



## INSTRUCTIONS

### CHANGE OF NAME APPLICATION

***NOTE: These instructions are provided for assistance only. They are not intended to address every type of situation, nor do they constitute legal advice. Real property (land) transactions are, by their nature, important legal transactions and should be entered into with professional advice and assistance.***

***This form is for use when a registered owner wants to change a certificate of title to reflect their current name, OR when an interest holder wants to change a registered instrument (for example, a mortgage) or a caveat to reflect their current name. The inapplicable paragraph should be deleted. It is the responsibility of the registered owner on a certificate of title or the interest holder in an instrument or caveat to ensure that their correct name is used.***

#### **“T”**

State the current name of the person applying to reflect their change of name.

#### **“formerly know as”**

State the former name of the person applying to reflect their change of name.

#### **“follows”**

The complete legal description(s) of the land, or the certificate of title numbers(s) must be provided.

#### **“instrument or caveat, filed or registered as number”**

The Land Titles registration number of the instrument(s) or caveat(s) must be provided.

#### **“on”**

The registration date of the instrument or caveat must be provided.

#### **“evidence of the name change”**

A list of the attached documents evidencing the change of name must be provided. Only original documents, copies of documents certified as being true copies by the issuing agency, or notarized copies of documents are acceptable. Examples of suitable documents are marriage certificates (not licenses), certificates of change of name (Vital Statistics), certificates of divorce and court orders evidencing a change of name.

**“Signed”**

The document must be dated and signed by the applicant before a witness.

**“Affidavit of Attestation”**

This must be sworn by the witness in front of a person authorized to take oaths for use in the Northwest Territories. The name in paragraph 1 of the affidavit must be the same as the name of the applicant.