



Office of the Registrar of Vital Statistics

Policy manual



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Introduction

The Office of the Registrar of Vital Statistics is responsible for recording vital event data for events that occur in the Yukon, such as births, marriages, deaths, adoptions, changes of name and changes of sex.

Vital event data is shared with various entities, such as Statistics Canada and the Yukon Bureau of Statistics, to inform population estimates, health trends and demographic indicators. In turn, this data influences government policy, research and health professionals.

This policy manual

This policy manual is intended to be a guide for all employees of the Office of the Registrar of Vital Statistics and territorial agents in the communities when they are delivering services on behalf of the Office of the Registrar of Vital Statistics. It focuses on the requirements, functions and duties required of the registrar and their deputy registrars, which are set out in legislation.

Legislation includes Acts and Regulations that are written or codified law. The policies in this manual are based on the registrar's interpretation of the [Vital Statistics Act](#), the [Change of Name Act](#), the [Children's Law Act](#), and the [Health Information Privacy and Management Act](#), among other statutes. Although policies are not law, they provide guidance on how to interpret the governing legislation consistently.

All employees of the Office of the Registrar of Vital Statistics are expected to have sound working knowledge of the legislation and policies that govern their work.

How to use this manual

This manual has four sections that provide guidance for how to complete a wide range of duties and functions.

Section A provides information about how to register vital events that occurred in the Yukon. Vital events include births, marriages, divorces, deaths, missing persons and stillbirths.

Section B provides guidance on how to amend a vital event registration due to the change of a name, the change of an individual's sex, and adoption.

Section C discusses the administrative functions of the office, including the issuance of marriage licences; supporting marriage commissioner applications; registering clerics authorized to solemnize marriage; the issuance of burial and disinterment permits; and the issuance of certificates and certified copies.

Section D provides guidance related to information sharing with various entities, such as the Canada Revenue Agency, the Chief Electoral Officer of Canada, Statistics Canada, and other designated persons. This section also discusses what to do with information received from other jurisdictions.

Introduction

How the policies are formatted

Each policy is divided into sections that are formatted as follows.

- **Header:** Provides a summary of the office and branch to which the policy relates, the date on which the policy was approved, the date on which the policy was last updated, and the date of the next scheduled review.
- **Purpose:** Describes what the policy is trying to communicate and achieve.
- **Policy statements:** Formal statements that convey the 'rules' related to the policy topic.
- **Definitions:** Describes uncommon words and terms.
- **Authorities:** Provides a high-level overview of the statutes that govern the topic to which the policy relates.
- **Related policies and other documents:** Identifies other policies from the Office of the Registrar of Vital Statistics' policy manual that relate to or support the policy topic.
- **Procedures:** Outlines the steps to be followed by the registrar or deputy registrar.
- **Related forms and other documents:** Lists the forms, letters, spreadsheets, handouts and other documents used to support the policy requirements and administration.

Situations not covered in this manual

This manual provides guidance on how to handle the most common situations presented at the Office of the Registrar of Vital Statistics. This manual cannot anticipate all the unique and often complex needs of every Yukoner. If a situation arises that is not covered in this manual, the deputy registrar should review the matter with the registrar and, if necessary, seek legal advice.

Policy clarification, updates and future development

Requests for support related to how to use this manual, including questions or clarification of policy statements and procedures, should first be discussed with the registrar. If further clarification is required, Divisional Support Services may provide support, or legal advice may be obtained.

Any person may propose the creation or amendment of a policy to the registrar. The registrar and the Director of Divisional Support Services will collaboratively evaluate the need for the new or amended policy.

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A.1: Registration of live births

Unit: Office of the Registrar of Vital Statistics	Effective date: April 15, 2025
Branch: Insured Health Services	Last updated: April 15, 2025
Policy number: A.1	Review date: April 15, 2028

Purpose

This policy describes the legislative and policy requirements related to registering live births and foundlings.

Policy

1. This policy applies to the registration of live births only; it does not apply to the registration of stillbirths.
 - o Refer to [policy A.5](#) for more information about registering stillbirths.
2. The birth of every child born in the Yukon must be reported to and registered by the Office of the Registrar of Vital Statistics.

Notice of live birth or stillbirth

3. The deputy registrar is responsible for ensuring that Whitehorse General Hospital and the Yukon Midwifery Program always have an adequate supply of the [notice of live birth or stillbirth](#) printed on regular paper.
4. Within 48 hours of the birth, the medical practitioner or other person who assumes responsibility for the delivery of the child at birth must complete and submit a [notice of live birth or stillbirth](#) to the Office of the Registrar of Vital Statistics.
 - o Other persons who assume responsibility for the delivery of the child at birth do not have to be medical practitioners.
 - o If a locum has assumed responsibility for the delivery of the child at birth but forgot to sign the [notice of live birth or stillbirth](#), the medical practitioner for whom the locum was covering may sign the [notice of live birth or stillbirth](#).

Registration of live birth

5. All [registration of live birth](#) forms must be printed on acid-free paper.
6. The deputy registrar is responsible for ensuring that Whitehorse General Hospital and the Yukon Midwifery Program always have an adequate supply of the [registration of live birth](#).
7. Within 60 days of the birth, one of the following individuals must complete and submit a [registration of live birth](#) to the Office of the Registrar of Vital Statistics.
 - o The mother of the child.
 - o The father of the child.

A.1: Registration of live births

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- Another parent of the child.
- If the parents of the child are incapable, a person standing in the place of the parents of the child.
- If there is no person to whom the above four options do not apply, any person who has knowledge of the birth of the child.

8. If the parents of the child are incapable:

- a person standing in the place of the parents of the child may include, but is not limited to:
 - a guardian of the child; or
 - the attending medical practitioner;
- the deputy registrar must seek legal advice to ensure that the person standing in the place of the parents is appropriate and suitable; and
- the deputy registrar must make a note on the [registration of live birth](#) to indicate why the applicable sections have not been signed by the mother, father and/or other parent(s).

9. If more than one child is born, a separate [registration of live birth](#) must be completed and submitted for each child.

10. The surname of the child cannot contain:

- more than two surnames hyphenated or combined; and
- any characters outside of those noted in [Appendix A](#).

11. The deputy registrar may refuse the surname of a child if, in the opinion of the deputy registrar, the name:

- might reasonably cause mistake or confusion;
- is sought for an improper purpose; or
- is undesirable in the public interest.

12. The surname of the mother on the [registration of live birth](#) must be the maiden surname of the child's mother.

13. The parents listed on the [registration of live birth](#) will be listed on the child's birth certificate.

- Refer to [policy C.8](#) for more information about birth certificates.

A.1: Registration of live births

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14. The sex of the child may be:

- male;
- female; or
- X.

15. If the sex of the child is not identified on the [registration of live birth](#), the deputy registrar must input whichever sex was identified on the [notice of live birth or stillbirth](#).

16. To be accepted and processed, the [registration of live birth](#) must be:

- completed in full; and
- signed and dated by each parent whose information is provided.

17. If the [registration of live birth](#) is incomplete, the deputy registrar must:

- send the persons who completed the [registration of live birth](#) a letter, using the [incomplete birth registration documents letter](#) template; and
- retain the incomplete [registration of live birth](#) at the office while waiting for the outstanding information to be provided.

18. If the deputy registrar has sent an [incomplete birth registration documents letter](#) in accordance with [policy statement 17](#) and there has been no follow-up from the persons to which the letter was written within the first 11 months of the child's birth, the deputy registrar must register the birth.

- If no given name was provided for the child, the deputy registrar must put "Baby" as the child's given name.
- If no surname was provided for the child and the parents have:
 - the same surname, the deputy registrar must use that surname as the child's surname;
 - different surnames, the deputy registrar must put as a surname for the child a surname consisting of the parents' surnames hyphenated or combined in alphabetical order; or
 - different surnames and one or more of the parents has a hyphenated or combined surname, the deputy registrar must put as a surname for the child a surname consisting of two of the child's parents' surnames, hyphenated or combined in alphabetical order, but only one of the names

A.1: Registration of live births

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in the parents' hyphenated or combined surname is to be used in the child's surname.

19. If the [registration of live birth](#) is received:

- within one year of the day of the birth, the regular process (that is, the process set out in this policy) applies;
- after one year of the day of the birth, the birth must be processed as a delayed registration.
 - Refer to [policy A.6](#) for more information about delayed registrations.

20. Registration numbers are automatically generated in Vitalware using the:

- current year;
- provincial code (that is, 60); and
- sequence number.

21. When the deputy registrar documents the registration number on the [registration of live birth](#), the:

- provincial code and sequence number must be combined; and
- first two 00s in the sequence number must be left out (for example, 2024-60-001001 is written as 2024-601001).

22. When registering a historical birth in Vitalware, the deputy registrar must use the registration number generated at the time of registration, not the number generated by Vitalware.

23. If the mother's social insurance number (SIN) has been provided on the [registration of live birth](#) for the purpose of applying for the Canada Child Benefit, the perforated section of the [registration of live birth](#) that contains the SIN must be placed in the secure shredding bin after the SIN is input by the deputy registrar into Vitalware.

24. The deputy registrar must register the birth by signing the appropriate place on the [registration of live birth](#).

25. The deputy registrar must only sign the [registration of live birth](#) if they are satisfied as to the truth and sufficiency of the information contained in the [registration of live birth](#).

- If the deputy registrar is not satisfied as to the truth and sufficiency of the information, the deputy registrar may:

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- request further details from any person they believe to have knowledge of the facts; or
- appoint a person to inquire into the matter.

26. If, after receiving further details from the person(s) in accordance with [policy statement 25](#), the deputy registrar still is not satisfied as to the truth and sufficiency of the information contained in the [registration of live birth](#), the deputy registrar must consult the registrar about whether the birth should be registered.

- If the registrar agrees the birth should not be registered, the deputy registrar must:
 - not register the birth; and
 - send the persons who completed the [registration of live birth](#) a denial letter, using the [birth registration denial letter](#) template.

27. A digitized image of the [registration of live birth](#) must be:

- created by scanning the [registration of live birth](#); and
- saved to the [Insured Health Services – Vital Statistics – Digitized records](#) folder on the shared drive in accordance with the naming convention outlined in [Appendix B](#).

Foundlings

28. If a newborn child is found deserted, the person who finds the child, and any person who has charge of the child, must:

- provide all information that they possess about the birth of the child to the deputy registrar within seven days of finding the child;
- complete a [statutory declaration by person who located a foundling](#) that provides the facts of the finding of the child;
- complete, so far as the person is able, a [registration of live birth](#); and
- have the child examined by a medical practitioner for the purpose of determining the date of the birth of the child.

29. The deputy registrar must consult seek legal advice about:

- the declarations that should be included in the [statutory declaration by person who located a foundling](#);

A.1: Registration of live births

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- the declarations that should be included in the [statutory declaration by medical practitioner examining a foundling](#); and
- any other supporting documentation that may be required from the person who finds the child and any person who has charge of the child.

30. The deputy registrar:

- must retain any legal advice received; and
- file the legal advice as part of the supporting documents related to the child's birth.

31. The medical practitioner who examines the child must make a [statutory declaration by medical practitioner examining a foundling](#) that provides the facts determined by the examination.

32. If the deputy registrar is satisfied as to the correctness and sufficiency of the evidence provided about the particulars of the child, the deputy registrar may register the birth.

- The registration must establish for the child a:
 - surname;
 - given name;
 - date of birth;
 - place of birth; and
 - sex.

33. Immediately after registering the child's birth, the deputy registrar must send the Director of Family and Children's Services a copy of all the documents:

- respecting the child that were provided by the person who found or has charge of the child; and
- used for the purpose of registering the child's birth.

34. If, after the registration of a birth of a foundling, the identity of the child is established or further relevant information is received by the deputy registrar, the deputy registrar must:

- cancel, add to, or correct the registration of the birth; and
- if necessary, create a new registration in accordance with the actual facts of the birth.

A.1: Registration of live births

Unit: Office of the Registrar of Vital Statistics	Effective date: April 15, 2025
Branch: Insured Health Services	Last updated: April 15, 2025
Policy number: A.1	Review date: April 15, 2028

35. Whenever possible and as space permits, the deputy registrar must add to or correct the **registration of live birth**.

- A new registration should only be created when there is insufficient space to document the new findings on the existing **registration of live birth**.

36. When a **registration of live birth** is added to or corrected, the deputy registrar must add a notation to the top of the **registration of live birth** to indicate:

- that additional information was received; and
- the date on which the additional information was received.

37. If a new **registration of live birth** is created, the:

- deputy registrar must clearly note that the first **registration of live birth** was cancelled; and
- new **registration of live birth** must:
 - be substituted for the first **registration of live birth**; and
 - carry forward the date of registration as shown on the first **registration of live birth**.

38. If a new **registration of live birth** is created:

- the first **registration of live birth** must be retained in the foundling folder; and
- any notations made on the first **registration of live birth** must be carried forward to the new **registration of live birth**.

39. The deputy registrar must inform the Director of Family and Children's Services of any actions made in accordance with **policy statement 34**.

Appeals

40. If an application for registration of a birth (including refusal of a surname) is refused by the deputy registrar, the person making the application may apply to the Supreme Court for an order requiring the registrar to accept the application and to register the birth.

Definitions

Birth: The birth of a fetus which, after complete separation from the mother, shows any sign of life.

A.1: Registration of live births

Unit: Office of the Registrar of Vital Statistics	Effective date: April 15, 2025
Branch: Insured Health Services	Last updated: April 15, 2025
Policy number: A.1	Review date: April 15, 2028

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Family and Children's Services: A Government of Yukon office responsible for promoting, strengthening and sustaining effective parenting and positive family functioning. The office is also responsible for ensuring that children are protected from abuse and receive the care essential for their wellbeing.

Father: A person who acknowledges being the biological father of a child.

Foundling: An infant that has been abandoned by its parents and is discovered and cared for by others.

Historical birth: A birth that occurred prior to 2018. Historical births may or may not be entered into Vitalware.

Locum: A medical practitioner temporarily engaged to act for or on behalf of another medical practitioner (that is, the principal medical practitioner) by providing medical services to the principal medical practitioner's patients.

Medical practitioner: A professional who practices medicine through the study, diagnosis, prognosis and treatment of any disease or injury or other impairment.

Mother: The woman from whom a child is delivered.

Parent: A mother, father or other parent.

Other parent: A person other than the mother or father, who is the spouse of the mother or father and who intends to participate as a parent in the upbringing of the child.

Stillbirth: The complete expulsion or extraction from its mother after at least 20 weeks pregnancy, or after reaching weight of at least 500g, of a product of conception in which, after the expulsion or extraction, there is no breathing, beating of the heart, pulsation of the umbilical cord, or unmistakable movement of voluntary muscle.

Authorities

- [Children's Law Act \(Yukon\), 2002, c.31](#), sections 5, 12, 17
- [Vital Statistics Act \(Yukon\), 2002, c.225](#), sections 3 – 7, 9, 33
 - [Vital Statistics Regulations, OIC 1987/188](#), forms

A.1: Registration of live births

Unit: Office of the Registrar of Vital Statistics	Effective date: April 15, 2025
Branch: Insured Health Services	Last updated: April 15, 2025
Policy number: A.1	Review date: April 15, 2028

Related policies and other documents

- A.5: Registration of stillbirths
- A.6: Delayed registrations
- B.1: Alteration respecting parentage and surname
- B.2: Alteration or addition of a given name
- B.3: Change of name of a child
- B.4: Change of name of an adult
- C.12: Sending mail

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	April 15, 2025	

Appendix A: Approved characters

Unit: Office of the Registrar of Vital Statistics	Effective date: April 15, 2025
Branch: Insured Health Services	Last updated: April 15, 2025
Related policy/procedure number: A.1	Review date: April 15, 2028

Appendix A

The following characters may be accepted by the Office of the Registrar of Vital Statistics as part of a given name, middle name, or surname.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r s t u v w x y z

À Á Â Ã Ä Ç È É Ê Ë Ì Í Ï Ñ Ò Ó Ô Õ Ù Ú Û Ü Ý Ý

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A.2: Registration of marriages

Unit: Office of the Registrar of Vital Statistics	Effective date: February 14, 2024
Branch: Insured Health Services	Last updated: February 14, 2024
Policy number: A.2	Review date: February 14, 2026

Purpose

This policy describes the legislated and policy requirements to register a marriage.

Policy

1. Every marriage solemnized in the Yukon must be registered by the Office of the Registrar of Vital Statistics.
 - Delayed registrations are permitted. Refer to [policy A.6](#) for more information about delayed registrations.
2. The [registration of marriage](#) must be filled out by the deputy registrar with the information of the parties intending to marry.
 - Where applicable, Spouse 1 (that is, the spouse listed in the column on the left side of the [registration of marriage](#)) is the:
 - groom; or
 - spouse whose surname comes first when placed in alphabetical order.
3. The [registration of marriage](#) must be:
 - printed on acid-free paper; and
 - provided to the parties intending to marry before the marriage ceremony.
4. Within 30 days after the day of the marriage, the [registration of marriage](#) must be received by the Office of the Registrar of Vital Statistics.
 - If the [registration of marriage](#) is received:
 - within one year of the day of the marriage, the regular process (that is, the process set out in this policy) applies; or
 - after one year of the day of the marriage, it must be processed as a delayed registration. Refer to [policy A.6](#) for more information about delayed registrations.
 - If a [marriage licence](#) was issued in accordance with [policy C.1](#), a completed and signed [marriage licence](#) must be provided with the [registration of marriage](#).
 - If banns were published in accordance with [policy C.3](#), a completed and signed [certificate of publication of banns](#) must be provided with the [registration of marriage](#).
5. Registration numbers are automatically generated in Vitalware using the:

A.2: Registration of marriages

Unit: Office of the Registrar of Vital Statistics	Effective date: February 14, 2024
Branch: Insured Health Services	Last updated: February 14, 2024
Policy number: A.2	Review date: February 14, 2026

- current year;
- provincial code (that is, 60); and
- sequence number.

