's signature must be acquired for citizenship application**
 - The custodial parent must be empowered to act on your behalf
 - Application must have supporting documents to demonstrate this relationship
- ☐ **If applicable**
 - Use of Representative – For translation
 - Statutory Declaration – Request of change of sex or gender form, signed and dated
 - Submit a Request form for a Change of Sex or Gender Identifier

If applicable con't

- All original citizenship certificates, retention documents or registration of birth abroad certificate (if previously issued citizenship)
- If born in Canada without a citizenship certificate, birth certificate/other nationalities acquired by you and your Canadian parent before Feb 1977
- If born outside of Canada, must provide original Birth Certificate, proof of all nationalities, proof of Canadian citizenship of parent and any supporting documents supporting relationship between parent and applicant
- Any immigration documents demonstrating citizenship, landing and British status (if applicable, please see website for more information)

TRAVEL DOCUMENT FOR STATELESS AND PROTECTED PERSONS IN CANADA



COST

\$57-141 CAD



PROCESS

- A travel document reflects the identity of the applicant as determined by proof of immigration status in Canada and documents supporting identity
- This is available to persons in Canada with protected status (Refugee Travel Document) and stateless PR of Canada who are not protected persons (Certificate of Identity)



TIP

Please check the warnings of certain countries for travel, as some countries may not accept the certificate as a valid travel document.



TIMELINE

- 20 business days, not including mailing time
- If necessary, there are urgent and express processing times which can be within from the end of the next business day up to 9 business days
- To process urgent and express requests, applications must be made in person at the office in Gatineau, QC

DOCUMENT CHECKLIST

- ☐ **Filled out application form, completed, signed and certified by the guarantor**
 - Please see guarantor requirements on previous page in Passport section
- ☐ **A legal change of name order to confirm change of name**
- ☐ **Two identical passport photos, one certified by the guarantor**
 - On the back of one photo, the guarantor must sign: “I certify this to be the true likeness of (your name)” and a signature
 - Passport photos need to be stamped on the back with the date and name of the studio where you got your photos taken
- ☐ **A photocopy of your valid proof of immigration status document**
- ☐ **Any of your non-expired Canadian refugee travel documents, foreign travel documents or national passports issued**
- ☐ **Acceptable proof of parentage (see previous page in Passport section)**
- ☐ **All documents referring to custody and your mobility and Access to the Child (e.g. divorce papers/proceedings)**
- ☐ **Payment**

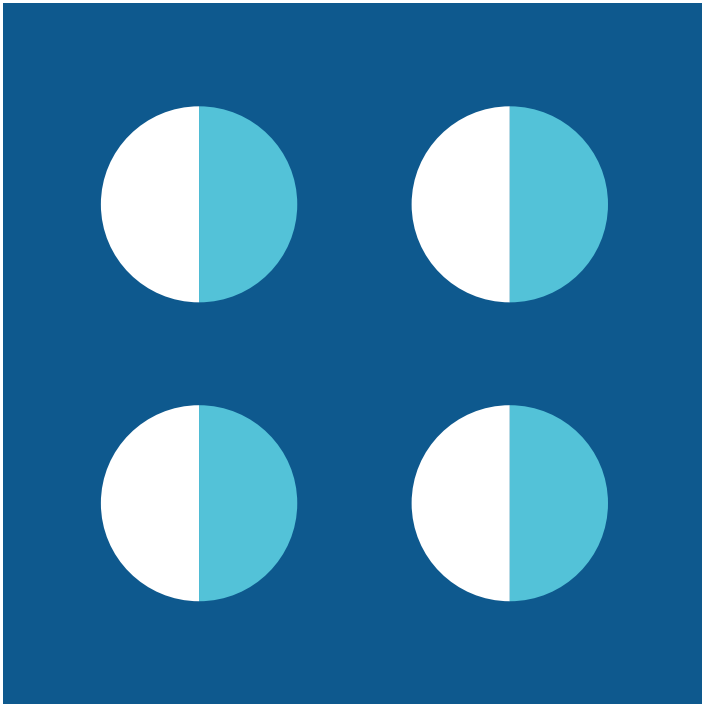
Information for Step 4 of the guide was found on the following Government of Canada websites. Please visit these sites for additional information.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/change-name.html#child>

