



**DIRECTIVE  
Land Registry**

**SECTION: General**

**NUMBER: 2001 – 008**

**SUBJECT: Land Titles - Change of  
Name – Individuals**

**PURPOSE**

This directive defines the process for changing the name of a registered parcel interest holder on a PID without registering an instrument, **subject to the discretion of the Registrar.**

**REFERENCE.**

*Land Titles Act Section 56 (2)  
Naming Conventions Regulation - Land Titles Act- 2000-39*

**DIRECTIVE**

This directive applies to the following changes as a result of:

- Marriage
- Divorce/Separation
- Legal Change of Name Documentation

When a change of name is requested **in writing** by a parcel interest holder or their solicitor.

- The Form on page 2 shall be used to make the request and sent by e-mail, or shall be presented in person at the Provincial Land Registration Office.
- The request shall provide the new name in the manner outlined in the Naming Conventions Regulation 2000-39.
- The individual making the request shall include a copy of a government issued **Picture ID** to the Registrar reflecting the name change being requested.
- The change will be made in PLANET, with an internal comment stating the name of the interest holder or the solicitor making the written request.
- Staff will also make the appropriate changes in the Assessment System, with an internal comment to conform to the changes made in PLANET.
- There is no fee to effect the change.
- The written request is **NOT** to be kept on file and all copies of information provided are to be shredded.

**Notes:**

- After the change of name has been completed, a new CRO will be generated and provided to the person making the request at no charge.
- In the case of an enterprise parcel interest holder, corporate name change documentation must be registered.

**DATE EFFECTIVE 2004-09-01  
2010-06-02, 2017-01-04**

**ISSUED 2004-09-01**

**REVISED 2006-08-01**

**Page 1 of 2**



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## **Parcel Interest Holder - Change of Name Request**

PID(s): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### **FOR CHANGE OF NAME - INDIVIDUAL:**

Date: \_\_\_\_\_

Previous Name \_\_\_\_\_

Current Name \_\_\_\_\_

**\*Identification provided:** \_\_\_\_\_ / \_\_\_\_\_  
*(\*If Applicant does not appear in person)*

Name of the person requesting the change of name: \_\_\_\_\_  
*(print)*

Signature of the person requesting the change of name: \_\_\_\_\_

**DATE EFFECTIVE 2004-09-01  
2010-06-02**

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**Page 2 of 2**