6. When the deputy registrar documents the registration number on the [registration of marriage](#), the:

- provincial code and sequence number must be combined; and
- first two 00s in the sequence number must be left out (for example, 2024-60-001001 is written as 2024-601001).

7. Within one year of the day of the marriage, the deputy registrar must register the marriage by signing the appropriate place on the [registration of marriage](#) form.

- The deputy registrar must only sign the [registration of marriage](#) if they are satisfied as to the truth and sufficiency of the information contained in the [registration of marriage](#).
 - If the deputy registrar is not satisfied as to the truth and sufficiency of the information, or if there are any errors or omissions in how the forms were filled out, the deputy registrar must contact the cleric or marriage commissioner and parties who were married to explain what is required to register the marriage.
- Marriages that are not registered within one year of the day of the marriage must be processed as a delayed registration. Refer to [policy A.6](#) for more information about delayed registrations.

8. A digitized image of the [registration of marriage](#) must be:

- created by scanning the document; and
- saving it to the [Insured Health Services – Vital Statistics – Digitized records](#) folder on the shared drive in accordance with the naming convention outlined in [Appendix A](#).

Definitions

Cleric: A person duly ordained or appointed by their religious body and authorized by the Marriage Act to solemnize marriage.

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s)

A.2: Registration of marriages

Unit: Office of the Registrar of Vital Statistics	Effective date: February 14, 2024
Branch: Insured Health Services	Last updated: February 14, 2024
Policy number: A.2	Review date: February 14, 2026

comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Marriage commissioner: A person who is not a cleric who is appointed or authorized under the Marriage Act to solemnize marriage.

Authorities

- [Marriage Act \(Yukon\), 2002, c.146](#), sections 15, 37, 38 and 39
- [Vital Statistics Act \(Yukon\), 2002, c.225](#), sections 16 and 17
 - [Vital Statistics Regulations, OIC 1987/188](#), forms

Related policies and other documents

- [A.6: Delayed registrations](#)
- [C.1: Marriage licences](#)
- [C.2: Marriage commissioner applications](#)
- [C.3: Publication of banns](#)
- [C.4: Registration of clerics](#)
- [C.8: Copies and certificates](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	February 14, 2024	

A.3: Registration of divorces and nullities

Unit: Office of the Registrar of Vital Statistics	Effective date: April 29, 2025
Branch: Insured Health Services	Last updated: April 29, 2025
Policy number: A.3	Review date: April 29, 2028

Purpose

This policy describes the legislative and policy requirements related to registering divorces and nullities (also known as 'annulments').

Policy

1. As applicable to the way in which the marriage was terminated, the Office of the Registrar of Vital Statistics must receive from Court Services a:
 - o certificate of divorce; or
 - o certificate of annulment.
2. The deputy registrar must stamp the [registration of marriage](#) with a 'divorced' stamp to indicate that the marriage has ended.
3. The deputy registrar must register the divorce or annulment by signing the certificate of divorce or certificate of annulment.
 - o The signed statement constitutes the registration of the dissolution or annulment.
4. A digitized image must be:
 - o created by scanning the [registration of marriage](#) and certificate of divorce or certificate of annulment; and
 - o saved as one file to the [Insured Health Services – Vital Statistics – Digitized records](#) folder on the shared drive.
 - The name of the saved file must be the registration of marriage number, as seen on the [registration of marriage](#).
5. The deputy registrar must never release a certificate of divorce or annulment.
 - o The deputy registrar must refer persons seeking a copy of their certificate of divorce or certificate of annulment to Court Services.

Definitions

Annulment: A judicial or ecclesiastical pronouncement declaring a marriage invalid.

Court Services: A Government of Yukon office that provides administrative and support services to the judiciary and others involved in the court system.

A.3: Registration of divorces and nullities

Unit: Office of the Registrar of Vital Statistics	Effective date: April 29, 2025
Branch: Insured Health Services	Last updated: April 29, 2025
Policy number: A.3	Review date: April 29, 2028

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the [Vital Statistics Act](#) and [Regulations](#).

Registration binder: The binder in which the original registrations of all births, marriages and deaths that occurred in the Yukon are stored.

Authorities

- [Vital Statistics Act \(Yukon\), 2002, c.225](#), section 18

Related policies and other documents

- [C.1: Marriage licences](#)
- [C.3: Publication of banns](#)
- [C.8: Issuance of certificates and copies](#)
- [C.12: Sending mail](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	April 29, 2025	

A.4: Registration of deaths

Unit: Office of the Registrar of Vital Statistics	Effective date: August 28, 2025
Branch: Insured Health Services	Last updated: August 28, 2025
Policy number: A.4	Review date: August 28, 2028

Purpose

This policy describes the legislative and policy requirements to register a death.

Policy

1. This policy only applies to the registration of deaths only; it does not apply to the registration of stillbirths.
 - o Refer to [policy A.6](#) for more information about registering stillbirths.
2. The death of every person who dies in the Yukon must be reported to and registered by the Office of the Registrar of Vital Statistics.
3. An original [registration of death](#) must be submitted to the Office of the Registrar of Vital Statistics.
 - o In ideal circumstances, the [registration of death](#) must be submitted on acid-free paper; however, [registration of deaths](#) that are not on acid-free paper will still be accepted.
4. The deputy registrar is responsible for ensuring that all the following entities and persons have an adequate supply of the [registration of death](#), printed on acid-free paper, at all times.
 - o All Yukon hospitals, including:
 - Whitehorse General Hospital;
 - Dawson City Community Hospital; and
 - Watson Lake Community Hospital.
 - o All long-term care facilities in Yukon, including:
 - Copper Ridge Place;
 - Whistlebend Place Care Facility;
 - Thompson Centre; and
 - Alexander McDonald Lodge.
 - o All Yukon community health centres, including:
 - Beaver Creek Health Centre;
 - Carcross Health Centre;

A.4: Registration of deaths

Unit: Office of the Registrar of Vital Statistics	Effective date: August 28, 2025
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Policy number: A.4	Review date: August 28, 2028

- Carmacks Health Centre;
- Dawson City Health Centre;
- Destruction Bay Health Centre;
- Faro Health Clinic;
- Haines Junction Health Clinic;
- Mayo Health Centre;
- Old Crow Health Centre;
- Pelly Crossing Health Centre;
- Ross River Health Centre;
- Teslin Health Centre;
- Watson Lake Health Centre;
- Whitehorse Health Centre – 9010 Quartz Road;
- Whitehorse Health Centre – NVD Place;
- Whitehorse Walk-in Clinic; and
- Yukon Healthy Living Program.

5. A **registration of death** may be submitted by:
 - hospitals;
 - long-term care facilities, such as Copper Ridge Place or Whistlebend Place;
 - community health centres;
 - funeral homes; or
 - a coroner.
6. Sometimes, the entities identified in **policy statement 5** will send a notification of death, generated by their own office, to the Office of the Registrar of Vital Statistics.
 - Notifications of death may be used to populate a **registration of death** with missing information, if applicable.
 - Notifications of death are not official documents and, as such, may be securely shredded after use.

A.4: Registration of deaths

Unit: Office of the Registrar of Vital Statistics	Effective date: August 28, 2025
Branch: Insured Health Services	Last updated: August 28, 2025
Policy number: A.4	Review date: August 28, 2028

7. The [registration of death](#) may be submitted:

- in person;
- by fax; or
- by mail.

8. To be accepted and processed, the [registration of death](#) must include, at minimum, the:

- information of the deceased (specifically, their name, date of birth, age, date of death, place of death, marital status, and their regular or usual residence);
- medical certificate of death (that is, a part of the [registration of death](#));
- information of the coroner, attending physician or nurse practitioner (specifically, their name and signature); and
- information of the person who provided the information (specifically, their name).

9. The medical certificate of death can only be completed by:

- an attending physician or nurse practitioner; or
- a coroner.

10. If any signatures are missing on the [registration of death](#), the deputy registrar must obtain them by contacting the person whose signature is missing by phone or mail.

11. If the [registration of death](#) was received from:

- any person or entity other than a coroner and is incomplete (that is, when any part of the [registration of death](#) is left blank), the deputy registrar must obtain the missing information by contacting the appropriate and relevant person(s);
- a coroner, the deputy registrar must:
 - register the death based on the information provided in the [registration of death](#); and
 - await the missing information from the coroner.

12. If multiple versions of the same [registration of death](#) are received, the deputy registrar must determine which version to retain.

- A signed [registration of death](#) printed on acid-free paper is the ideal version to retain.

A.4: Registration of deaths

Unit: Office of the Registrar of Vital Statistics	Effective date: August 28, 2025
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- If subsequent version(s) of the [registration of death](#) contain additional or new information, the additional or new information must be copied over to the [registration of death](#) that is retained.

13. If the [registration of death](#) is received:

- within one year of the day of the death, the regular process (that is, the process set out in this policy) applies;
- one year after the day of the death, the death must be processed as a delayed registration.
 - Refer to [policy A.6](#) for more information about delayed registrations.

14. Registration numbers are automatically generated in Vitalware using the:

- current year;
- provincial code (that is, 60); and
- sequence number.

15. When the deputy registrar documents the registration number on the [registration of death](#), the:

- provincial code and sequence number must be combined; and
- the first two 00s in the sequence number must be left out (for example, 2024-60-001001 is written as 2024-601001).

16. If the deceased died by medical assistance in dying (MAID), when entering information on the 'Medical Cert.' tab in Vitalware:

- the type of death must be captured as 'undetermined'; and
- 'MAID' must be typed into the space immediately beside 'undetermined'.

17. The deputy registrar must register the death by signing the appropriate place on the [registration of death](#).

- The deputy registrar must only sign the [registration of death](#) if they are satisfied as to the truth and sufficiency of the information contained in the [registration of death](#).

18. A digitized image of the [registration of death](#) must be:

- created by scanning the [registration of death](#); and

A.4: Registration of deaths

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- saving the [registration of death](#) to the [Insured Health Services – Vital Statistics – Digitized records](#) on the shared drive in accordance with the naming convention outlined in [Appendix A](#).

19. If the deputy registrar receives an updated version of the [registration of death](#) after the death has already been registered, the deputy registrar must:

- scan the updated [registration of death](#);
- replace the original scanned [registration of death](#) with the updated scanned [registration of death](#); and
- save the updated scanned [registration of death](#) in accordance with [Appendix A](#), but with the number of times the document has been uploaded as “2” (that is, YT2017D601001.RD2.JPG).
 - The document only needs to be uploaded with a “2” if new information has been added and the document will be sent to Statistics Canada a second time.
 - Refer to [policy D.1](#) for more information about how to prepare files for information sharing with Statistics Canada.

Definitions

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Medical assistance in dying: A legal process in Canada where a person can request medical assistance to end their life.

Registration binder: The binder in which all registered births, stillbirths, marriages and deaths are stored.

Authorities

- [Vital Statistics Act \(Yukon\), 2002, c.225](#), sections 19 and 20
 - [Vital Statistics Regulations, OIC 1987/188](#), forms

Related policies and other documents

- [A.5: Registration of stillbirths](#)

A.4: Registration of deaths

Unit: Office of the Registrar of Vital Statistics	Effective date: August 28, 2025
Branch: Insured Health Services	Last updated: August 28, 2025
Policy number: A.4	Review date: August 28, 2028

- C.5: Burial permits
- C.6: Disinterment
- C.7: Search of records
- C.8: Issuance of certificates and copies
- C.12: Sending mail
- D.1: Information sharing with Statistics Canada

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	August 28, 2025	

A.5: Registration of stillbirths

Unit: Office of the Registrar of Vital Statistics	Effective date: April 23, 2025
Branch: Insured Health Services	Last updated: April 23, 2025
Policy number: A.5	Review date: April 23, 2028

Purpose

This policy describes the legislative and policy requirements related to registering stillbirths.

Policy

1. This policy applies to the registration of stillbirths only; it does not apply to the registration of live births.
 - o Refer to [policy A.1](#) for more information about registering live births.
2. Every stillbirth in the Yukon must be reported to and registered by the Office of the Registrar of Vital Statistics.

Notice of live birth or stillbirth

3. The deputy registrar is responsible for ensuring that Whitehorse General Hospital and the Yukon Midwifery Program always have an adequate supply of the [notice of live birth or stillbirth](#) printed on regular paper.
4. When a stillbirth occurs, the person who would have been responsible for the registration if it had been a live birth must complete a [notice of live birth or stillbirth](#).
 - o The person does not have to be a medical professional.
 - o The completed [notice of live birth or stillbirth](#) must be submitted to the deputy registrar within 48 hours of the stillbirth.

Registration of stillbirth

5. All registration of stillbirth forms must be printed on acid-free paper.
6. The deputy registrar is responsible for ensuring that the Whitehorse General Hospital and the Yukon Midwifery Program always have an adequate supply of the [registration of stillbirth](#).
7. The medical practitioner in attendance at the stillbirth, or, if there is no medical practitioner in attendance, a coroner or a medical practitioner, must complete and deliver to the registrar or funeral director a [registration of stillbirth](#).
 - o The completed [registration of stillbirth](#) must be submitted to the registrar or funeral director within 60 days of the stillbirth.
 - o If the registrar is satisfied that there was no medical practitioner and no coroner within a reasonable distance from the place where a stillbirth has occurred, and

A.5: Registration of stillbirths

Unit: Office of the Registrar of Vital Statistics	Effective date: April 23, 2025
Branch: Insured Health Services	Last updated: April 23, 2025
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that it is not reasonably practicable to have the [registration of stillbirth](#) completed, the registrar may prepare and sign a certificate prepared from the statements of:

- the relatives or the parents of the stillborn child; or
- other persons having adequate knowledge of the facts.

8. If more than one stillbirth occurred, a separate [registration of stillbirth](#) must be completed and submitted for each stillbirth.
9. A name may or may not be identified for the stillborn child.
 - If no name is identified on the registration of stillbirth, the stillborn child is assumed to have as their:
 - given name, the name "Baby"; and
 - surname:
 - the surname of their parents if their parents have the same surname; or
 - a surname consisting of two parents' surnames hyphenated or combined in alphabetical order.
10. The surname of the mother on the [registration of stillbirth](#) must be the maiden surname of the stillborn child's mother.
11. If the [registration of stillbirth](#) is received:
 - within one year of the day of the stillbirth, the regular process (that is, the process set out in this policy) applies; or
 - after one year of the day of the stillbirth, it must be processed as a delayed registration. Refer to [policy A.6](#) for more information about delayed registrations.
12. Registration numbers are automatically generated in Vitalware using the:
 - current year;
 - provincial code (that is, 60); and
 - sequence number.
13. When the deputy registrar documents the registration number on the [registration of stillbirth](#), the:

A.5: Registration of stillbirths

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- provincial code and sequence number must be combined; and
- the first two 00s in the sequence number must be left out (for example, 2024-60-00100 is written as 2024-601001).

14. The deputy registrar must register the stillbirth by signing the appropriate place on the [registration of stillbirth](#).

- The deputy registrar must only sign the [registration of stillbirth](#) if they are satisfied as to the truth and sufficiency of the information contained in the [registration of stillbirth](#).
 - If the deputy registrar is not satisfied as to the truth and sufficiency of the information, or if there are any errors or omissions in how the forms were filled out, the deputy registrar must contact the parents and/or physician to explain what is required to register the stillbirth.

15. A digitized image of the [registration of stillbirth](#) must be:

- created by scanning the [registration of stillbirth](#); and
- saving the scanned [registration of stillbirth](#) to the [Insured Health Services – Vital Statistics – Digitized records](#) folder on the shared drive in accordance with the naming convention outlined in [Appendix A](#).

Definitions

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Stillbirth: The complete expulsion from its mother after at least 20 weeks pregnancy; or after reaching weight of at least 500g of a product of conception in which, after the expulsion or extraction, there is no breathing, beating of the heart, pulsation of the umbilical cord, or unmistakable movement of voluntary muscle.

Authorities

- [Vital Statistics Act \(Yukon\), 2002, c.225](#), sections 3 – 9, 11, 19 – 24, 33
 - [Vital Statistics Regulations, OIC 1987/188](#), forms

A.5: Registration of stillbirths

Unit: Office of the Registrar of Vital Statistics	Effective date: April 23, 2025
Branch: Insured Health Services	Last updated: April 23, 2025
Policy number: A.5	Review date: April 23, 2028

Related policies and other documents

- [A.1: Registration of live births](#)
- [A.4: Registration of deaths](#)
- [A.6: Delayed registrations](#)
- [C.5: Burial permits](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	April 23, 2025	

A.6: Delayed registrations

Unit: Office of the Registrar of Vital Statistics	Effective date: September 2, 2025
Branch: Insured Health Services	Last updated: September 2, 2025
Policy number: A.6	Review date: September 2, 2028

Purpose

This policy describes the legislative and policy requirements relating to delayed registrations of births, marriages and deaths.

Policy

1. This policy relates to delayed vital event registrations only (that is, vital events that have not been registered within one year of the date on which they occurred).
 - o For regular registrations, refer to policy:
 - [A.1](#) for registration of live births;
 - [A.2](#) for registration of marriages; and
 - [A.4](#) for registration of deaths.
2. If a vital event is not registered within one year after the date on which the vital event took place, any person may apply to the Office of the Registrar of Vital Statistics to register the vital event.
 - o For births, the [application for delayed registration of birth](#) must be used.
 - o For marriages, the [application for delayed registration of marriage](#) must be used.
 - o For deaths, the [application for delayed registration of death](#) must be used.
3. Applications may be submitted to the Office of the Registrar of Vital Statistics:
 - o in person; or
 - o by mail.
4. Regardless of the type of vital event, the application must be:
 - o verified by a statutory declaration by a person applying for a delayed registration (statutory declaration); and
 - o accompanied by evidence as required by this policy.
5. In addition to the documents listed above, the applicant must provide an original or certified copy of valid government-issued photo identification that includes their name and date of birth.
 - o Identification issued by a government outside of the Yukon and/or outside of Canada is permitted.

