



# HOW TO APPLY FOR A NAME CHANGE IN NOVA SCOTIA

## 1) Contact Vital Statistics for an application form:

- In person: Service Nova Scotia, Vital Statistics Office, 300 Horseshow Lake Drive, Halifax
- By phone: 902-424-4381
- By email: [vstat@novascotia.ca](mailto:vstat@novascotia.ca)

## 2) Apply for fingerprinting at your local police department.

- Contact the Police Department and mention that you want fingerprints for a name change.
- There is an additional fee for this, **\$50-\$75**, payable to the Police Department.
- Fingerprints for people who are **19 years or older** are submitted directly to Vital Statistics.
- Fingerprints for people **12-18 years old** are sent to the applicant. This fingerprint confirmation must then be included in that person's application package to Vital Statistics.
- Fingerprints for a **minor under 12 years old** are not needed.

## 3) Fill out application

- You must be born in Nova Scotia OR have resided in Nova Scotia for at least one year immediately before the application.
- You must include your original birth certificate.
- If you were not born in Canada, you must include a copy of your immigration documents.
- If you are married/in a domestic partnership, your spouse/partner must consent to your

name change OR you must obtain a court order dispensing with this consent.

- If you were married outside of Nova Scotia, you must include your marriage certificate.
- If you are under 16 years old, your parent must make an application for you and consent to your name change.
- If you are under 16 years old and not born in Nova Scotia, you must include a birth certificate confirming your parentage.

#### **4) Submit application, documents, and fees to:**

Vital Statistics  
Service Nova Scotia  
300 Horseshoe Lake Drive  
Bayers Lake Business Park  
Halifax, NS

#### **Fees:**

\$165.70 to amend birth certificate

\$24.95 per additional certificate amended (example: marriage or domestic partnership certificate)

\$33 per short form certificate issued

\$39.90 per long form certificate issued

\*Cheques are payable to the Minister of Finance

This information was prepared by:



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