

Operational Policy

Policy Title:	Applies to:	Reference #
Name Change	All City Employees	126-HR-17
Approved by:	Dates:	Total Pages
Executive Leadership Team	Effective: 19-Dec-2013	3
	Last Review: 01-April-2019	
	Next Review: 01-April-2021	
Authority:		
People and Organizational Culture		

1.0 Purpose

To protect the integrity of City of Regina employee records

2.0 Scope

This policy applies to all City employees

3.0 Definitions

Name: A word or combination of words by which a person is designated, called or known.

Legal Name: Typically, legal name is the name assigned at birth. For a Canadian citizen the legal name is the name under which a person is registered in a province. For non-Canadian citizens, the legal name is the name that is on immigration documents or passport.

Legal Name Change: A legal name change can be obtained by providing a certificate issued by the province or country of residence. A certificate issued outside of Canada must be an authorized document accepted by the Canadian Government.

Marital Name Change: Persons may elect at any time to change the name s/he uses as a result of marriage, cohabitation, separation and divorce. A married person has a choice of: own pre-marriage surname; birth name; spouse's legal surname (pre-marriage name or birth name); a combination of the two (refer to *The Change of Name Act 1995*, section 21, for restrictions).

4.0 Policy

Employees may request to change all or part of their name by means of alteration, deletion, substitution or addition. All change requests must be accompanied by appropriate supporting documents.

Appropriate supporting documents include:

- Certificate of Marriage (Saskatchewan form V.S.16)
- Notice of Dissolution of Marriage (Sask form V.S.11)
- Birth Certificate or Updated Birth Certificate
- Certificate of Name (Saskatchewan form C.N.3); **or**
- Certificate of Registration of Change of Name Effected Outside the Province of Saskatchewan (Saskatchewan form C.N.5)
- Passport
- Valid Drivers License
- Citizen Documents
- Canada Revenue Agency Issued Documentation of Name Change

Only current identification will be recognized as valid

Employees may present either the original document or a certified photocopy. Original documents will be returned after a copy has been taken. The photocopied document must be certified by one of the following;

- Lawyer
- Police Officer
- Commissioner for Oaths
- Notary Public
- Minister of Religion
- Signing officer at a credit union or bank
- Mayor
- Medical Professional
- Teacher or School Principal
- Professional Accountant or Engineer

A completed Employee Information Form must be submitted with supporting documentation. Name change may be requested in person at the People and Organizational Culture Department or through sealed mail given that appropriate documents have been submitted.

5.0 Roles & Responsibilities

Employee

- Obtain and complete an Employee Information Form
- Provide appropriate supporting documents

People and Organizational Culture

- Shall develop and maintain this policy
- Ensure that the intent and guidelines of this policy are communicated and adhered to by all employees.
- Ensure that Payroll, Finance and the Pension and Disability Administration office are advised of the employee name change.

6.0 Related Forms

Employee Information Form

7.0 Reference Material

The Change of Name Act, 1995 - Saskatchewan
Vital Statistics Act, 2009

8.0 Revision History

Revision Timeline: Every two years

Date	Description of Change	(Re)-Approval Required (y/n)
01-April-2019	Full Policy Review. Amendments: Form title changes	Y
19-Dec-2013	Initial Release.	Y