A.6: Delayed registrations

Unit: Office of the Registrar of Vital Statistics	Effective date: September 2, 2025
Branch: Insured Health Services	Last updated: September 2, 2025
Policy number: A.6	Review date: September 2, 2028

- Identification written in a language other than English or French must be accompanied by a certified translation.
- Health care cards must not be accepted as identification.
- Expired identification will not be accepted.

Evidence

6. Unless otherwise specified in this policy, the deputy registrar may require that the applicant provide one or more pieces of evidence to satisfy the truth and sufficiency of the matter presented in the application.
7. If the applicant is a coroner, no evidence is required.
 - The coroner must, however, still provide:
 - a completed application;
 - a statutory declaration; and
 - identification, as described in [policy statement 5](#).
8. Regardless of the type of vital event, the deputy registrar must present the evidence to the registrar to determine whether the registrar is satisfied as to the truth and sufficiency of the matter presented in the application.
9. Evidence that is submitted to support an [application for delayed registration of birth](#) must show, at minimum, the:
 - child's name;
 - child's date of birth;
 - child's place of birth; and
 - mother's name;
 - mother's date of birth;
 - mother's place of birth; and
 - date the evidence was created.
10. Evidence that may support an [application for delayed registration of birth](#) includes but is not limited to:
 - church records;

A.6: Delayed registrations

Unit: Office of the Registrar of Vital Statistics	Effective date: September 2, 2025
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- registration records from a Yukon First Nation, Indigenous group and/or Indigenous governing body;
- physicians' records;
- hospital records;
- nurse or midwife's records; and
- vaccination or other health records.

11. Evidence that is submitted to support an [application for delayed registration of marriage](#) must:

- show, at minimum, the:
 - names of the persons married;
 - date on which the marriage was solemnized; and
 - place of marriage;
- be consistent with the information on the [registration of marriage](#) that was kept in office as part of the issuance of a:
 - marriage licence in accordance with [policy C.1](#); or
 - publication of banns package in accordance with [policy C.3](#); and
- show the date on which the evidence was created.

12. Evidence that may support an [application for delayed registration of marriage](#) includes but is not limited to:

- newspaper announcements;
- ceremonial certificate of marriage;
- marriage photos; and
- a statement from the officiant.

13. Evidence that is submitted to support an [application for delayed registration of death](#) must show the:

- name of the deceased;
- date of birth of the deceased;
- date of death of the deceased;

A.6: Delayed registrations

Unit: Office of the Registrar of Vital Statistics	Effective date: September 2, 2025
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- place of death of the deceased; and
- date on which the evidence was created.

14. Evidence that may support an [application for delayed registration of death](#) includes but is not limited to:

- newspaper announcements or obituary;
- funeral or celebration of life pamphlets;
- RCMP report;
- hospital records; and
- Home Care or Continuing Care records.

Fees

15. The prescribed fee for a delayed registration is \$10.

- The prescribed fee does not include a birth, marriage or death certificate.
 - Refer to [policy C.8](#) for more information about certificates.

16. Fees can be paid by:

- cash;
- cheque;
- money order;
- debit; and/or
- credit card (specifically, Visa, Mastercard and American Express).

Processing

17. Applications will be processed within four weeks from the date on which the:

- application is completed in full;
- application, statutory declaration and required evidence is received by the Office of the Registrar of Vital Statistics; and
- prescribed fee is received by the Office the Registrar of Vital Statistics.

18. Before registering the vital event, the deputy registrar must verify that the vital event has not already been registered.

A.6: Delayed registrations

Unit: Office of the Registrar of Vital Statistics	Effective date: September 2, 2025
Branch: Insured Health Services	Last updated: September 2, 2025
Policy number: A.6	Review date: September 2, 2028

19. If the deputy registrar is satisfied as to the truth and sufficiency of the matter stated in the application and that the application is made in good faith, the deputy registrar must provide the application and evidence to the registrar.

- An application is made in good faith when it is made:
 - honestly;
 - sincerely; and
 - without malice (that is, the intention or desire to do evil).

20. If it is determined that the application has not been made in good faith, the deputy registrar must:

- issue the applicant a [delayed registration denial letter](#) (denial letter); and
- retain the application, statutory declaration, evidence and fee provided by the applicant.

21. If the deputy registrar determines that an application has not been made in good faith and has reasonable grounds to believe that the applicant may have committed a criminal offence by making the application, the deputy registrar must:

- liaise with the registrar about whether the applicant should be reported to the RCMP; and
- report the applicant to the RCMP if the registrar determines that this is appropriate.

22. If the registrar determines that the application has been made in good faith and that the event has not been registered, the deputy registrar must:

- identify the next registration number in the sequence for the year; and
- create, as applicable to the type of vital event, a new:
 - [registration of live birth](#);
 - [registration of marriage](#); or
 - [registration of death](#).

23. If the application was submitted by a coroner, the coroner may provide a completed [registration of death](#) with their application, which can be accepted by the deputy registrar.

- The coroner's [registration of death](#) can be considered accurate and valid.

A.6: Delayed registrations

Unit: Office of the Registrar of Vital Statistics	Effective date: September 2, 2025
Branch: Insured Health Services	Last updated: September 2, 2025
Policy number: A.6	Review date: September 2, 2028

24. The new **registration of live birth**, **registration of marriage** or **registration of death** must be printed on acid-free paper.

- The new **registration of marriage** must be populated using the information from the **registration of marriage** that was developed at the time the **marriage licence** or **certificate of publication of banns** was issued.
 - The deputy registrar must:
 - consider whether any details have changed (such as, age) since the issuance of the **registration of marriage**; and
 - apply the changes to the new **registration of marriage**.

25. A digitized image of the documents used to support the delayed registration must be:

- created by scanning all the documents accepted from the applicant or used by the deputy registrar for the purpose of registering the delayed registration; and
- saved as one file to the **Insured Health Services – Vital Statistics – Digitized records** folder on the shared drive.
 - The name of the saved file must be the delayed registration number, as seen in the **delayed registration spreadsheet**.

26. A digitized image of the new **registration of live birth**, **registration of marriage** or **registration of death** must be created by:

- scanning the new registration document; and
- saving the file to the **Insured Health Services – Vital Statistics – Digitized records** folder on the shared drive.
 - The name of the saved file must be the vital event registration number.
 - Refer to policy:
 - [A.1](#) for more information about birth registration numbers;
 - [A.2](#) for more information about marriage registration numbers;
 - [A.4](#) for more information about death registration numbers.

Definitions

Continuing Care: A Government of Yukon division that is responsible for managing long-term care homes.

A.6: Delayed registrations

Unit: Office of the Registrar of Vital Statistics	Effective date: September 2, 2025
Branch: Insured Health Services	Last updated: September 2, 2025
Policy number: A.6	Review date: September 2, 2028

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Home Care: A Government of Yukon program that provides acute, chronic, palliative and respite care and rehabilitation services to Yukoners in their homes.

Registrar: The registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Registration binder: The binder in which all registered births, marriages and death are stored.

Registration document: A [registration of live birth](#), [registration of marriage](#) or [registration of death](#).

Vital event: A birth, marriage or death.

Authorities

- [Vital Statistics Act \(Yukon\) 2002, c.225](#), sections 7(4), 7(5), 17 and 21
 - [Vital Statistics Regulation, OIC 1987/188](#), forms
 - [Schedule of Fees, OIC 1987/135](#)

Related policies and other documents

- [A.1: Registration of live births](#)
- [A.2: Registration of marriages](#)
- [A.4: Registration of deaths](#)
- [C.1: Marriage licences](#)
- [C.3: Publication of banns](#)
- [C.12: Sending mail](#)
- [C.13: Processing payments](#)

A.6: Delayed registrations

Unit: Office of the Registrar of Vital Statistics	Effective date: September 2, 2025
Branch: Insured Health Services	Last updated: September 2, 2025
Policy number: A.6	Review date: September 2, 2028

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	September 2, 2025	

B.1: Alteration respecting parentage and surname

Unit: Office of the Registrar of Vital Statistics	Effective date: February 28, 2025
Branch: Insured Health Services	Last updated: February 28, 2025
Policy number: B.1	Review date: February 28, 2028

Purpose

This policy describes the legislative and policy requirements related to amending a registered birth for the purpose of adding or removing a parent, and to change the child's surname as a consequence of adding or removing a parent.

Policy

1. This policy applies only to alterations of:
 - parentage; and
 - surname when the alteration of a surname is a consequence of altering parentage.
2. This policy does not apply to alterations or additions of a given name or legal name changes under the [Change of Name Act](#).
 - Refer to policy:
 - [B.2](#) for more information about altering or adding a given name;
 - [B.3](#) for more information about changing the name of a child; and/or
 - [B.4](#) for more information about changing the name of an adult.
3. An alteration respecting parentage and surname may only be considered if the child's birth was registered in the Yukon in accordance with [policy A.1](#) or [A.6](#).
 - If the child was born in a Canadian province or territory other than the Yukon, their name must be altered:
 - by their birth province or territory; or
 - via a change of legal name in accordance with the [Change of Name Act](#). Refer to [policy B.3](#) for more information about changing the legal name of a child.

Adding a parent to an existing registered birth

4. Persons who wish to add a parent to a child's birth registration in accordance with section 10.1 of the [Vital Statistics Act](#) must apply using the [application to add a parent to a child's birth registration](#) (application).
5. If the particulars of:

B.1: Alteration respecting parentage and surname

Unit: Office of the Registrar of Vital Statistics	Effective date: February 28, 2025
Branch: Insured Health Services	Last updated: February 28, 2025
Policy number: B.1	Review date: February 28, 2028

- only one parent are set out on the [registration of live birth](#), the [application](#) must be made jointly by the parent already on the [registration of live birth](#) and the parent to be added to the [registration of live birth](#);
- more than one parent are set out on the [registration of live birth](#):
 - the [application](#) must be made jointly by a parent already on the [registration of live birth](#) and the person to be added to the [registration of live birth](#); and
 - every person whose name appears on the [registration of live birth](#) as a parent must provide consent to the amendment of the [registration of live birth](#) and to the change of surname, if applicable, unless the applicants provide:
 - an order from the Yukon Supreme Court that indicates such consent is not required; or
 - a death certificate that indicates one of the parents is deceased.
- more than one parent are set out on the [registration of live birth](#) and the [application](#) is to add a father to the birth registration, the [application](#) must be made jointly by the mother and father with or without the consent of any other parent whose particulars are set out on the [registration of live birth](#).

6. [Applications](#) that request a change to the surname of a child who is 12 years of age or more must be accompanied by:

- the consent of the child; or
- an order of the Yukon Supreme Court dispensing with the requirement for such consent.

7. [Applications](#) must be submitted to the Office of the Registrar of Vital Statistics:

- in person; or
- by mail.

8. Only the original completed version of the [application](#) that includes wet ink signatures will be accepted.

- Copies of completed [applications](#) are not permitted.

9. If a court order from a competent jurisdiction is submitted as part of the [application](#), the:

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- details of the court order override the guidance provided by this policy; and
- deputy registrar must follow the direction set out in the court order.

10. If a court order from:

- the Yukon Supreme Court is submitted as part of the [application](#), the deputy registrar must process the [application](#) in accordance with the court order; or
- a competent jurisdiction other than the Yukon is submitted as part of the application, before processing the [application](#), the deputy registrar must seek legal advice to:
 - confirm that the court order is from a competent jurisdiction; and
 - help interpret the court order.

11. Both the parent already listed on the [registration of live birth](#) and the parent to be added to the [registration of live birth](#) must provide an original or certified copy of valid government-issued photo identification that includes their name and date of birth.

- Identification issued by a government outside of the Yukon and/or outside of Canada is permitted.
- Identification written in a language other than English or French must be accompanied by a certified translation.
- Health care cards must not be accepted as identification.
- Expired identification will not be accepted.

12. The child's previously issued birth certificate(s) must be surrendered at the time the [application](#) is submitted.

- If the child does not have a birth certificate to surrender, the [application](#) may be processed without it.

13. The prescribed fee to amend a [registration of live birth](#) is \$10.

- The prescribed fee does not include a new birth certificate. Refer to [policy C.8](#) for more information about birth certificates.

14. [Applications](#) will be processed within four weeks from the date on which the:

- [application](#) is completed in full;

B.1: Alteration respecting parentage and surname

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- [application](#) is received by the Office of the Registrar of Vital Statistics; and
- prescribed fee is received by the Office of the Registrar of Vital Statistics.

15. To amend the [registration of live birth](#), the deputy registrar must be satisfied that the [application](#) has been made in good faith.

- An [application](#) is made in good faith when it is made:
 - honestly;
 - sincerely; and
 - without malice (that is, the intention or desire to do evil).
- The deputy registrar must determine whether an [application](#) has been made in good faith by ensuring:
 - the parent already on the birth registration is, in fact, already on the [registration of live birth](#);
 - that consent has been received by all required parents in accordance with [policy statement 5](#); and
 - that the child, if over 12 years of age, consents to the change.

16. If the deputy registrar is unsure about whether the [application](#) has been made in good faith, they must consult with the registrar to determine whether the [application](#) should be processed.

17. If it is determined that the [application](#) has not been made in good faith, the deputy registrar must:

- issue the applicant a [change to parentage and surname denial letter](#) (denial letter); and
- retain the [application](#) and all supporting documents provided by the applicant.

18. If the deputy registrar determines that an [application](#) has not been made in good faith and has reasonable grounds to believe that the applicants may have committed a criminal offense by making the [application](#), the deputy registrar must:

- liaise with the registrar about whether the applicants should be reported to the RCMP; and
- report the applicants to the RCMP if the registrar determines that this is appropriate.

B.1: Alteration respecting parentage and surname

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19. The child's new name must include:

- a surname;
- at least one given name;
- only the approved characters presented in [Appendix A](#).

20. The deputy registrar may approve an [application](#) in full or in part.

- For example, the request to alter parentage may be approved but, if the requested surname does not meet the requirements set out in the [Vital Statistics Act](#), the request to alter the child's surname may be declined.
- The deputy registrar must issue the applicant a letter that clearly identifies which parts of the [application](#) were approved, and which were not approved.

21. Any birth certificate issued after the parent has been added to the child's birth registration and a change to the child's surname has been made must be prepared as if the [registration of live birth](#) had contained the particulars of the added parent or changed surname at the time of the birth registration.

- Refer to [policy C.8](#) for more information about copies and certificates.

22. A digitized image of the documents used to support the alteration respecting parentage and surname must be:

- created by scanning all the documents accepted from the applicants or used by the deputy registrar for the purpose of altering parentage on the child's [registration of live birth](#) and changing the child's surname, if applicable; and
- saved as one file to the [Insured Health Services – Vital Statistics – Digitized records](#) folder on the shared drive.
 - The name of the saved file must be the alteration respecting parentage and surname registration number, as seen in the [alteration respecting parentage and surname spreadsheet](#).

23. Any legal advice received must be:

- included as part of the digitized image in [policy statement 22](#); and
- filed with the [application](#) and documents used to support the [application](#).

B.1: Alteration respecting parentage and surname

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Removing a parent from an existing birth registration

24. Except as it relates to foundlings, an order of a court of competent jurisdiction is required to remove the particulars of a parent.
 - Refer to [policy A.1](#) for more information about foundlings.
25. The submission of a court order will act as an application to remove a parent from a child's [registration of live birth](#).
26. The deputy registrar must seek legal advice if the:
 - deputy registrar has any questions about how to interpret the court order; or
 - court order is from a competent jurisdiction other than the Yukon.
27. The deputy registrar must follow the instructions set out in the court order.
28. A digitized image of the documents used to support the alteration respecting parentage and surname must be:
 - created by scanning all the documents accepted from the applicants or used by the deputy registrar for the purpose of altering parentage on the child's [registration of live birth](#) and changing the child's surname, if applicable; and
 - saved as one file to the [Insured Health Services – Vital Statistics – Digitized records](#) folder on the shared drive.
 - The name of the saved file must be the alteration respecting parentage and surname registration number, as seen in the [alteration respecting parentage and surname spreadsheet](#).

Definitions

Competent jurisdiction: A court that has the legal authority to hear and decide a case, and the ability to make binding decisions. It also refers to a court that has jurisdiction over a specific person, property or subject matter.

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Father: A person who acknowledges being the biological father of a child.

Mother: The woman from whom a child is delivered.

B.1: Alteration respecting parentage and surname

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Parent: A mother, father or other parent.

Other parent: A person other than the mother or father, who is the spouse of the mother or father and who intends to participate as a parent in the upbringing of the child.

Registrar: The registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Registration binder: The binder in which all registered births, marriage and deaths are stored.

Authorities

- [Children's Law Act \(Yukon\), 2002, c.31](#)
- [Vital Statistics Act \(Yukon\), 2002, c.225, sections 6, 10.1, 26, 38](#)
 - [Vital Statistics Regulations, OIC 1987/188](#)
 - [Schedule of Fees, OIC 1987/135](#)

Related policies and other documents

- [A.1: Registration of live births](#)
- [A.6: Delayed registration](#)
- [B.2: Alteration or addition of a given name](#)
- [B.3: Change of name of a child](#)
- [B.4: Change of name of an adult](#)
- [C.8: Issuance of certificates and copies](#)
- [C.12: Sending mail](#)
- [C.13: Processing payments](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	February 28, 2025	

Appendix A: Approved characters

Unit: Office of the Registrar of Vital Statistics	Effective date: February 28, 2025
Branch: Insured Health Services	Last updated: February 28, 2025
Related policy/procedure number: B.1	Review date: February 28, 2028

Appendix A

The following characters may be accepted by the Office of the Registrar of Vital Statistics as part of a given name, middle name, or surname.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r s t u v w x y z

À Á Â Ã Ä Ç È É Ê Ë Ì Í Ï Ñ Ò Ó Ô Õ Ù Ú Û Ü Ý Ý

à á â ã ä ç è é ê ë ì í ï ñ ò ó ô õ ù ú û ü ý ÿ

- ,

B.2: Alteration or addition of a given name

Unit: Office of the Registrar of Vital Statistics	Effective date: May 5, 2025
Branch: Insured Health Services	Last updated: May 5, 2025
Policy number: B.2	Review date: May 5, 2028

Purpose

This policy describes the legislative and policy requirements related to the alteration or addition of a given name when a given name was changed or given to a child before they turned 12 years of age.

