



NAME CHANGE INSTRUCTIONS

Legal Name Changes, Marriage, Divorce

In order to change your name on the College Register and have new certificates printed, the member must return all original certificates - wall, wallet and office display sizes - along with a fee of \$50.00. We also require a **certified/notarized** (by a lawyer or notary public) copy of the legal name change, marriage or divorce decree certificate. Kindly note that a photocopy cannot be accepted; it must be certified a true copy.

Please be aware that the name you use in your practice must be consistent and the same name as recorded in the College Register. Business cards, advertisements, office signs, etc. must be in the registered name. This protocol extends to how the telephone is answered and all professional correspondence. Recognition of this requirement is particularly important for those considering adopting a double-barreled surname, e.g. “*Smith Jones*” or “*Smith-Jones*”. We have had many reports from individuals who made this type of change and then found it too cumbersome and impractical to put into practice and requested it be reversed. Once amended you cannot shorten a registered name by dropping part of it, e.g. just “*Smith*” or “*Jones*” instead of “*Smith Jones*”. Similarly, it is not permitted to try and convert a legal surname into a ‘middle’ name, e.g. given names – “*Barbara Smith*”, surname – “*Jones*”. If you have any questions regarding this, please do not hesitate to contact the Registration Department staff at 416-961-6555.

When we are in receipt of the aforementioned documents/fees, we will be able to review the changes to your registration. Once the change has been made, you will be notified and then you may begin to use your new name professionally.

Checklist – Please submit the following:

- The large 11x14 wall display certificate with gold seal
- The current year’s wallet card and small 8x11 office display certificate
- A notarized copy of the name change or marriage certificate or divorce decree
- The fee of \$50.00 payable by cheque, money order, Visa, MC or AMEX

CREDIT CARD #: _____ EXPIRY DATE: _____

SIGNATURE: _____

Name Verification: Please amend my College Register to reflect my new name:

Dr. _____
First Name Middle Name (if applicable) Surname