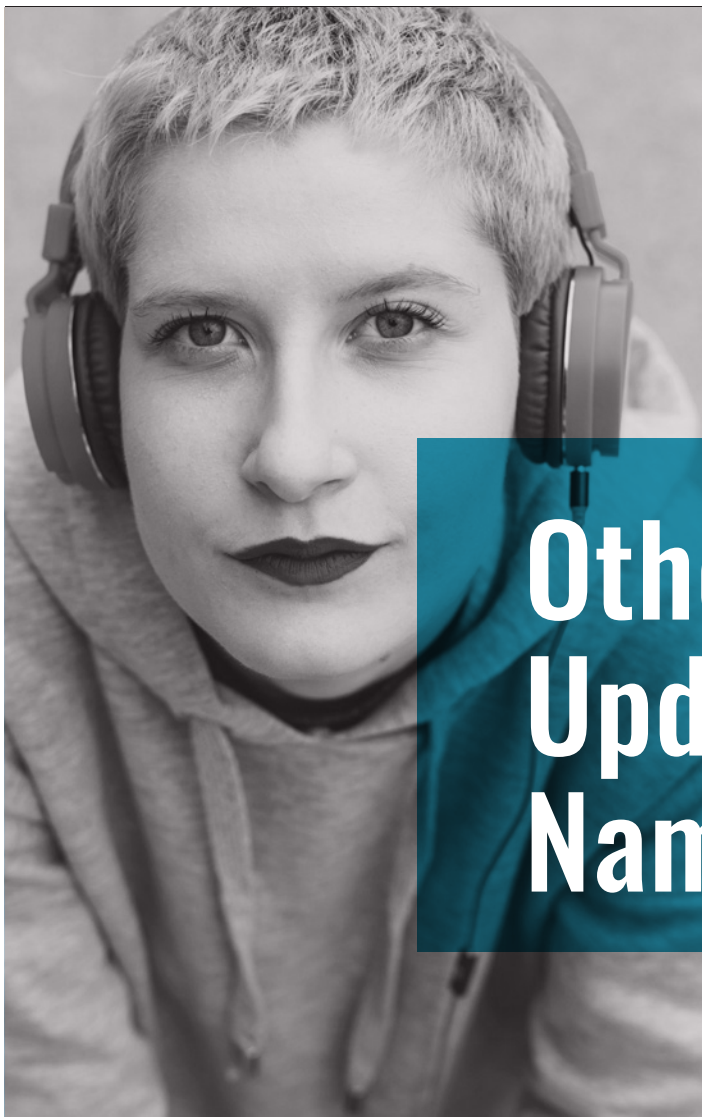
<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/application-canadian-citizenship-minors.html>

<https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=907&top=5>

<https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/travel-documents-non-canadians/apply.html>



STEP 5



**Other Places to
Update Your
Name**

Step 5: **Other Places to Update Your Name**

Once your name change certificate and IDs are in order, there are still many other places that you may need to update your name. The process will look a little different for each of these and this list is not exhaustive. Please refer to each specific institution for their processes for your name change.

1. School

Most schools will have the option for a preferred name, but updating legal information is important for future requirements of documentation

2. Bank accounts/Financial Institutions

If applicable, helpful to do this as soon as possible to aid in credit building and less confusion for future endeavors

3. Doctor's Offices

Providing new information and card numbers to medical teams

4. Extended Health Benefits

Insurance forms, extra health benefits, health providers

5. Any other legal documents



ISSUES WITH OBTAINING PARENTAL CONSENT

If you are a minor seeking a legal name change, you must obtain the consent of your custodial parent or from an adult empowered to act on your behalf. If this is not an option for you, you can apply to a court for a waiver of consent. In previous situations like this in court, minors have applied for withdrawal from parental control. The requirements of lawful custody include:



Right to physical care and control of the child



To control the child's place of residence



To discipline the child



To make decisions regarding the child's education



To raise the child in a particular religion or no religion



To make decisions about medical care and treatment

If you can demonstrate that your parent(s) or caregivers do not meet the above requirements and do not have direct control over specific areas of your life, such as healthcare decisions, where you live, and providing the necessities of life, then you can prove that there is no legal custody over you.

For more information or aid with your specific situation, please consult one of the legal clinics outlined in the resources especially Justice for Children and Youth.

For more information about this specific situation, you might find this case helpful:

B. (K.A.) v. Ontario (Registrar General) 2013 ONCJ 684

<https://www.canlii.org/en/on/oncjd/doc/2013/2013oncj684/2013oncj684.html?autocompleteStr=2013%20ONCJ%20684&autocompletePos=1>



Resources

Resources

We hope you've found this guide helpful! Below are a variety of resources and services that may help support you through this process by answering burning questions, provide legal services, or make further referrals.

The availability of these services is current as of March 2021 and they may change.

Free Legal Advice

The 519 Virtual Trans ID Clinic

Description: The 519 offers free legal assistance via video call for ID applications and other related needs. This is by appointment only during COVID. Email TransIDClinic@The519.org to book an appointment.