Policy

1. This policy only applies to the alteration or addition of a given name under the [Vital Statistics Act](#).
2. This policy does not apply to alterations respecting parentage or surname, or legal name changes under the [Change of Name Act](#).
 - o Refer to [policy B.1](#) for information about alterations respecting the parentage and surname of a child under the [Vital Statistics Act](#).
 - o Refer to policy B.3 for information about a changing the legal name of a child in accordance with the [Change of Name Act](#).
3. An alteration or addition to the given name of a child may be considered if the child's birth was registered in accordance with [policy A.1](#) or [A.6](#) and the:
 - o given name under which the child was registered is changed; or
 - o child's birth was registered without a given name.
4. If the child was born in a Canadian province or territory other than the Yukon, their given name must be altered:
 - o by their birth province or territory; or
 - o via a change of name in accordance with the [Change of Name Act](#).
 - Refer to policy B.3 for more information about changing the legal name of a child.
5. An alteration of, or addition to, a given name may only be considered if the name of the child was changed or given to the child within 12 years after the day of their birth.
 - o For example, if a child was named John on the [registration of live birth](#) but was called Jim daily throughout their childhood, an application could be considered to change John to Jim on the [registration of live birth](#).

B.2: Alteration or addition of a given name

Unit: Office of the Registrar of Vital Statistics	Effective date: May 5, 2025
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6. Persons who wish to alter or add to the given name of a child in accordance with section 10 of the [Vital Statistics Act](#) must apply using the [application to alter or add a given name to a child's birth registration](#) (application).
7. Depending on the individual circumstances that apply to the child, the [application](#) must be completed by the:
 - child's parent(s);
 - child's only surviving parent;
 - guardian of the child;
 - person procuring the name to be changed or given (for example, an Elder or citizen of a First Nation who has gifted the child an Indigenous name); or
 - child after the child has reached the age of majority (that is, 19 years of age).
8. If the applicant is:
 - a parent or a person procuring the name to be changed, each parent listed on the child's birth registration must provide their consent as part of the [application](#);
 - the child's only surviving parent, the applicant must present to the deputy registrar the certificate of death of the deceased parent(s); and/or
 - a guardian of the child, the applicant must present to the deputy registrar documentation that supports their relationship with and custody of the child, such as a court order or guardianship order.
9. [Applications](#) must be submitted to the Office of the Registrar of Vital Statistics:
 - in person; or
 - by mail.
10. Only the original completed version of the [application](#) that includes wet ink signatures will be accepted.
 - Copies of completed [application](#) are not permitted.
11. The [application](#) must be accompanied by:
 - a statutory declaration, completed by the applicant and either:
 - notarized by a notary public; or
 - declared before a judge or justice of the peace;

B.2: Alteration or addition of a given name

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- a baptismal certificate, showing the given name under which the child was baptized; or
- other documentary evidence satisfactory to the registrar.
 - Other documentary evidence may include, but is not limited to, school records or health care records that show the use of the child's desired given name.

12. If the applicant chooses to provide a baptismal certificate as evidence in accordance with [policy statement 11](#):

- the original baptismal certificate must be provided; but
- only a copy of the baptismal certificate will be retained as part of the [application](#).

13. If a court order from a court with jurisdiction is submitted as part of the [application](#), the:

- details of the court order override the details included in this policy; and
- deputy registrar must follow the direction set out in the court order.

14. If a court order from:

- the Yukon Supreme Court is submitted as part of the [application](#), the deputy registrar must process the [application](#) in accordance with the court order; or
- a jurisdiction other than the Yukon is submitted as part of the [application](#), before processing the [application](#), the deputy registrar must seek legal advice to:
 - confirm that the court order is from a competent jurisdiction; and
 - help interpret the court order.

15. In addition to the documents described in the policy statements above, the applicant must present an original or certified copy of valid government-issued photo identification that includes their name and date of birth.

- Identification issued by a government outside of the Yukon and/or outside of Canada is permitted.
- Identification written in a language other than English or French must be accompanied by a certified translation.
- Health care cards must not be accepted as identification.

B.2: Alteration or addition of a given name

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- Expired identification will not be accepted.

16. The child's previously issued birth certificate(s) must be surrendered at the time the [application](#) is submitted.

- If the child does not have a birth certificate to surrender, the [application](#) may be processed without it.
- Refer to [policy C.8](#) for more information about certificates.

17. Unless otherwise noted in this policy, the prescribed fee to amend a [registration of live birth](#) is \$10.

- The prescribed fee does not include a new birth certificate.
- Refer to [policy C.8](#) for more information about birth certificates.

18. If the applicant is an Indigenous person who is applying to reclaim their Indigenous name, all the prescribed fees considered in this policy are waived, including:

- amendment to a registration document;
- a new birth certificate; and
- search of records.

19. [Applications](#) will be processed within four weeks from the date on which the:

- [application](#) is completed in full;
- [application](#) is received by the Office of the Registrar of Vital Statistics; and
- prescribed fee is received by the Office of the Registrar of Vital Statistics.

20. To make a notation of the requested change on the [registration of live birth](#), the deputy registrar must be satisfied that the [application](#) has been made in good faith.

- An [application](#) is made in good faith when it is made:
 - honestly;
 - sincerely; and
 - without malice (that is, the intention or desire to do evil).
- The deputy registrar must determine whether an [application](#) has been made in good faith by ensuring that:

B.2: Alteration or addition of a given name

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- the appropriate person has made the [application](#) in accordance with [policy statement 7](#);
- all the parents listed on the [registration of live birth](#) consent to the change; and
- the name was given to or used prior to the child turning 12 years of age.

21. If the deputy registrar is unsure about whether the [application](#) has been made in good faith, they must consult with the registrar to determine whether the [application](#) should be processed.

22. If it is determined that the [application](#) has not been made in good faith, the deputy registrar must:

- issue the applicant an [application to alter or add a given name – denial letter](#) (denial letter); and
- retain the [application](#) and all supporting documents provided by the applicant.

23. If the deputy registrar determines that an [application](#) has not been made in good faith and has reasonable grounds to believe that the applicant may have committed a criminal offense by making the [application](#), the deputy registrar must:

- liaise with the registrar about whether the applicant should be reported to the RCMP; and
- report the applicant to the RCMP if the registrar determines that this is appropriate.

24. Any birth certificate issued after the alteration or addition of the child's given name is made on the [registration of live birth](#) must be prepared as if the [registration of live birth](#) had contained the changed or new given name at the time of the birth registration.

- Refer to [policy C.8](#) for more information about issuing birth certificates.

25. A digitized image of the documents used to support the alteration or addition of a given name must be:

- created by scanning all the documents accepted from the applicant or used by the deputy registrar for the purpose of altering or adding to the child's given name; and
- saved as one file to the [Insured Health Services – Vital Statistics – Digitized records](#) folder on the shared drive.

B.2: Alteration or addition of a given name

Unit: Office of the Registrar of Vital Statistics	Effective date: May 5, 2025
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- The name of the saved file must be the alteration or addition of a given name registration number, as seen in the [alteration or addition of a given name spreadsheet](#).

26. Any legal advice received must be:

- included as part of the digitized image in [policy statement 25](#); and
- filed with the application and documents used to support the [application](#).

Definitions

Child: A person under 12 years of age.

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Given name: Includes a first name and any middle names given.

Registrar: The registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Registration binder: The binder in which all registered births, marriages and deaths are stored.

Authorities

- [Vital Statistics Act, RSY 2002, c.225](#), sections 10, 26 and 38

Related policies and other documents

- [A.1: Registration of live births](#)
- [B.1: Alteration respecting parentage and surname](#)
- [B.3: Change of name of a child](#)
- [B.4: Change of name of an adult](#)
- [C.8: Issuance of certificates and copies](#)
- [C.12: Sending mail](#)
- [C.13: Processing payments](#)

B.2: Alteration or addition of a given name

Unit: Office of the Registrar of Vital Statistics	Effective date: May 5, 2025
Branch: Insured Health Services	Last updated: May 5, 2025
Policy number: B.2	Review date: May 5, 2028

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	May 5, 2025	

B.3: Change of name of a child

Unit: Office of the Registrar of Vital Statistics	Effective date: May 22, 2025
Branch: Insured Health Services	Last updated: May 22, 2025
Policy number: B.3	Review date: May 22, 2028

Purpose

This policy describes the legislative and policy requirements regarding changing the name of a child under the [Change of Name Act](#).

Policy

1. This policy only applies to a legal change of name of a child in accordance with the [Change of Name Act](#).
 - o Refer to [policy B.1](#) for information about alterations respecting the parentage and surname of a child in accordance with the [Vital Statistics Act](#).
 - o Refer to [policy B.2](#) for information about altering or adding a given name that was provided to a child prior to their 12th birthday in accordance with the [Vital Statistics Act](#).
 - o Refer to policy B.4 for information about changing the name of an adult in accordance with the [Change of Name Act](#).
2. Persons who wish to change the name of their child must apply for a change of name using the [application for change of name of a child](#) (application).

Application requirements

3. The [application](#) must be completed by an applicant who is:
 - o the child's mother;
 - o the child's father; or
 - o a person appointed pursuant to section 32 of the [Children's Law Act](#) to exercise the rights of custody; or
 - o the Director of Family and Children's Services if the child has been placed in the continuing custody of the Director under the [Child and Family Services Act](#).
4. If the applicant is a person appointed to exercise the rights of custody or is the Director of Family and Children's Services, they must provide documentation that demonstrates their custody of the child.
 - o Documentation may include, but is not limited to, a court order (such as a continuing custody order or guardianship order).

B.3: Change of name of a child

Unit: Office of the Registrar of Vital Statistics	Effective date: May 22, 2025
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5. If the [application](#) is to change the name of a child to a name that includes the surname of a person other than the applicant, the application must include:
 - the consent of the person that the child will be named after; or
 - an order dispensing with the consent.
6. If the [application](#) requests that all or part of the surname of another person be deleted, the [application](#) must include:
 - the consent of the person whose last name is to be deleted;
 - an order dispensing with the person's consent; or
 - an affidavit that provides evidence that the other person:
 - does not have custody of the child;
 - is not contributing to the support of the child; and
 - has severed any relationship with the child.
7. If the child is 12 years of age or more, the [application](#) must be accompanied by:
 - the consent of the child; or
 - an order dispensing with the consent.
8. The [application](#) must be accompanied by a signed and notarized [affidavit of qualification and bona fides](#).
9. [Applications](#) may be submitted:
 - in person; or
 - by mail.
10. [Applications](#) may be accepted by:
 - the deputy registrar in Whitehorse; or
 - territorial agents in the communities.
 - Territorial agents must send the original version of any [applications](#) received by them to the Office of the Registrar of Vital Statistics in Whitehorse via internal mail. Refer to [policy C.12](#) for more information about sending internal mail.

B.3: Change of name of a child

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11. Before accepting an [application](#), the territorial agent or deputy registrar must inform the applicant that the child's name will be published in the [Yukon Gazette](#) in accordance with the [Change of Name Act](#).
 - Applicants who do not want the child's name published in the [Yukon Gazette](#) must obtain a court order to have this requirement waived.
12. If the applicant is an Indigenous person who is attempting to reclaim their Indigenous name, all the prescribed fees considered in this policy are waived, including:
 - change of name;
 - concurrent changes of name of additional persons in the family;
 - one new birth certificate;
 - one new marriage certificate;
 - one new birth certificate for each of the applicant's children; and
 - search of records.
13. Unless otherwise noted in this policy, the prescribed fee to:
 - change a name is \$50; and
 - concurrently change the name of additional persons in the same family (that is, parents and their children) is \$17.50 per person.
14. The prescribed fees noted in [policy statement 12](#) do not include a new birth certificate.
 - Refer to [policy C.8](#) for more information about issuing birth certificates.
15. If the child was born in:
 - Canada, the applicant must surrender all the child's birth certificates that have been issued to, or on behalf of, the child; or
 - a country other than Canada, the applicant must present the child's:
 - permanent resident card;
 - Canadian citizenship card; or
 - Canadian citizenship certificate.
16. Surrendered birth certificates must include a registration number.
 - Commemorative certificates will not be accepted.

B.3: Change of name of a child

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Policy number: B.3	Review date: May 22, 2028

17. If the child was born in the Yukon and does not have a birth certificate to surrender, the applicant may request a search be conducted in accordance with [policy C.7](#) to verify the child's birth registration.
18. The applicant must present an original or certified copy of valid government-issued photo identification that includes their own name and date of birth.
 - Identification issued by a government outside of the Yukon and/or outside of Canada will be accepted.
 - Identification written in a language other than English or French must be accompanied by a certified translation.
 - Health care cards will not be accepted as identification.
 - Expired identification will not be accepted.
19. [Applications](#) will be processed within six weeks from the date on which the:
 - [application](#) is completed in full;
 - [application](#) is received by the Office of the Registrar of Vital Statistics; and
 - prescribed fee is received by the Office of the Registrar of Vital Statistics.
20. The child's new name must include:
 - at least one given name;
 - a surname that meets the requirements set out in section 6 of the [Vital Statistics Act](#); and
 - only the approved characters presented in [Appendix A](#).
21. A change to the child's surname is restricted to:
 - the surname of the mother;
 - the surname of the father;
 - the surname of any person having lawful custody of the child; or
 - a hyphenated surname consisting of two of the surnames of the mother, father or any person having lawful custody of the child.
22. If the child's surname is changed to a hyphenated surname, the surname must not:

B.3: Change of name of a child

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- contain more than one hyphen; nor
- consist of more than one part of each of the two surnames used for the child's surname.

23. If there is an issue with the [application](#) (for example, information is missing), the deputy registrar must first attempt to contact the applicant via phone to inform them of the issue.

- If the deputy registrar is unable to reach the applicant, the deputy registrar must:
 - create a letter using the [change of name – more information needed letter template](#); and
 - send the letter to the applicant in accordance with [policy C.12](#).

24. The deputy registrar must not register a change of name if:

- in the opinion of the deputy registrar, the:
 - [application](#) contains a misrepresentation; or
 - change of name is sought for a fraudulent or unlawful purpose.
- the proposed name contains more than one hyphen.

25. Once the child's change of name has been registered, the deputy registrar must issue a [certificate of change of name](#).

- Certified copies of the [certificate of change of name](#) are free.

26. [Certificates of change of name](#) must be stamped with the signature of the registrar.

27. The deputy registrar must update the child's [registration of live birth](#) in conformity with the registered change.

- The applicant does not have to pay the prescribed fee (that is, \$10) to change the [registration of live birth](#) but in accordance with [policy C.8](#), must pay the prescribed fee to order an updated birth certificate.

28. Unless a court order has been submitted to waive this requirement, the deputy registrar must send a [change of name notice](#) to the [Yukon Gazette](#).

29. If the child was born in a:

- Canadian province or territory other than the Yukon, the deputy registrar must notify the vital statistics office in the province or territory in which the child was born of the child's change of name; or

B.3: Change of name of a child

Unit: Office of the Registrar of Vital Statistics	Effective date: May 22, 2025
Branch: Insured Health Services	Last updated: May 22, 2025
Policy number: B.3	Review date: May 22, 2028

- country outside of Canada, the applicant is responsible for informing their birth country and the Government of Canada about their change of name.

30. There is no limit to the number of times a child may change their name.

31. A digitized image of all the documents used to support the [application](#) to change the child's name must be:

- created by scanning all the documents accepted from the applicant or used by the deputy registrar for the purpose of changing the child's name; and
- saved in a folder specific to the change of name within the [Insured Health Services – Vital Statistics – Digitized records](#) folder on the shared drive.
 - The name of the folder must be the change of name registration number, as seen in the [change of name spreadsheet](#).

32. Any legal advice received must be:

- included as part of the digitized image in [policy statement 31](#); and
- filed with the application and documents used to support the [application](#).

Definitions

Applicant: The person making the application for a change of name on behalf of the child whose name is to be changed.

Child: A person who is 18 years of age or younger.

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the [Vital Statistics Act](#) and [Regulation](#).

Father: The father of a child by birth or because of an adoption order made or recognized under Part 5 of the [Child and Family Services Act](#) or any predecessor to that Part.

Indigenous: When used in respect of a person also describes a First Nations person, an Inuk or a Métis person.

King's Printer: An office of the Government of Yukon responsible for producing official documents, such as the [Yukon Gazette](#).

Mother: The mother of a child by birth or because of an adoption order made or recognized under the Part 5 of the [Child and Family Services Act](#) or any predecessor to that Part.

B.3: Change of name of a child

Unit: Office of the Registrar of Vital Statistics	Effective date: May 22, 2025
Branch: Insured Health Services	Last updated: May 22, 2025
Policy number: B.3	Review date: May 22, 2028

Registration binder: The binder in which all registered births, marriages and deaths are stored.

Territorial agent: A member of the civil service who provides limited services in a Yukon community on behalf of select Yukon government programs.

Yukon Gazette: A monthly publication that has been authorized to publish public or legal notices. Part I of the [Yukon Gazette](#) includes change of name notices amongst other things.

