

Apply to Change Name on Title



This is a guide to help you prepare your application.

It is important to be aware that legislation defines the LTSA's role and limits how we can answer your questions. For example, our staff is not allowed to provide legal advice or help fill out forms.

Only after you submit your application to the LTSA, can we advise on the correctness and accuracy of your application's information.

If you need more help than we can provide, please contact a legal professional.

Instructions:

Please type or print clearly in dark ink on all forms.

1. Complete Form 17 (enclosed).
2. Provide the existing Duplicate Indefeasible Title Certificate, if not on file with the Land Title Office.
3. Provide evidence of the name change, either the original Marriage Certificate or the original Certificate of Change of Name.
 - a. If you are applying to change your married surname back to your birth surname, the original Marriage Certificate must be provided as evidence.
 - b. If you were married or changed your name in British Columbia, you can get these documents from BC's Vital Statistics Agency ([online](#), call 250-952-2681 or toll free to 1-888-876-1633), or from the [Service BC office](#) nearest to where you were married or changed your name.
4. If the certificate is not written in English, provide an English translation. The translation should be done by an official translator or by someone fluent in both English and the original language used on the certificate.
 - a. Include a statutory declaration completed by the translator, confirming the translation is accurate and true.
 - b. The translated certificate and the statutory declaration will be kept by the Registrar and will not be returned to you.

To confirm the exact name(s) on the title, consider registering for a myLTSA Explorer account and doing a [title search](#).

The Registrar cannot accept the following documents as evidence of a name change in support of an application:

- Driver's Licence
- Permanent Resident Card
- Citizenship Card
- Social Insurance Number
- Passport Information
- Health Card Information
- Credit Card Information

A marriage commissioner's statement of marriage or a copy of a marriage licence is not an acceptable form of evidence.

5. Provide additional evidence such as a statutory declaration with your original Birth Certificate if the “chain” of name changes has been broken—e.g. when the name on the Marriage Certificate or the previous name on a Certificate of Change of Name differs from the name on title.
 - a. Name variances can occur due to the existence of a previous married name or an additional or missing middle name.
6. If you require confirmation of registration, please complete the Request for State of Title Certificate.
7. Submit your application by mail to:
Land Title and Survey Authority of British Columbia
Suite 500 – 11 Eighth Street, New Westminster, BC V3M 3N7

If there is any doubt about the authenticity or acceptability of a certificate, it may be held for review by the Land Title Office. In general, if the certificate has been issued by an authorized public officer and is written in English or includes an English translation on the certificate itself, the certificate is an acceptable form of evidence.

Please include payment by cheque or money order in Canadian funds.

To cover LTSA application registration fees, please make cheque or money order payable to “LTSA of BC”.

Fees

1. Pay the registration fee of \$75.22 for each parcel or charge affected.
2. If you have requested a State of Title Certificate, pay \$15.04 for each title.

For more information

Email: customerservice@ltsa.ca

Phone: 604-630-9630 from the Greater Vancouver area OR
1-877-577-LTSA (5872) from elsewhere in BC, Canada and the US.
Office hours are 9:00am to 3:00pm

Mail: Land Title and Survey Authority of British Columbia
Suite 500 – 11 Eighth Street, New Westminster, BC V3M 3N7

The Land Owner Transparency Registry



Beginning November 30, 2020, the *Land Owner Transparency Act* (LOTA) requires that when an application is made to register an interest in land, as defined in LOTAs, in BC’s land title register, a transparency declaration must be filed to the LOTAs Administrator by the transferee(s). A transferee that is a reporting body must also complete and file a transparency report setting out information about the reporting body and interest holders. We recommend you consult a legal professional to understand your obligations. More information is available at landtransparency.ca

Checklist

Before you submit your application, ensure you have the following:

- Completed Form 17 Application Form.
- Existing Duplicate Indefeasible Title Certificate, if not on file with the Land Title Office.
- Evidence of the name change, either the original Marriage Certificate or the Certificate of Change of Name.
 - A marriage commissioner's statement of marriage or a copy of a marriage licence is not an acceptable form of evidence.
- Translated certificate and a statutory declaration if your certificate is not written in English.
- The original Marriage Certificate if you are applying to change your married surname back to your birth surname.
- Additional evidence such as a statutory declaration with your original Birth Certificate if the "chain" of name changes has been broken.
- Request for State of Title Certificate form if you require confirmation of registration.
- Cheque or money order in Canadian funds payable to "LTSA of BC" for the following fees:
 - Registration fee of \$75.22 for each parcel or charge affected.
 - If requested, State of Title Certificate fee of \$15.04 for each title.
- If you are submitting a copy of the application to be returned to you, please also include a stamped, self-addressed envelope.

Registration Process

What happens when you submit your land title documents to the LTSA?

Identification of Documentation

To identify your documents, the cashier will stamp your document with the date, time and a pending application number.



Successful Registration

If your document meets the basic requirements of the *Land Title Act* and related statutes, it will be registered and recorded with the application number effective on the date and time originally stamped on your document. If you would like confirmation of registration, you may order a State of Title Certificate using the enclosed form.

Unsuccessful Registration

If your application does not meet basic *Land Title Act* requirements, a Notice Declining to Register (Defect Notice) will be mailed to the address in Item 1 of your application. This Defect Notice will describe the reason for the defect and may suggest what is needed to meet the requirements of the appropriate *Land Title Act* or related statutes. An additional fee of up to \$15.04 may be required when you return your documents to the Land Title Office.



Recourse for Applicants

If you receive a Defect Notice, please be aware of the stated time limits for resubmission. If the requirements are not met within the time indicated, your application may be cancelled.

Land Title Act

Form 17

(sections 154, 155(1), 241)

Applicant: (full name, address, phone number and signature of applicant, applicant's solicitor or agent)

.....
Signature of applicant or solicitor or authorized agent

Parcel Identifier(s) and Legal Description(s) of Land:

Market Value: \$

(applicable to fee simple applications)

Nature of Interest: Change of Name

Registration Number of Charge, Notation or Filing:

(applicable to modification or cancellation of a registered interest)

Full Name, Address and Occupation of Person(s) Entitled to be Registered Owner:

(not applicable to a cancellation of charge, notation or filing)

NOTE: Before submitting this application, applicants should check and satisfy themselves as to the tax position, including taxes of the Crown Provincial, a municipality and improvement, water and irrigation districts.



Land Title and Survey Authority of British Columbia State of Title Certificate Request Form

This form is for the order of a State of Title Certificate in paper format.

Fee: \$15.04 per State of Title Certificate payable to the Land Title and Survey Authority of British Columbia

State of Title Certificate is required for the following lands:
(Insert Parcel Identifier number (PID) and Legal Description here)

Applicant Name:

Mailing Address:

OPTIONAL

Related application number:

Agent:

LTO Client Number: