Requesting a Certified Criminal Record Check (CCRC) for a Legal Change of Name Application in Alberta
Alberta Vital Statistics

A criminal record check is mandatory for all individuals aged 18 years old or older who are applying for a legal change of name in Alberta.

- A Criminal Record Check must be submitted to a registry agent's office as part of the legal change of name application within 30 days of the date noted in the body of the letter.

- A Certified Criminal Record Check (CCRC) may be used as both a Criminal Record Check and a fingerprint report when it references both the person's current name and intended new name.

The information below outlines what you need to ask for when you go to an RCMP detachment or RCMP accredited fingerprinting agency to request a CCRC.

Information that needs to be on your certified criminal record check (CCRC)

Application Type	"Other (Specify Reason)"
Application Type Specifics	"Name Change Alberta"
Individual Contributor Reference Number	Current Legal Name (include all names): "Last Name, First Name, Middle Name"
Applicant Name	Intended New Name (include all names): "Last Name, First Name, Middle Name"

Do not use application type "Name Change – Alberta or Other" or "Criminal Record Check for Personal Use – Other (Provide Details)". This will produce the incorrect report and will be rejected by Alberta Vital Statistics.

Current legal name

The "current legal name" on your CCRC must match the name on your proof of name document. I.e., the name on your birth certificate, work permit, Permanent Resident card, Canadian citizenship certificate etc.

Alberta

If you have a **mononym**, it must be reflected on the CCRC in one of the following ways:

1. Last name: Madonna
    Given name: Madonna

    i.e., Madonna, Madonna

2. Last name: Madonna
    Given name: (a period in this field)

    i.e., Madonna, .

3. Last name: Madonna
    Given name: (blank-nothing in this field at all)

    i.e., Madonna,

The following cannot be used in any of the name fields - Unknown, X, XXX, N/A, LNU, FNU, etc.

A new CCRC is required when a mononym is not properly reflected on the document.