Authorities

- [Change of Name Act \(Yukon\), 2002, c.28, ss. 2, 3, 5 – 12, 16](#)
 - [Change of Name Regulations, OIC 1988/051](#), forms
- [Child and Family Services Act \(Yukon\), 2008, c.1](#), s. 65
- [Children's Law Act \(Yukon\), 2002, c.31](#), s. 32
- [Vital Statistics Act \(Yukon\), 2002, c.225](#), s. 26

Related policies and other documents

- [A.1: Registration of live births](#)
- [B.1: Alteration respecting parentage and surname](#)
- [B.2: Alteration or addition of a given name](#)
- [B.4: Change of name of an adult](#)
- [C.7: Search of records](#)
- [C.8: Issuance of certificates and copies](#)
- [C.11: Onboarding and offboarding](#)
- [C.12: Sending mail](#)
- [C.13: Processing payments](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	May 22, 2025	

Appendix A: Approved characters

Unit: Office of the Registrar of Vital Statistics	Effective date: May 22, 2025
Branch: Insured Health Services	Last updated: May 22, 2025
Related policy/procedure number: B.3	Review date: May 22, 2028

Appendix A

The following characters may be accepted by the Office of the Registrar of Vital Statistics as part of a given name, middle name, or surname.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r s t u v w x y z

À Á Â Ã Ä Ç È É Ê Ë Ì Í Ï Ñ Ò Ó Ô Õ Ù Ú Û Ü Ý ÿ

à á â ã ä ç è é ê ë ì í ï ñ ò ó ô õ ù ú û ü ý ÿ

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B.4: Change of name of an adult

Unit: Office of the Registrar of Vital Statistics	Effective date: May 22, 2025
Branch: Insured Health Services	Last updated: May 22, 2025
Policy number: B.4	Review date: May 22, 2028

Purpose

This policy describes the legislative and policy requirements regarding changing the name of an adult under the [Change of Name Act](#).

Policy

1. This policy applies only to a legal change of name of an adult in accordance with the [Change of Name Act](#).
 - o Refer to [policy B.3](#) for more information about changing the name of a child in accordance with the [Change of Name Act](#).
 - o Refer to [policy B.5](#) for more information about electing to use the surname of a spouse after marriage.
2. Persons who wish to change their name must apply using the [application for change of name of an adult](#) (application).

Application requirements

3. To qualify for a change of name, an applicant must:
 - o be 19 years of age or older or married, widowed or divorced;
 - o be a Canadian citizen or permanent resident;
 - o be a resident of the Yukon; and
 - o have resided in the Yukon for the three months immediately preceding the date on which the [application](#) is signed by the applicant.
4. If an applicant is under 19 years of age and is applying as a:
 - o married person, the applicant must provide a marriage certificate as part of their [application](#);
 - o widow, the applicant must provide a certificate of death for their former spouse as part of their [application](#);
 - o divorcee, the applicant must provide a divorce certificate or a copy of their divorce decree as part of their [application](#).
5. The [application](#) must be accompanied by a signed and notarized [affidavit of qualification and bona fides](#).

B.4: Change of name of an adult

Unit: Office of the Registrar of Vital Statistics	Effective date: May 22, 2025
Branch: Insured Health Services	Last updated: May 22, 2025
Policy number: B.4	Review date: May 22, 2028

6. **Applications** may be submitted:

- in person; or
- by mail.

7. **Applications** may be accepted by:

- the deputy registrar in Whitehorse; or
- a territorial agent in the communities.
 - Territorial agents must send the original version of any **applications** received by them to the Office of the Registrar of Vital Statistics in Whitehorse via internal mail. Refer to [policy C.12](#) for more information about sending internal mail.

8. Before accepting an **application**, the territorial agent or deputy registrar must inform the applicant that their name will be published in the [Yukon Gazette](#) in accordance with the [Change of Name Act](#).

- Applicants who do not want their name published in the [Yukon Gazette](#) must obtain a court order to have this requirement waived.

9. If the applicant is an Indigenous person who is applying to reclaim their Indigenous name, all the prescribed fees considered in this policy are waived, including:

- change of name;
- concurrent changes of name of additional persons in the family;
- one new birth certificate;
- one new marriage certificate;
- one new birth certificate for each of the applicant's children; and
- search of records.

10. Unless otherwise noted in this policy, the prescribed fee to:

- change a name is \$50; and
- concurrently change the name of additional persons in the same family (that is, parents and their children) is \$17.50.

11. The prescribed fees noted in [policy statement 10](#) do not include a new birth or marriage certificate.

B.4: Change of name of an adult

Unit: Office of the Registrar of Vital Statistics	Effective date: May 22, 2025
Branch: Insured Health Services	Last updated: May 22, 2025
Policy number: B.4	Review date: May 22, 2028

- Refer to [policy C.8](#) for more information about issuing certificates.

12. Applicants who are born in:

- Canada must surrender all birth certificates issued to them; or
- a country other than Canada must present their:
 - permanent resident card;
 - Canadian citizenship card; or
 - Canadian citizenship certificate.

13. Surrendered birth certificates must include a registration number.

- Commemorative certificates will not be accepted.

14. Applicants who were born in the Yukon and do not have a birth certificate to surrender may request a search be conducted in accordance with [policy C.7](#) to verify their birth registration.

15. To update their marriage registration with their new name, applicants who were married in the Yukon must either:

- surrender all marriage certificates issued to them; or
- request a search be conducted in accordance with [policy C.7](#) to verify their marriage registration.

16. Applicants who were married in a jurisdiction other than the Yukon must update their marriage registration in the jurisdiction in which they were married.

17. To update their child's birth registration with their new name, applicants who have a child that was born in the Yukon must either:

- surrender all the child's birth certificates issued to them; or
- request a search be conducted in accordance with [policy C.7](#) to verify their child's birth registration.

18. Applicants who have a child that was born in a jurisdiction other than the Yukon must update their child's birth registration in the jurisdiction in which the child was born.

19. In addition to the documents described in the policy statements above, applicants must present an original or copy of valid government-issued photo identification that includes their name and date of birth.

B.4: Change of name of an adult

Unit: Office of the Registrar of Vital Statistics	Effective date: May 22, 2025
Branch: Insured Health Services	Last updated: May 22, 2025
Policy number: B.4	Review date: May 22, 2028

- Identification issued by a government outside of the Yukon and/or outside of Canada is permitted.
- Identification written in a language other than English or French must be accompanied by a certified translation.
- Health care cards must not be accepted as identification.
- Expired identification will not be accepted.

20. If the address on the applicant's identification does not match their present address listed on the [application](#), the applicant must provide a copy of a recent utility bill, banking or government correspondence in their name to verify their address.

21. [Applications](#) will be processed within six weeks from the date on which the:

- [application](#) is completed in full;
- [application](#) is received by the Office of the Registrar of Vital Statistics; and
- prescribed fee is received by the Office of the Registrar of Vital Statistics.

22. The applicant's new name must include:

- at least one given name;
- a surname that meets the requirements set out in section 6 of the [Vital Statistics Act](#); and
- only the approved characters presented in [Appendix A](#).

23. If there is an issue with the application (for example, information is missing), the deputy registrar must first attempt to contact the applicant via phone to inform them of the issue.

- If the deputy registrar is unable to reach the applicant, the deputy registrar must:
 - create a letter, using the [change of name – more information needed letter](#) template; and
 - send the letter to the applicant in accordance with [policy C.12](#).

24. The deputy registrar must not register a change of name if:

- in the opinion of the deputy registrar, the:
 - application contains a misrepresentation;

B.4: Change of name of an adult

Unit: Office of the Registrar of Vital Statistics	Effective date: May 22, 2025
Branch: Insured Health Services	Last updated: May 22, 2025
Policy number: B.4	Review date: May 22, 2028

- change of name is sought for a fraudulent or unlawful purpose; or
 - the proposed name contains more than one hyphen.

25. Once the change of name has been registered, the deputy registrar must issue a [certificate of change of name](#).

- Certified copies of the [certificate of change of name](#) are free.

26. [Certificates of change of name](#) must be stamped with the signature of the registrar.

27. The deputy registrar must update any other records under the [Vital Statistics Act](#) with respect to the applicant in conformity with the registered change.

- Documents that may require updates include the:
 - applicant's [registration of live birth](#);
 - applicant's [registration of marriage](#); and
 - [registration of live birth](#) for the applicant's children.
- The applicant:
 - does not have to pay the prescribed fee to change a registration document but in accordance with policy C.8, must pay the prescribed fee to order an updated:
 - birth certificate;
 - marriage certificate; and/or
 - birth certificate for their children.

28. The deputy registrar must send a [change of name notice](#) to the [Yukon Gazette](#).

29. If the applicant was born in a:

- Canadian province or territory other than the Yukon, the deputy registrar must notify the vital statistics office in the province or territory in which the applicant was born of the applicant's change of name; or
- country outside of Canada, the applicant is responsible for informing their country and the Government of Canada about their change of name.

30. There is no limit to the number of times an applicant may change their name.

31. A digitized image of all the documents used to support the [application](#) to change the applicant's name must be:

B.4: Change of name of an adult

Unit: Office of the Registrar of Vital Statistics	Effective date: May 22, 2025
Branch: Insured Health Services	Last updated: May 22, 2025
Policy number: B.4	Review date: May 22, 2028

- created by scanning all the documents accepted from the applicant or used by the deputy registrar for the purpose of changing the applicant's name; and
- saved in a folder specific to the change of name within the [Insured Health Services – Vital Statistics – Digitized records](#) folder on the shared drive.
 - The name of the folder must be the change of name registration number, as seen in the [change of name spreadsheet](#).

32. Any legal advice received must be:

- included as part of the digitized image in [policy statement 31](#); and
- filed with the application and documents used to support the [application](#).

Definitions

Adult: A person who is 19 years of age or older.

Applicant: The person applying for a change of name.

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the [Vital Statistics Act](#) and [Regulation](#).

Indigenous: When used in respect of a person also describes a First Nations person, an Inuk or a Métis person.

King's Printer: An office of the Government of Yukon responsible for producing official documents, such as the [Yukon Gazette](#).

Registrar: The registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the [Vital Statistics Act](#) and [Regulation](#).

Registration binder: The binder in which all registrations of births, marriages and deaths are stored.

Territorial agent: A member of the civil service who provides limited services in a Yukon community on behalf of select Yukon government programs.

Yukon Gazette: A monthly publication that has been authorized to publish public or legal notices. Part I of the [Yukon Gazette](#) includes change of name notices amongst other things.

B.4: Change of name of an adult

Unit: Office of the Registrar of Vital Statistics	Effective date: May 22, 2025
Branch: Insured Health Services	Last updated: May 22, 2025
Policy number: B.4	Review date: May 22, 2028

Authorities

- [Change of Name Act \(Yukon\) 2002, c.28](#), sections 2, 3, 4, 9, 10, 11, 12 and 16
 - [Change of Name Regulations, OIC 1988/051](#), fee schedule, forms
- [Vital Statistics Act \(Yukon\) 2002, c.225](#), s.26

Related policies and other documents

- [A.1: Registration of live births](#)
- [B.1: Alteration respecting parentage and surname](#)
- [B.2: Alteration or addition of a given name](#)
- [B.3: Change of name of a child](#)
- [B.5: Election by married persons](#)
- [C.7: Search of records](#)
- [C.8: Issuance of certificates and copies](#)
- [C.11: Onboarding and offboarding](#)
- [C.12: Sending mail](#)
- [C.13: Processing payments](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	May 22, 2025	

B.4: Change of name of an adult

Unit: Office of the Registrar of Vital Statistics	Effective date: May 22, 2025
Branch: Insured Health Services	Last updated: May 22, 2025
Related to policy/procedure: B.4	Review date: May 22, 2028

Appendix A

The following characters may be accepted by the Office of the Registrar of Vital Statistics as part of a given name, middle name, or surname.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r s t u v w x y z

À Á Â Ã Ä Ç È É Ë Ì Í Ï Ñ Ò Ó Ô Õ Ö Ù Ú Û Ü Ý Ý

à á â ã ä ç è é ë ì í ï ñ ò ó ô õ ö ù ú û ü ý ÿ

- ,

B.5: Election by married persons

Unit: Office of the Registrar of Vital Statistics	Effective date: February 28, 2025
Branch: Insured Health Services	Last updated: February 28, 2025
Policy number: B.5	Review date: February 28, 2028

Purpose

This policy describes the legislative and policy requirements related to a married person electing to use the surname of their spouse, and the revocation of election of a married name.

Policy

1. This policy applies only to the election and revocation of a surname of a married person; it does not apply to a legal change of name under the [Change of Name Act](#).
 - o For more information about a legal change of name, refer to [policy B.4](#).

Election by married persons

2. Married persons of any sex or gender may choose to elect to use the surname of their spouse.
3. Registering an elected surname is optional.
 - o A married person can assume the surname of their spouse without registering the change of surname with the Office of the Registrar of Vital Statistics.
4. Married persons who desire to register their elected surname must submit a [notice of election by married person](#) (notice) to the Office of the Registrar of Vital Statistics.
5. Married persons must ordinarily be residents of the Yukon to register their elected surname.
6. The solemnization of the married person's marriage does not have to have occurred in the Yukon to register an elected surname.
7. Married persons may elect to use as a legal surname:
 - o the surname of their spouse;
 - o the surname the married person had immediately before the marriage; or
 - o a hyphenated surname comprised of one part from each of the surname:
 - of their spouse; and
 - they had immediately before the marriage.
8. The deputy registrar may act as a witness to the married person's signature on the [notice](#).
9. Married persons must present an original or certified copy of valid government-issued photo identification that includes their name and date of birth.

B.5: Election by married persons

Unit: Office of the Registrar of Vital Statistics	Effective date: February 28, 2025
Branch: Insured Health Services	Last updated: February 28, 2025
Policy number: B.5	Review date: February 28, 2028

- Identification issued by a government outside of the Yukon and/or outside of Canada will be accepted.
- Identification written in a language other than English or French must be accompanied by a certified translation.
- Health care cards will not be accepted as identification.
- Expired identification will not be accepted.

10. Married persons must present an original or certified copy of their marriage certificate.

- For more information about Yukon marriage certificates, refer to [policy C.8](#).

11. The prescribed fee to register an elected surname is \$50.

- The prescribed fee includes a [certificate of change of name – election by married person](#) (certificate).

12. Elected surnames will be registered within four weeks from the date on which the [notice](#) is received by the deputy registrar.

13. Once the elected surname has been registered, the deputy registrar must issue a [certificate](#) to the married person.

14. A digitized image of the documents used to support the election must be:

- created by scanning all the documents accepted from the married person or used by the deputy registrar for the purpose of registering the election; and
- saved as one file to the [Insured Health Services – Vital Statistics – Digitized records](#) folder on the shared drive.
 - The name of the saved file must be the election registration number, as seen in the [election by married persons spreadsheet](#).

Revocation of election

15. Divorced persons, or persons who have annulled their marriage, who desire to revoke an election, must submit a [notice of revocation election by married person](#) (revocation notice).

- A [revocation notice](#) is only required if the divorced person or person who annulled their marriage registered the change of their surname with the Office of the Registrar of Vital Statistics.

16. The person must return to the surname they had immediately before making the election.

B.5: Election by married persons

Unit: Office of the Registrar of Vital Statistics	Effective date: February 28, 2025
Branch: Insured Health Services	Last updated: February 28, 2025
Policy number: B.5	Review date: February 28, 2028

17. The person must present:

- an original or certified copy of valid government-issued identification that includes their name and date of birth in accordance with [policy statement 9](#); and
- an original or certified true copy of their:
 - certificate of divorce;
 - decree absolute; or
 - annulment documents.

18. The deputy registrar may act as a witness to the person's signature on the [revocation notice](#).

19. The prescribed fee for revocation of election of a married name is \$25.

- The fee includes a [certificate of change of name – revocation of election of married name](#) (revocation certificate).

20. A [revocation notice](#) will be registered within four weeks from the date on which the [revocation notice](#) is received by the deputy registrar.

21. The deputy registrar must register the revocation of election of married name according to the person's:

- certificate of divorce;
- decree absolute; or
- annulment documents.

22. Once the revocation of election of married name has been registered, the deputy registrar must issue a [revocation certificate](#) to the person.

23. A digitized image of the documents used to support the revocation of election must be:

- created by scanning all the documents accepted from the married person or used by the deputy registrar for the purpose of registering the revocation of election; and
- saved as one file to the [Insured Health Services – Vital Statistics – Digitized records](#) folder on the shared drive.

B.5: Election by married persons

Unit: Office of the Registrar of Vital Statistics	Effective date: February 28, 2025
Branch: Insured Health Services	Last updated: February 28, 2025
Policy number: B.5	Review date: February 28, 2028

- The name of the saved file must be the revocation of election registration number, as seen in the [revocation of election of married name spreadsheet](#).

Definitions

Decree absolute: The final order which concludes the divorce process.

Deputy registrar: The deputy registrar of the vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the [Vital Statistics Act](#) and [Regulation](#).

Authorities

- [Change of Name Act \(Yukon\), 2002, c.28](#), s. 13, 14
 - [Change of Name Regulations, OIC 1988/051](#), forms
- [Vital Statistics Act \(Yukon\), 2002, c.225](#), s. 26

Related policies and other documents

- [B.4: Change of name of an adult](#)
- [C.8: Issuance of certificates and copies](#)
- [C.12: Sending mail](#)
- [C.13: Processing payments](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	February 28, 2025	

B.6: Registration of adoption

Unit: Office of the Registrar of Vital Statistics	Effective date: June 13, 2025
Branch: Insured Health Services	Last updated: June 13, 2025
Policy number: B.6	Review date: June 13, 2028

Purpose

This policy describes the legislative and policy requirements of registering adoptions.

Policy

1. A certified copy of an adoption order may be provided to the Office of the Registrar of Vital Statistics by the Yukon Supreme Court.
2. Adoption registration numbers are comprised of the:
 - current year;
 - provincial code (that is, 60); and
 - sequence number.
3. When the deputy registrar documents the registration number, the provincial code and sequence number must be combined (for example, 2025-601001).
4. The deputy registrar must write the relevant adoption registration number in the top right corner of the adoption order.
5. If the adopted person was born in the Yukon, the deputy registrar must:
 - ensure the information on the adoption order and birth particulars are correct by comparing the information on those documents match the information on the person's [registration of live birth](#);
 - permanently remove the person's original [registration of live birth](#) from the registration binder; and
 - create a new [registration of live birth](#) that shows the:
 - date, place, weight, time of birth, and all other pertinent details of the adopted person recorded on the original [registration of live birth](#);
 - adoptive mother as the person's mother, including the adoptive mother's particulars, such as:
 - date of birth; and
 - place of birth;
 - adoptive father as the person's adoptive father, including the adoptive father's particulars, such as

B.6: Registration of adoption

Unit: Office of the Registrar of Vital Statistics	Effective date: June 13, 2025
Branch: Insured Health Services	Last updated: June 13, 2025
Policy number: B.6	Review date: June 13, 2028

- date of birth; and
- place of birth;
- name of the registrar or deputy registrar, written within quotation marks, who registered the original [registration of live birth](#).