Dates: Monday-Friday 10:00am–7:00pm, Saturdays 10:00am–5:00pm

Location: 519 Church St

Website: <https://www.the519.org/events/virtual-trans-id-clinic>

The 519 Legal Clinic: Over-the-Phone Support

Description: Summary advice to respond to legal needs during COVID-19. This includes (but not limited to) immigration/refugee law, issues with police, and mental health law. To book an appointment call 416-392-6874 or email LegalClinic@The519.org

Dates: Tuesdays and Thursdays, 6-8:30pm

Website: <https://www.the519.org/events/phone-legal-clinic>

Queer Justice Project – Hamilton Community Legal Clinic

Description: The Queer Justice Project is designed to address unmet legal needs of the LGBTQ+ and Two Spirit ['queer'] community in Hamilton. It serves as a resource for education, system navigation, and access to justice for queer people.

Services We Offer: Assistance with navigating the bureaucratic process and completing applications correctly; Providing free notarial services; Peer support; At this time, we cannot cover the fees associated with the process, but we may be able to provide referrals to other services which can provide financial assistance; For more complicated situations, we may be able to provide further legal support; offer ID clinics.

Address: Hamilton Community Legal Clinic
100 Main St E, Suite 203, 2nd Floor
Hamilton, ON L8N 3W4

Date: Contact them for information on where and when sessions will take place

Phone: 905-527-4572

Website: <https://queerjustice.ca>

CLASP - ID Clinic

Description: The ID clinic helps individuals obtain identification and can assist with the government document to ease the application process. You will be assisted by law students who are supervised by a licensed lawyer. To book an appointment call 416-736-5029.

Dates: Fridays, 12:30-4:30pm

Location: All appointments are being conducted virtually

Eligibility criteria can be found here: <https://www.osgoode.yorku.ca/community-clinics/welcome-community-legal-aid-services-program-clasp/apply-clasps-services/>

Resources for Refugees and Newcomers

519 - Mock Hearing Program for LGBTQ Refugee Claimants

Description: The 519 provides guidance for IRB hearings by facilitating mock hearings. These hearings are hosted by trained immigration and refugee lawyers, law students, and the 519 staff. Each session hosts one claimant.

Dates: 3-4 sessions per week, based on capacity

Location: 519 Church St

519 – Settlement Support: For Refugees and Newcomers

Description: The 519 provides information and support with filling out government applications. To book an appointment call 416-392-6878 ext. 4000.

Dates: Monday-Friday, 9:30am-4pm

Location: 519 Church St

Website: <https://www.the519.org/programs/settlement-support-program>

YWCA Hamilton & Speqtrum : 2SLGBTQIA+ Newcomer Youth Community Support program

Description: Get settled in your community; prepare for work in Canada and find a job; meet friends and make connections; get counselling and supports; find your people and a safe environment.

Website: <https://www.speqtrum.ca/newcomer> and <https://www.ywcahamilton.org/join/>

Contact: Noura Afify

289-439-6154

newcomer@speqtrum.ca



Community Resources

Rainbow Health Ontario

Description: Rainbow Health Ontario created a directory to help you find a health and social service provider who has expressed a commitment to providing competent and welcoming care to LGBT2SQ people in Ontario. Please note that the providers listed have not been screened and that RHO cannot guarantee the quality of service. If you're interested in browsing the programs or services then visit the link below.

Website: <https://www.rainbowhealthontario.ca/lgbt2sq-health/service-provider-directory/>

Positive Space Network - Halton Region

Description: The Positive Space Network builds community and creates safer spaces for 2SLGBTQ+ youth ages 6-24 in Halton Region by creating youth-focused programming, providing mental health support and cultivating community partnerships. Contact PSN's Resource coordinator to be able to connect folks to local services and resources within the community.

Website: <https://positivespacenetwork.ca/>

Contact: Resource Coordinator, Sarina Sarraf
289-208-0886
sarinas@rockonline.ca

Sherbourne Community Health Centre

Contact: REX, Pride Program and Specialized Supports Coordinator, Pronouns (He/Him/His)
647-864-5996
terrence.rodriquez@rexdalechc.com
www.rexpride.ca

Facebook/Instagram: [@rexdalepride](https://www.facebook.com/rexdalepride)

Address: Rexdale Community Health Centre
301-222 Dixon Rd, Toronto, Ontario, Canada M9P 3S5

Out and Proud Program

Contact: Children's Aid Society of Toronto
416-924-4640 x2987
lgale@torontocas.ca

Address: 30 Isabella St., 4th Floor, Toronto, Ontario M4Y 1N1