6. If a Yukon-born person is adopted in another jurisdiction and the registrar receives a certified copy of the order, judgment or decree of adoption, the deputy registrar must register the adoption in accordance with this policy.
7. If a person who is born outside the Yukon is adopted in the Yukon, the deputy registrar must:
 - register the adoption in accordance with this policy; and
 - send the certified copy of the adoption order they received to the jurisdiction in which the person was born.
8. The deputy registrar must keep the following documents in a confidential adoption folder.
 - The original [registration of live birth](#) that was removed from the registration binder in accordance with [policy statement 5](#).
 - Copies of all received adoption orders.
9. If one of the parties to a proposed marriage was adopted in the Yukon, the deputy registrar may refer to the confidential adoption folder if an issuer, cleric or marriage commissioner asks for confirmation that the parties are within the forbidden degrees of consanguinity.
 - Refer to policy:
 - [C.1](#) for more information about marrying using a marriage licence;
 - [C.2](#) for more information about marriage commissioner applications;
 - [C.3](#) for more information about marrying using the publication of banns process; and
 - [C.4](#) for more information about registering clerics.
10. A digitized image of the documents used to support the registration of adoption must be:
 - created by scanning all the documents received or used by the deputy registrar for the purpose of registering the adoption; and

B.6: Registration of adoption

Unit: Office of the Registrar of Vital Statistics	Effective date: June 13, 2025
Branch: Insured Health Services	Last updated: June 13, 2025
Policy number: B.6	Review date: June 13, 2028

- saved as one file to the [Insured Health Services – Vital Statistics – Digitized records folder](#) on the shared drive.
 - The name of the saved file must be the adoption registration number, as seen in the [adoption spreadsheet](#).

11. The confidential adoption folder and the documents contained within it must not be disclosed to any person, except:

- as noted in [policy statement 9](#); and/or
- on the order of the Supreme Court,

12. If a Yukon-born person is adopted, every birth certificate issued in accordance with policy C.8 must:

- be issued in accordance with the registration of adoption;
- indicate the adoptive parents as the person's parents; and
- not indicate anything that would disclose that the person has been adopted.

13. Any person who provides satisfactory information to the Office of the Registrar of Vital Statistics and pays the prescribed fee may ask that a search be conducted to verify whether the adoption is registered.

- The deputy registrar must be satisfied that the information will not be used for an unlawful or improper purpose.
- The results of the search must only indicate whether the adoption is registered or recorded and, if it is registered, the registration number.
- Refer to [policy C.7](#) for more information about conducting a search of records.

14. The deputy registrar must never issue a certificate, copy or certified copy regarding the registration of an adoption.

15. If they would like to obtain their biological information, the adopted person must submit a request to Family and Children's Services.

Adoption report

16. Using the [adoption report template](#), the deputy registrar must create an [adoption report](#) quarterly.

- The quarters (Q) are:

B.6: Registration of adoption

Unit: Office of the Registrar of Vital Statistics	Effective date: June 13, 2025
Branch: Insured Health Services	Last updated: June 13, 2025
Policy number: B.6	Review date: June 13, 2028

- Q1: January 1 to March 30;
- Q2: April 1 to June 30;
- Q3: July 1 to September 30; and
- Q4: October 1 to December 31.

17. The [adoption report](#) must include all adoptions that occurred during the quarter, including adoptions that occurred outside of the Yukon.

18. The deputy registrar must send the [adoption report](#) to the adoption coordinator at Family and Children's Services by:

- April 15 for Q1;
- July 15 for Q2;
- October 15 for Q3; and
- January 15 for Q4.

19. If no adoptions took place during the three-month period, no [adoption report](#) needs to be created or sent.

20. The [adoption report](#) must include all adoptions that have taken place during the respective quarter.

Definitions

Birth particulars: Includes the adoptee's biological information and the adoptive parents' particulars.

Confidential adoption folder: The physical folder in which all registered adoptions are held. This folder must not be accessed by anyone other than the deputy registrar or registrar and they must have a specific and legal purpose for accessing the folder.

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Family and Children's Services: A Government of Yukon program responsible for promoting, strengthening and sustaining effective parenting and positive functioning. Family and Children's Services ensures that children are protected from abuse and receive the care essential for their wellbeing.

B.6: Registration of adoption

Unit: Office of the Registrar of Vital Statistics	Effective date: June 13, 2025
Branch: Insured Health Services	Last updated: June 13, 2025
Policy number: B.6	Review date: June 13, 2028

Forbidden degrees of consanguinity: Relationships where marriage is legally prohibited due to closeness of blood or kinship, whether by whole or half blood, or by order of adoption.

Authorities

- [Child and Family Services Act \(Yukon\), 2008, c.1](#)
- [Marriage Act \(Yukon\), 2002, c.146](#)
- [Vital Statistics Act \(Yukon\), 2002, c.225](#), sections 13, 14, 15, 30, 31, 35, 36, 41
 - [Vital Statistics Regulations, OIC 1987/188](#), forms

Related policies and other documents

- [A.1: Registration of live births](#)
- [A.2: Registration of marriages](#)
- [A.6: Delayed registrations](#)
- [C.1: Marriage licences](#)
- [C.2: Marriage commissioner applications](#)
- [C.3: Publication of banns](#)
- [C.4: Registration of clerics](#)
- [C.7: Search of records](#)
- [C.8: Issuance of certificates and copies](#)
- [C.12: Sending mail](#)
- [D.5: Notifications from other jurisdictions](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	June 13, 2025	

B.7: Change of sex of person 16 years of age or older

Unit: Office of the Registrar of Vital Statistics	Effective date: April 17, 2025
Branch: Insured Health Services	Last updated: April 17, 2025
Policy number: B.7	Review date: April 17, 2028

Purpose

This policy describes the legislative and policy requirements related changing the sex of a person 16 years of age or older on their birth registration.

Policy

1. This policy only applies to changes of sex for persons 16 years of age and older.
 - o Refer to policy B.8 for more information about changes of sex for persons 15 years of age and younger.
2. A person may change the sex indicated on their [registration of live birth](#) from:
 - o female to male;
 - o female to X (non-binary);
 - o male to female;
 - o male to X;
 - o X to female; or
 - o X to male.
3. Persons who wish to change the sex on their [registration of live birth](#) must:
 - o have been born and had their birth registered in the Yukon in accordance with [policy A.1](#) or [A.6](#); and
 - o apply using the [application to change sex on birth registration – applicants 16 years of age and older](#) (application).
4. Persons who were born outside of the Yukon and wish to change their sex must apply to the jurisdiction in which they were born to change their sex.
5. [Applications](#) may be submitted:
 - o in person; or
 - o by mail.
6. The prescribed fee to change the sex on the applicant's [registration of live birth](#) is \$10.
 - o The prescribed fee does not include a new birth certificate.
 - o Refer to [policy C.8](#) for more information about issuing certificates.

B.7: Change of sex of person 16 years of age or older

Unit: Office of the Registrar of Vital Statistics	Effective date: April 17, 2025
Branch: Insured Health Services	Last updated: April 17, 2025
Policy number: B.7	Review date: April 17, 2028

7. Applicants must surrender all birth certificates and/or certified copies of the [registration of live birth](#) previously issued to them.
 - Surrendered birth certificates must include a registration number.
 - If an applicant does not have a copy of their birth certificate or a certified copy of their [registration of live birth](#), they may request a search be conducted in accordance with [policy C.7](#).
8. Applicants must provide an original or certified copy of valid government-issued photo identification that includes their name and date of birth.
 - Identification issued by a government outside of the Yukon is permitted.
 - Identification written in a language other than English or French must be accompanied by a certified translation.
 - Health care cards must not be accepted as identification.
 - Expired identification will not be accepted.
9. [Applications](#) will be processed within six weeks from the date on which the:
 - [application](#) is completed in full;
 - [application](#) is received by the Office of the Registrar of Vital Statistics; and
 - prescribed fee is received by the Office of the Registrar of Vital Statistics.
10. If there is an issue with the [application](#) (for example, information is missing), the deputy registrar must first attempt to contact the applicant via phone to inform them of the issue.
 - If the deputy registrar is unable to reach the applicant via phone, the deputy registrar must:
 - create a letter, using the [more information needed letter](#) template; and
 - send the letter to the applicant in accordance with [policy C.12](#).
11. To change the sex on the applicant's [registration of live birth](#), the deputy registrar must be satisfied as to the truth and sufficiency of the matters stated in the [application](#).
 - If the deputy registrar is not satisfied as to the truth and sufficiency of the matters stated in the [application](#), the deputy registrar:
 - must request further details from the applicant; and

B.7: Change of sex of person 16 years of age or older

Unit: Office of the Registrar of Vital Statistics	Effective date: April 17, 2025
Branch: Insured Health Services	Last updated: April 17, 2025
Policy number: B.7	Review date: April 17, 2028

- may request further details from any person the registrar believes to have knowledge of those matters.
- If, after receiving further details, the deputy registrar is satisfied as to the truth and sufficiency of the matters stated in the [application](#), the deputy registrar must amend the applicant's [registration of live birth](#).

12. Change of sex registration numbers are comprised of the:

- year;
- provincial code (that is, 60); and
- sequence number.

13. On January 1 of each year, the deputy registrar must reset the sequence number to 1001.

- For example, on January 1, 2025, the deputy registrar must update the sequence number to G2025-601001.

14. A digitized image of the documents used to support the [application](#) to change the applicant's sex must be:

- created by scanning all the documents accepted from the applicant or used by the deputy registrar for the purpose of changing the applicant's sex; and
- saved as one file to the [Insured Health Services – Vital Statistics – Digitized records](#) folder on the shared drive.
 - The deputy registrar must use the change of sex registration number as the file name.

15. There is no limit to the number of times an applicant may request a change of sex on their [registration of live birth](#).

16. A birth certificate issued after the applicant's sex has been changed must be issued as if the birth registration had been made with the sex:

- as changed; or
- if changed more than once, as changed most recently before the birth certificate is issued.

Definitions

Applicant: A person applying to change their sex on their birth registration.

B.7: Change of sex of person 16 years of age or older

Unit: Office of the Registrar of Vital Statistics	Effective date: April 17, 2025
Branch: Insured Health Services	Last updated: April 17, 2025
Policy number: B.7	Review date: April 17, 2028

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Registration binder: The binder in which all registered births, marriages and deaths are stored.

Authorities

- [Vital Statistics Act \(Yukon\), 2002, c.225, s.12](#)

Related policies and other documents

- [A.1: Registration of live births](#)
- [A.6: Delayed registrations](#)
- [B.4: Change of name of an adult](#)
- [B.8: Change of sex of a young person](#)
- [C.7: Search of records](#)
- [C.8: Issuance of certificates and copies](#)
- [C.12: Sending mail](#)
- [C.13: Processing payments](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	April 17, 2025	

B.8: Change of sex of a young person

Unit: Office of the Registrar of Vital Statistics	Effective date: June 13, 2025
Branch: Insured Health Services	Last updated: June 13, 2025
Policy number: B.8	Review date: June 13, 2028

Purpose

This policy describes the legislative and policy requirements related to making a notation of change of sex to the birth registration of a young person (that is, a person 15 years of age and younger).

Policy

1. This policy only applies to changes of sex for young persons.
 - o For change of sex for persons 16 years of age and older, refer to [policy B.7](#).
2. A young person may change the sex indicated on their birth registration from:
 - o female to male;
 - o female to X (non-binary);
 - o male to female;
 - o male to X;
 - o X to female; or
 - o X to male.
3. To request a change of sex on their birth registration, the young person must have been born and had their birth registered in the Yukon in accordance with [policy A.1](#) or [A.6](#).
4. Young persons who were born outside of the Yukon and wish to change their sex must apply to the jurisdiction in which they were born to change their sex.
5. The following persons are authorized to submit an [application to change sex on birth registration – applicants 15 years of age and younger](#) (application) on behalf of a young person.
 - o A person who has custody of the young person.
 - o A person authorized by the Supreme Court to apply for the change.
6. All persons who have custody of the young person must consent to the change of sex.
7. If the young person is 12 years of age or more, the young person must provide their written consent to the change of sex.
8. [Applications](#) may be submitted:
 - o in person; or

B.8: Change of sex of a young person

Unit: Office of the Registrar of Vital Statistics	Effective date: June 13, 2025
Branch: Insured Health Services	Last updated: June 13, 2025
Policy number: B.8	Review date: June 13, 2028

- by mail.

9. The prescribed fee to change the sex on a young person's [registration of live birth](#) is \$10.

- The prescribed fee does not include a new birth certificate.
- Refer to [policy C.8](#) for more information about issuing certificates.

10. Applicants must surrender all the birth certificates and/or certified copies of the [registration of live birth](#) that have been issued to or on behalf of the young person.

11. Applicants must present an original or certified copy of valid government-issued photo identification that includes their name and date of birth.

- Identification issued by a government outside of the Yukon and/or outside of Canada is permitted.
- Identification written in a language other than English or French must be accompanied by a certified translation.
- Health care cards must not be accepted as identification.
- Expired identification will not be accepted.

12. [Applications](#) will be processed within six weeks from the date on which the:

- [application](#) is completed in full;
- [application](#) is received by the Office of the Registrar of Vital Statistics; and
- prescribed fee is received by the Office of the Registrar of Vital Statistics.

13. If there is an issue with the [application](#) (for example, information is missing), the deputy registrar must first attempt to contact the applicant via phone to inform them of the issue.

- If the deputy registrar is unable to reach the applicant via phone, the deputy registrar must:
 - create a letter, using the [more information needed letter](#) template; and
 - send the letter to the applicant in accordance with [policy C.12](#).

14. To make a change of sex on the young person's [registration of live birth](#), the deputy registrar must be satisfied as to the truth and sufficiency of the matters stated in the [application](#).

B.8: Change of sex of a young person

Unit: Office of the Registrar of Vital Statistics	Effective date: June 13, 2025
Branch: Insured Health Services	Last updated: June 13, 2025
Policy number: B.8	Review date: June 13, 2028

- If the deputy registrar is not satisfied as to the truth and sufficiency of the matters stated in the application, the deputy registrar:
 - must request further details from the applicant; and
 - may request further details from any person the registrar believes to have knowledge of those matters.
- If, after receiving further details, the deputy registrar is satisfied as to the truth and sufficiency of the matters stated in the [application](#), the deputy registrar must change of sex on the young person's [registration of live birth](#).

15. Change of sex registration numbers are comprised of the:

- year;
- provincial code (that is, 60); and
- sequence number.

16. On January 1 of each year, the deputy registrar must reset the sequence number in the [change of sex spreadsheet](#) to 1001.

- For example, on January 1, 2025, the deputy registration must update the sequence number to G2025-601001.

17. A digitized image of the documents used to support the [application](#) to change the young person's sex must be:

- created by scanning all documents accepted from the applicant or used by the deputy registrar for the purpose of changing the young person's sex; and
- saved as one file to the [Insured Health Services – Vital Statistics – Digitized records](#) folder on the shared drive.
 - The deputy registrar must use the change of sex registration number as the file name.

18. There is no limit to the number of times a change of sex may be made to the young person's [registration of live birth](#).

19. A birth certificate issued after the young person's sex has been changed on their [registration of live birth](#) must be issued as if the registration had been made with the sex:

- as changed; or

B.8: Change of sex of a young person

Unit: Office of the Registrar of Vital Statistics	Effective date: June 13, 2025
Branch: Insured Health Services	Last updated: June 13, 2025
Policy number: B.8	Review date: June 13, 2028

- if changed more than once, as changed most recently before the certificate is issued.

Definitions

Confirming adult: A person who is a medical practitioner; licensed or registered to practice in a province as a psychologist; a registered nurse; a nurse practitioner; employed in the field of social work and has a Bachelor of Social Work degree or a Master of Social Work degree or has qualifications and experience in social work acceptable to the registrar; a lawyer; a chief or councillor of a Yukon First Nation; a teacher within the meaning of the [Teaching Profession Act](#); or employed at a school (within the meaning of the [Education Act](#)) as a school counsellor.

Custody: In relation to a child, includes right to care and nurturing of the child, the right to consent to medical treatment for the child, the right to consent to the adoption or the marriage of the child, and the responsibilities associated with those rights, including the duty of supporting the child and of ensuring that the child is appropriately clothed, fed, educated and disciplined, and supplied with the other necessities of life and a good upbringing.

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the [Vital Statistics Act](#) and [Regulations](#).

Registration binder: The binder in which all registered births, marriages and deaths are stored.

Young person: A person who is under 16 years of age.

Authorities

- [Education Act \(Yukon\), 2002, c.61](#)
- [Teaching Profession Act \(Yukon\), 2002, c.215](#), definition of 'teacher'
- [Vital Statistics Act \(Yukon\), 2002, c.225](#), s.12 and 12.01
 - [Vital Statistics Regulations, OIC 1987/188](#), s. 3.02

Related policies and other documents

- [A.1: Registration of live births](#)
- [A.6: Delayed registrations](#)
- [B.3: Change of name of a child](#)

B.8: Change of sex of a young person

Unit: Office of the Registrar of Vital Statistics	Effective date: June 13, 2025
Branch: Insured Health Services	Last updated: June 13, 2025
Policy number: B.8	Review date: June 13, 2028

- B.7: Change of sex of person 16 years of age or older
- C.8: Issuance of certificates and copies
- C.12: Sending mail
- C.13: Processing payments

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	June 13, 2025	

B.9: Corrections

Unit: Office of the Registrar of Vital Statistics	Effective date: October 6, 2025
Branch: Insured Health Services	Last updated: October 6, 2025
Policy number: B.9	Review date: October 6, 2028

Purpose

This policy describes the legislative and policy requirements related to making a correction to a registration document.

Policy

1. Any person may report an error on a registration document.
2. Errors may be reported to the deputy registrar:
 - o in person;
 - o by mail;
 - o by email; and/or
 - o by fax.
3. There is no cost to requesting an error be corrected on a registration document.
4. The person who reports the error must provide an original or certified copy of valid government-issued photo identification that includes their name and date of birth.
 - o Identification issued by a government outside of the Yukon and/or outside of Canada is permitted.
 - o Identification written in a language other than English or French must be accompanied by a certified translation.
 - o Health care cards must not be accepted as identification.
 - o Expired identification will not be accepted.
5. If the deputy registrar has received a registration document but the registration document has not yet been registered and it is reported that an error exists in the registration, the deputy registrar must inquire into the matter (that is, ask questions, collect evidence and/or conduct a review).
 - o If the deputy registrar is satisfied that an error has been made, the deputy registrar may correct the error on the registration document.

B.9: Corrections

Unit: Office of the Registrar of Vital Statistics	Effective date: October 6, 2025
Branch: Insured Health Services	Last updated: October 6, 2025
Policy number: B.9	Review date: October 6, 2028

6. If it is reported that an error exists in a registration document that has already been registered, the deputy registrar must inquire into the matters (that is, ask questions, collect evidence and/or conduct a review).
 - The person who reports the error must complete and submit to the Office of the Registrar of Vital Statistics:
 - evidence satisfactory to the registrar; and
 - a [statutory declaration by person who reported an error](#) (statutory declaration).
 - If the deputy registrar is satisfied with the evidence and [statutory declaration](#), they may correct the error by making a notation of the correction on the registration.
 - If the deputy registrar is unsure as to whether the evidence and [statutory declaration](#) are satisfactory, the deputy registrar must consult with the registrar to determine whether the reported error should be corrected.
7. If the deputy registrar has reasonable grounds to believe that the person who reported the error may have committed a criminal offense by making the report, the deputy registrar must:
 - liaise with the registrar about whether the person should be reported to the RCMP; and
 - report the person to the RCMP if the registrar determines that this is appropriate.
8. All corrections must be documented on the [corrections spreadsheet](#).
9. A digitized image of the documents used to support the correction to the registration document must be:
 - created by scanning all the documents accepted from the person who reported the error; and
 - saved as one file to the [Insured Health Services – Vital Statistics – Digitized records](#) folder on the shared drive.
 - The name of the saved file must be the correction registration number, as seen in the [corrections spreadsheet](#).

B.9: Corrections

Unit: Office of the Registrar of Vital Statistics	Effective date: October 6, 2025
Branch: Insured Health Services	Last updated: October 6, 2025
Policy number: B.9	Review date: October 6, 2028

10. Any certificates issued after the correction of an error has been made to the registration document must be prepared as if the registration had contained the correct information at the time it was registered.

- o Refer to [policy C.8](#) for more information about certificates.

11. The registrar may cancel a certificate, or a certified copy of, a registration that was issued before the making of the correction.

12. The registrar may request that a person who has in their possession a certificate in respect of, or certified copy of, a registration that was issued before the making of the correction, deliver the certificate or certified copy to the registrar for cancellation.

Definitions

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Registrar: The registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Registration binder: The binder in which all registered births, stillbirths, marriages and deaths are stored.

Registration document: A [registration of live birth](#), [registration of stillbirth](#), [registration of marriage](#) or [registration of death](#).

Vital event: A birth, stillbirth, marriage or death.

Authorities

- [Vital Statistics Act \(Yukon\), 2002, c.146](#), s.28, 32.01

Related policies and other documents

- [A.1: Registration of live births](#)
- [A.2: Registration of marriages](#)
- [A.4: Registration of deaths](#)

B.9: Corrections

Unit: Office of the Registrar of Vital Statistics	Effective date: October 6, 2025
Branch: Insured Health Services	Last updated: October 6, 2025
Policy number: B.9	Review date: October 6, 2028

- A.5: Registration of stillbirths
- C.7: Search of records
- C.8: Issuance of certificates and copies

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	October 6, 2025	

C.1: Marriage licences

Unit: Office of the Registrar of Vital Statistics	Effective date: April 4, 2024
Branch: Insured Health Services	Last updated: April 4, 2024
Policy number: C.1	Review date: April 4, 2026

Purpose

This policy describes the legislative and policy requirements regarding who is authorized to issue marriage licences in the Yukon, to whom a marriage licence can be issued, and how marriage licences are issued.

Policy

1. A [marriage licence](#) is not required if banns are published in accordance with section 19 of the [Marriage Act](#).
 - o Refer to [policy C.3](#) for more information about publication of banns.
2. The Commissioner in Executive Council must appoint individuals to issue [marriage licences](#).
 - o Refer to [policy C.11](#) for more information about the appointment process.
3. In the event an issuer is unable to work due to sickness for a period not exceeding three months, the registrar may recommend to the Minister that a deputy issuer act in the issuer's absence.
 - o The recommendation must be:
 - made in writing; and
 - approved by the Minister.
4. Deputy issuers have the same powers, duties and responsibilities as an issuer.
5. [Marriage licences](#) may be issued in any Yukon community in which an issuer has been appointed.
6. [Marriage licences](#) are generally issued during scheduled appointments, with the following exceptions.
 - o In the communities, no appointment is required.
 - o [Marriage licences](#) may be issued without an appointment in Whitehorse if the issuer is available and willing to issue a [marriage licence](#) at the time of the request.
7. The parties to the marriage do not have to be residents of the Yukon to have a [marriage licence](#) issued to them.
8. Both parties to the marriage must be present when the [marriage licence](#) is issued, unless otherwise specified in this policy.

C.1: Marriage licences

Unit: Office of the Registrar of Vital Statistics	Effective date: April 4, 2024
Branch: Insured Health Services	Last updated: April 4, 2024
Policy number: C.1	Review date: April 4, 2026

- Refer to [policy statements 25](#) and [26](#) for more information about situations that would allow for only one party to the marriage to attend the marriage licence appointment.
- 9. The parties to the marriage must be 19 years of age or older at the time the [marriage licence](#) is issued, unless otherwise specified in this policy.
 - Refer to [policy statements 32](#) through [36](#) for more information about additional documentation required when a minor is a party to the marriage.
- 10. Each party must present an original or certified copy of valid government-issued identification that includes their name and date of birth.
 - Health care cards will not be accepted as identification.
 - Expired identification will not be accepted.
 - Identification does not have to include a photo.
 - Identification issued by a government outside of the Yukon and/or outside of Canada will be accepted.
 - Identification written in a language other than English or French must be accompanied by a certified translation.
- 11. A [marriage licence](#) may not be issued for a person to marry their:
 - grandmother;
 - grandfather;
 - mother;
 - father;
 - granddaughter;
 - grandson;
 - daughter;
 - son;
 - sister; or
 - brother.
- 12. The relationships described in [policy statement 11](#) include all relationships, whether by whole or half blood, or by order of adoption.

C.1: Marriage licences

Unit: Office of the Registrar of Vital Statistics	Effective date: April 4, 2024
Branch: Insured Health Services	Last updated: April 4, 2024
Policy number: C.1	Review date: April 4, 2026

13. The parties to the marriage may be of any sex or gender.

14. Marriage licence packages are stored in pre-paid envelopes addressed to the Office of the Registrar of Vital Statistics and each package contains:

- an [overview of the marriage licence package](#);
- two blank pieces of acid-free paper and one blank piece of regular paper (upon which the [registration of marriage](#) will be printed);
- two [marriage licences](#) – one printed on acid-free paper and one printed on regular paper;
- a [ceremonial certificate of marriage](#);
- an [application for certificate, certified copy or search](#); and
- a [name change after marriage checklist](#).

15. Before a [marriage licence](#) is issued, each party to the marriage must make a [statutory declaration by person intending to marry](#) before the issuer unless otherwise specified in this policy.

- Refer to [policy statements 25](#) and [26](#) for more information about when a party to the marriage is unable to make a [statutory declaration by person intending to marry](#) before the issuer.

16. [Marriage licences](#) can only be issued between 06:00 and 22:00, unless otherwise specified in this policy.

- If the issuer is satisfied based on evidence that the proposed marriage is lawful and that exceptional circumstances exist that render the issue of a licence outside of those hours advisable, a marriage licence can be issued outside of those hours.

17. The issuer must:

- fill out the [marriage licence](#) using the full legal names and places of residence of the parties intending to marry;
- endorse on the [marriage licence](#) the time and date of issue; and
- sign each [marriage licence](#) at the time of issue.

18. Deputy issuers must sign each [marriage licence](#) issued by them in the following manner:

C.1: Marriage licences

Unit: Office of the Registrar of Vital Statistics	Effective date: April 4, 2024
Branch: Insured Health Services	Last updated: April 4, 2024
Policy number: C.1	Review date: April 4, 2026

- “[name of issuer] issuer of marriage licences, per [name of deputy issuer], deputy issuer.”
- The statement above must appear on the line where the name of the issuer would typically be written.

19. The issuer must read and review the [marriage licence](#) with each of the parties intending to marry separately.

- If either party intending to marry does not understand the English language, the parties must source an interpreter to explain the contents of the [marriage licence](#) to that party.

20. The prescribed fee for a [marriage licence](#) is \$20.

- The fee:
 - must be processed in accordance with [policy C.13](#); and
 - is non-refundable.

21. Marriages cannot be solemnized for at least 24 hours from the time the [marriage licence](#) was issued.

22. [Marriage licences](#) are valid for three months from the date of issue.

23. [Marriage licences](#) are:

- stored according to [marriage licence](#) number in the outstanding marriage licences folder; and
- filed in the registration binder according to the:
 - date on which the marriage was registered; and
 - the last name of Spouse 1 on the [registration of marriage](#).

24. If a [marriage licence](#) is lost or stolen, the parties must:

- reapply for a [marriage licence](#);
- re-satisfy all the requirements of this policy; and
- pay the prescribed fee a subsequent time.

C.1: Marriage licences

Unit: Office of the Registrar of Vital Statistics	Effective date: April 4, 2024
Branch: Insured Health Services	Last updated: April 4, 2024
Policy number: C.1	Review date: April 4, 2026

Parties unable to attend the office

25. If a party intending to marry lives in the Yukon and is unable to attend the office to make a **statutory declaration by person intending to marry**, the party who is unable to attend can make a **statutory declaration respecting non-attendance of party resident in the Yukon** in front of a justice of the peace, commissioner for oaths, or notary public.

- By providing the parties with a **statutory declaration respecting non-attendance of party resident in the Yukon**, the issuer permits the parties to make this declaration.
- The reason the party intending to marry is unable to attend the office must be due to exceptional and extenuating circumstances, such as imprisonment or prolonged hospitalization.
- The reason the party intending to marry is unable to attend the office must be included in the **statutory declaration respecting non-attendance of party resident in the Yukon**.
- The **statutory declaration respecting non-attendance of party resident in the Yukon** must be received at least seven days before the **marriage licence** is issued.
- The party intending to marry who attends the appointment to have the **marriage licence** issued must complete a **statutory declaration by person intending to marry** in accordance with **policy statement 15**.

26. If one party intending to marry lives outside the Yukon and is unable to attend the office, the issuer can issue the **marriage licence** based on the declaration in the **statutory declaration respecting non-attendance of party resident outside the Yukon**, which must be completed by the party intending to marry who lives in the Yukon.

- The **statutory declaration respecting non-attendance of party resident outside the Yukon** must be made at least seven days before the **marriage licence** is issued.
- The party intending to marry who lives in the Yukon must also complete a **statutory declaration by person intending to marry** in accordance with **policy statement 15**.

C.1: Marriage licences

Unit: Office of the Registrar of Vital Statistics	Effective date: April 4, 2024
Branch: Insured Health Services	Last updated: April 4, 2024
Policy number: C.1	Review date: April 4, 2026

Persons previously married

27. If either party intending to marry has been previously married but the previous marriage has been dissolved or annulled in the Yukon, the party must provide the issuer a:

- certificate of the dissolution or annulment from the Supreme Court of Yukon;
- certified copy of the decree absolute or decree of annulment from the Supreme Court of Yukon; or
- certificate from the Supreme Court of Yukon if the annulment was appealed, showing that no appeal has been brought within the time limited for appeal and that the time has expired or that the appeal has been dismissed.

28. If either party intending to marry has been previously married but the previous marriage has been dissolved or annulled somewhere other than the Yukon, the party must provide to the issuer a:

- certificate of dissolution or annulment; or
- decree absolute or decree of annulment or a certified or notarial copy thereof, obtained from a public or court official of the province, state or country in which the marriage was dissolved or annulled.

29. If either party intending to marry is a widower, that party must present their former spouse's death certificate to the issuer.

- If that party is unable to obtain or present a death certificate, an affidavit may be accepted from a credible adult who has knowledge of the death of the former spouse.
 - The credible adult cannot be a party to the marriage.
 - The affidavit must be sworn before a justice of the peace, commissioner for oaths or notary public.

30. If a previously married party assumes their previous spouse is deceased and has made a declaration of their presumed death under Yukon's [Presumption of Death Act](#), the previously married party must provide a certified copy of the subsisting order to the issuer.

- The certified copy of the subsisting order must accompany the [statutory declaration by person intending to marry](#).

31. Certificates must be provided in English or French.

C.1: Marriage licences

Unit: Office of the Registrar of Vital Statistics	Effective date: April 4, 2024
Branch: Insured Health Services	Last updated: April 4, 2024
Policy number: C.1	Review date: April 4, 2026

- If a certificate is written in a language other than English or French, a certified, notarized translation must be presented with it.

Minors

32. In accordance with the [Marriage \(Prohibited Degrees\) Act](#), the parties intending to marry must be at least 16 years of age.

33. Before a [marriage licence](#) can be issued, the minor must provide the issuer with a [consent to marriage of a minor](#) (consent), unless otherwise specified in this policy.

- The consent must be completed by:
 - both parents of the minor if both parents are living and are not legally separated;
 - the surviving or other parent of the minor if one of the parents is dead or is a patient in a mental institution;
 - the parent or other person who has legal custody of the minor if the parents are legally separated; or
 - by a lawfully appointed guardian of the minor or by an acknowledged guardian who has raised the minor or has supported the minor for at least three years preceding the intended marriage if both the parents are dead or if both parents are patients in a mental institution or the surviving parent is a patient in a mental institution.

34. A consent is not required if a minor is at least 18 years of age and completes the [statutory declaration by a minor who is 18 years of age](#).

- The [statutory declaration by a minor who is 18 years of age](#) must indicate whether:
 - the parents of the minor are dead and that there is no guardian of the minor;
 - a parent whose consent is required is not a resident of the Yukon and that the minor has been a resident of the Yukon for 12 months preceding the date of the declaration;
 - the parents of the minor are patients in a mental institution or that the surviving parent is a patient in a mental institution and that there is no guardian of the minor; or

C.1: Marriage licences

Unit: Office of the Registrar of Vital Statistics	Effective date: April 4, 2024
Branch: Insured Health Services	Last updated: April 4, 2024
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- the minor has, for no less than six months immediately preceding the date of the statutory declaration, been living apart from their parents or guardian and has not received financial aid or support from their parents or guardian within that period.

35. If a minor cannot obtain a [consent](#) or the [consent](#) is refused, the minor may apply to the Supreme Court of Yukon for an order dispensing with that [consent](#).

- The order must be provided to the issuer before a [marriage licence](#) is issued.

36. If the issuer is not satisfied that the minor is at least 16 years of age, they may require the minor to furnish a birth certificate or provide an affidavit showing the age of the minor made by a credible adult who has knowledge of the date of the birth of the minor.

Definitions

Cleric: A person duly ordained or appointed by their religious body and authorized by the Marriage Act to solemnize marriage.

Issuer: A civil servant appointed by the Commissioner in Executive Council to issue marriage licenses under the [Marriage Act](#).

Marriage commissioner: A person who is not a cleric who is appointed or authorized under the [Marriage Act](#) to solemnize marriage.

Minor: A party to an intended marriage who is under the age of 19 years and over the age of 16 years.

Officiant: The person by whom the marriage was solemnized. Officiants may include a justice of the peace, a marriage commissioner, or a cleric.

Party: A person whose marriage licence is to be issued.

Registration binder: The binder in which all paperwork for registered birth, marriages and deaths is stored.

Authorities

- [Civil Marriage Act \(Canada\), 2005, c.33](#)
- [Marriage Act \(Yukon\), 2002, c.146](#), sections 9, 24 – 43, 46, 47
 - [Marriage Act OIC 1987/134](#)
- [Marriage \(Prohibited Degrees\) Act \(Canada\), 1990, c.46](#)

C.1: Marriage licences

Unit: Office of the Registrar of Vital Statistics	Effective date: April 4, 2024
Branch: Insured Health Services	Last updated: April 4, 2024
Policy number: C.1	Review date: April 4, 2026

- [Presumption of Death Act \(Yukon\), 2002, c.174, s.2](#)

Related policies and other documents

- [A.2: Registration of marriages](#)
- [C.2: Marriage commissioner applications](#)
- [C.3: Publication of banns](#)
- [C.4: Registration of clerics](#)
- [C.8: Issuance of certificates and copies](#)
- [C.11: Onboarding and offboarding](#)
- [C.13: Processing payments](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	April 4, 2024	

C.2: Marriage commissioner applications

Unit: Office of the Registrar of Vital Statistics	Effective date: February 14, 2024
Branch: Insured Health Services	Last updated: February 14, 2024
Policy number: C.2	Review date: February 14, 2026

Purpose

This policy describes the legislated and policy requirements to become a marriage commissioner in the Yukon, including how a person may be appointed as a marriage commissioner, the requirements to apply to become a marriage commissioner, and the fees associated with becoming a marriage commissioner.

Policy

1. Before an individual may solemnize a marriage in the Yukon, they must be appointed as a marriage commissioner or registered as a cleric.
 - o Refer to [policy C.4](#) for more information about registration of clerics.
2. Individuals who wish to become marriage commissioners must apply using the [marriage commissioner application](#) (application).
3. Applicants may apply for a single day appointment or a three-year appointment.
4. To qualify for appointment, applicants must:
 - o be 19 years of age or older;
 - o be a Canadian citizen or permanent resident;
 - o be proficient in English, French or both; and
 - o meet all other requirements set out in the law.
5. Applicants must provide proof of their Canadian citizenship or permanent residency with the [application](#).
 - o Copies of a Canadian citizenship or permanent residency document will be accepted.
6. Proof of Canadian citizenship or permanent residency may include a:
 - o Canadian birth certificate;
 - o Canadian citizenship certificate;
 - o Canadian passport; or
 - o permanent resident card.
7. An [application](#) may be submitted to a territorial agent in the communities, or to the deputy registrar in Whitehorse.

C.2: Marriage commissioner applications

Unit: Office of the Registrar of Vital Statistics	Effective date: February 14, 2024
Branch: Insured Health Services	Last updated: February 14, 2024
Policy number: C.2	Review date: February 14, 2026

- Territorial agents must:
 - send a copy of any [applications](#) received to the deputy registrar via email or fax as quickly as possible after they receive them; and
 - send original versions of any [applications](#) received in the internal mail to the Office of the Registrar of Vital Statistics in Whitehorse.
- 8. An [application](#) may be submitted in person, by mail, by fax or by email.
 - If an [application](#) is submitted by mail, fax or email the applicant must provide the fees in person, or over the phone via credit card.
- 9. An applicant must pay the prescribed fee of:
 - \$250 for a term of three years; or
 - \$50 for a term of one day.
- 10. Fees may be paid by:
 - cash;
 - money order;
 - cheque (made payable to the Government of Yukon);
 - debit card; or
 - credit card (that is, Visa, Mastercard or American Express).
- 11. Credit card payments may be accepted via telephone.
- 12. The deputy registrar must provide a receipt upon acceptance of payment, unless otherwise specified in this policy.
 - The receipt must include the:
 - date the payment was received;
 - name of the person from whom the payment was received;
 - payment amount;
 - reason for the payment (specifically, marriage commissioner application); and
 - deputy registrar or territorial agent's signature.

C.2: Marriage commissioner applications

Unit: Office of the Registrar of Vital Statistics	Effective date: February 14, 2024
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Policy number: C.2	Review date: February 14, 2026

13. The deputy registrar is only required to send a receipt to an applicant who pays via telephone when this is specifically requested by the applicant.

14. After the Minister has appointed an applicant as a marriage commissioner, the deputy registrar must send an [appointment package](#) to the newly appointed marriage commissioner, which includes:

- an email using the template in [Appendix A](#), or a letter using one of the approved letter templates (that is, the [one-day appointment approval letter](#) or the [three-year appointment approval letter](#));
- a copy of the [Marriage Act](#);
- a copy of the Ministerial Order pursuant to the Marriage Act;
- the [guidelines for solemnizing a marriage document](#); and
- the [sample ceremony options document](#).

15. Appointment packages will be sent via email, unless otherwise requested by the applicant.

Appointment expiry and renewals

16. Three months prior to the expiry date of the marriage commissioner's three-year appointment, the deputy registrar must send the marriage commissioner an [expiry package](#) that includes:

- a [letter](#) indicating the upcoming expiry of the appointment; and
- a copy of the [application](#).

17. The appointment of a marriage commissioner may be renewed when the:

- initial appointment was for a term of three years; and
- application for renewal is received by the deputy registrar before the appointment expires.
 - Applications for renewal that are received by the deputy registrar after the appointment expires are considered initial applications and are subject to the prescribed fees detailed in [policy statement 9](#).

18. Applications for renewals are made using the [application](#).

19. Marriage commissioners must provide proof of their Canadian citizenship or permanent residency with the [application](#).

C.2: Marriage commissioner applications

Unit: Office of the Registrar of Vital Statistics	Effective date: February 14, 2024
Branch: Insured Health Services	Last updated: February 14, 2024
Policy number: C.2	Review date: February 14, 2026

- If, in an exceptional circumstance, a marriage commissioner is unable to provide proof of their Canadian citizenship or permanent residency and the proof of Canadian citizenship or permanent residency provided at the time of their initial application to become a marriage commissioner is still valid at the time of their application for renewal, no proof of Canadian citizenship or permanent residency is required.
- 20. The prescribed fee for renewing a three-year appointment as a marriage commissioner is \$100.
- 21. When an appointment is renewed, the appointment is for a subsequent term of three years.
- 22. The deputy registrar must send an [appointment package](#) to the marriage commissioner once their appointment has been renewed.
 - The appointment package must contain the documents outlined in [policy statement 14](#).

Refunds

23. Fees may only be refunded if the:

- application for appointment or renewal is withdrawn by the applicant before the appointment or renewal order is made by the Minister; or
- appointment or renewal is declined by the Minister.

Definitions

Applicant: An individual applying to become a marriage commissioner.

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Marriage commissioner: A person who is not a cleric who is appointed or authorized under the [Marriage Act](#) to solemnize marriage.

Regulations officer: A member of the civil service who works for the Department of Justice and is responsible for preparing Orders in Council.

Territorial agent: A member of the civil service who provides limited services in a Yukon community on behalf of select Yukon government programs.

C.2: Marriage commissioner applications

Unit: Office of the Registrar of Vital Statistics	Effective date: February 14, 2024
Branch: Insured Health Services	Last updated: February 14, 2024
Policy number: C.2	Review date: February 14, 2026

Authorities

- [Marriage Act \(Yukon\), 2002, c.146, section 5](#)
 - [Marriage Commissioner Fees Regulation, OIC 2015/129](#)

Related policies and other documents

- [A.2: Marriage registrations](#)
- [C.1: Marriage licences](#)
- [C.4: Registration of clerics](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	February 14, 2024	

C.3: Publication of banns

Unit: Office of the Registrar of Vital Statistics	Effective date: June 11, 2024
Branch: Insured Health Services	Last updated: June 11, 2024
Policy number: C.3	Review date: June 11, 2026

Purpose

This policy describes the legislative and policy requirements, and administrative processes, when parties intending to marry have banns published in accordance with the [Marriage Act](#).

Policy

1. A marriage licence is not required if banns are published in accordance with the [Marriage Act](#).
 - o Refer to [policy C.1](#) for more information about marriage licences.
2. [Publication of banns packages](#) are stored in pre-paid envelopes addressed to the Office of the Registrar of Vital Statistics and each package contains:
 - o an [overview of the publication of banns package](#);
 - o two blank pieces of acid-free paper and one blank piece of regular paper (upon which the [registration of marriage](#) will be printed by the deputy registrar or territorial agent);
 - o two copies of the [certificate of publication of banns](#), both printed on acid-free paper;
 - o two copies of the [statutory declaration by person intending to marry](#);
 - o a [ceremonial certificate of marriage](#);
 - o an [application for certificate, certified copy or search](#); and
 - o a [name change after marriage checklist](#).
3. Publication of banns packages may be distributed by:
 - o territorial agents; or
 - o the deputy registrar.
4. Both parties to the marriage must be present when the [publication of banns package](#) is issued.
5. The parties intending to marry must be 19 years of age or older at the time the [publication of banns package](#) is issued, unless otherwise specified in this policy.
6. Each party must present an original or certified copy of valid government-issued identification that includes their name and date of birth.

C.3: Publication of banns

Unit: Office of the Registrar of Vital Statistics	Effective date: June 11, 2024
Branch: Insured Health Services	Last updated: June 11, 2024
Policy number: C.3	Review date: June 11, 2026

- Health care insurance plan cards cannot be accepted as identification.
 - Expired identification will not be accepted.
 - Identification does not have to include a photo.
 - Identification issued by a government outside of the Yukon and/or outside of Canada will be accepted.
 - Identification written in a language other than English or French must be accompanied by a certified translation.
- 7. The parties intending to marry do not have to be residents of the Yukon to have banns proclaimed or published on their behalf.
 - The parties intending to marry must, however, reside in the place where the banns are proclaimed for 15 days or more.
- 8. The parties intending to marry may be of any sex or gender.
- 9. A [publication of banns package](#) will not be issued for a person to marry their:
 - grandmother;
 - grandfather;
 - mother;
 - father;
 - granddaughter;
 - grandson;
 - daughter;
 - son;
 - sister; or
 - brother.
- 10. The relationships described in [policy statement 9](#) include all relationships, whether by whole or half blood, or by order of adoption.
- 11. The following documents may be added to the [publication of banns package](#), depending on the situation of the parties intending to marry.

C.3: Publication of banns

Unit: Office of the Registrar of Vital Statistics	Effective date: June 11, 2024
Branch: Insured Health Services	Last updated: June 11, 2024
Policy number: C.3	Review date: June 11, 2026

- The [statutory declaration to be made by previously married person whose former spouse is presumed to be dead](#) must be added if one of the parties intending to marry was previously married and their former spouse is presumed to be dead.
- The [consent to marriage of a minor](#) must be added if one or both of the parties intending to marry is a minor.
 - Two copies must be added if both of the parties intending to marry are minors.
- The [consent to marriage of a minor](#) can be added if one or both of the parties intending to marry is a minor over 18 years of age and electing to complete the [statutory declaration by minor](#) in lieu of having the [consent to marriage of a minor](#) completed.
 - Two copies must be added if both of the parties intending to marry are minors in this circumstance.

12. Banns may be proclaimed anywhere in Canada if the cleric who proclaims the banns holds a valid [certificate of registration](#) or [certificate of temporary registration](#) issued by the Office of the Registrar of Vital Statistics in the Yukon.

- Refer to [policy C.4](#) for more information about the registration of clerics.

13. The intention of the parties to marry must be proclaimed during divine service on two successive Sundays.

- If a religious body substitutes Saturday or some other day as the usual and principal day of the week for the celebration of divine service, the intention of the parties to marry may be proclaimed on two successive Saturdays or those other days.

14. If the parties intending to marry reside in different municipalities, parishes, circuits or pastoral charges, the intention to marry must be proclaimed, and a [certificate of publication of banns](#) must be completed by a cleric, at each municipality, parish, circuit or pastoral charge.

15. The [certificate of publication of banns](#) will be considered valid only when it is completed by a cleric who holds a valid [certificate of registration](#) or [certificate of temporary registration](#) issued by the Office of the Registrar of Vital Statistics in the Yukon.

C.3: Publication of banns

Unit: Office of the Registrar of Vital Statistics	Effective date: June 11, 2024
Branch: Insured Health Services	Last updated: June 11, 2024
Policy number: C.3	Review date: June 11, 2026

- The cleric who proclaims the banns does not have to be the same cleric who solemnizes the marriage.
- Refer to [policy C.4](#) for more information about the registration of clerics.

16. Marriages must be solemnized within three months from the date of the second proclamation of banns.

17. Within 30 days after the day of the marriage, the completed [registration of marriage](#) and [certificate\(s\) of publication of banns](#) must be received by the Office of the Registrar of Vital Statistics.

- The complete [registration of marriage](#) and [certificate\(s\) of publication of banns](#) may be received:
 - by mail; or
 - in person.
- Emailed or faxed copies will not be accepted.

Definitions

Cleric: A person duly ordained or appointed by their religious body and authorized by the Marriage Act to solemnize marriage.

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Minor: A party to an intended marriage who is under the age of 19 years and over the age of 16 years.

Territorial agent: A member of the civil service who provides limited services in a Yukon community on behalf of select Yukon government programs.

Authorities

- [Civil Marriage Act \(Canada\) 2005, c.33](#)
- [Health Information Privacy and Management Act \(Yukon\), 2013, c.16, s.18\(1\)](#)
- [Marriage Act \(Yukon\) 2002, c.146, sections 7 – 23](#)
- [Marriage \(Prohibited Degrees\) Act \(Canada\), 1990, c.46](#)

C.3: Publication of banns

Unit: Office of the Registrar of Vital Statistics	Effective date: June 11, 2024
Branch: Insured Health Services	Last updated: June 11, 2024
Policy number: C.3	Review date: June 11, 2026

- [Presumption of Death Act \(Yukon\), 2002, c.174, s.2](#)

Related policies and other documents

- [A.2: Registration of marriages](#)
- [C.1: Marriage licences](#)
- [C.4: Registration of clerics](#)
- [C.12: Sending mail](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	June 11, 2024	

C.4: Registration of clerics

Unit: Office of the Registrar of Vital Statistics	Effective date: May 27, 2024
Branch: Insured Health Services	Last updated: May 27, 2024
Policy number: C.4	Review date: May 27, 2026

Purpose

This policy describes the legislative and policy requirements regarding the registration of clerics authorized to solemnize marriage in the Yukon.

Policy

Verification of a new religious body

1. When a religious body new to the Yukon requests to have their clerics registered in accordance with this policy, the deputy registrar must determine whether the religious body is established, both as to:
 - continuity of existence; and
 - recognized rites and usages respecting the solemnization of marriage.
2. For the purpose of registering a cleric, religious bodies are not required to be registered, or provide any documentation to indicate that they are registered, under any statute, or with any federal or territorial office or program.
3. The deputy registrar must use exploratory questions to determine whether the religious body satisfies the requirements of [policy statement 1](#).
 - No formal documentation of this process is required.
 - The deputy registrar may determine which questions to ask, and the number of questions to ask, to satisfy the requirements of [policy statement 1](#).
 - Refer to [Appendix A](#) for a list of exploratory questions that may be used.
4. If the deputy registrar determines that the requirements of [policy statement 1](#) have not been met, the deputy registrar may deny the new religious body's request to have their clerics registered to solemnize marriage.

Registration of clerics

5. Before an individual may solemnize a marriage in the Yukon, they must be appointed as a marriage commissioner or registered as a cleric.
 - Refer to [policy C.2](#) for more information about marriage commissioner appointments.
6. Clerics must be registered on behalf of a religious body that has been established.
 - A cleric cannot be registered independently.

C.4: Registration of clerics

Unit: Office of the Registrar of Vital Statistics	Effective date: May 27, 2024
Branch: Insured Health Services	Last updated: May 27, 2024
Policy number: C.4	Review date: May 27, 2026

7. Religious bodies who wish to register a cleric must apply using the [application to register or remove clerics authorized to solemnize marriage](#) (application).
8. The [application](#) must be completed and signed by the ecclesiastical authority of the religious body in which the cleric is ordained or by which they are appointed.
 - Religious bodies determine their own ecclesiastical authority or authorities.
9. Ecclesiastical authorities may apply for permanent or temporary cleric registrations.
 - The date or period of registration must be specified on [applications](#) for temporary registrations.
10. [Application](#) may be submitted to the Office of the Registrar of Vital Statistics:
 - in person;
 - by mail;
 - by fax; or
 - by email.
11. The deputy registrar must issue a [certificate of registration](#) for each cleric who is accepted for registration.
12. Certificates registration may be signed by the deputy registrar:
 - electronically; or
 - by hand.
13. The certificate of registration is specific to the:
 - cleric's denomination; and
 - religious body in which the cleric is ordained or by which they are appointed.
14. The deputy registrar must apply the Office of the Registrar of Vital Statistics embossing seal to each [certificate of registration](#) issued.
 - The embossing seal must be applied in the lower left quadrant of the [certificate of registration](#)
15. Once a cleric is registered, the deputy registrar must send a [registration package](#) to the cleric, which includes:

C.4: Registration of clerics

Unit: Office of the Registrar of Vital Statistics	Effective date: May 27, 2024
Branch: Insured Health Services	Last updated: May 27, 2024
Policy number: C.4	Review date: May 27, 2026

- a letter using one of the approved letter templates (that is, the [permanent registration letter](#) or the [temporary registration letter](#), as applicable to the cleric's registration);
- the cleric's [certificate of registration](#) or [certificate of temporary registration](#) (certificate);
- a copy of the [Marriage Act](#); and
- the [guidelines for solemnizing a marriage](#) document.

16. The registration package will be sent to the cleric's home address, unless otherwise requested by the cleric or ecclesiastical authority.

17. A copy of the cleric's [certificate](#) will be sent electronically to the ecclesiastical authority, unless otherwise requested by the ecclesiastical authority.

18. The deputy registrar must add the name of each registered cleric to the public registry.

19. If there is a change to the cleric's denomination or the religious body in which they are ordained or by which they have been appointed, their [certificate](#) is considered void.

- A new [application](#) must be submitted to register the cleric with their new denomination or religious body.

20. In January of each year, the deputy registrar must request an updated list of clerics from each religious body.

Definitions

Cleric: A person duly ordained or appointed by their religious body and authorized by the [Marriage Act](#) to solemnize marriage.

Continuity of existence: The concept that a religious body has been and will continue to be in existence for an extended period.

Ecclesiastical authority: A person who oversees the religious body and has duties that relate to the religious body.

Religious body: Includes a church, religious denomination, sect, congregation or society.

Authorities

- [Access to Information and Protection of Privacy Regulation](#), Schedule 2
- [Marriage Act \(Yukon\) 2002, c.146](#), sections 2, 3 and 4

C.4: Registration of clerics

Unit: Office of the Registrar of Vital Statistics	Effective date: May 27, 2024
Branch: Insured Health Services	Last updated: May 27, 2024
Policy number: C.4	Review date: May 27, 2026

Related policies and other documents

- [A.2: Registration of marriages](#)
- [C.1: Marriage licences](#)
- [C.3: Publication of banns](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	May 27, 2024	

C.5: Burial permits

Unit: Office of the Registrar of Vital Statistics	Effective date: April 17, 2024
Branch: Insured Health Services	Last updated: April 17, 2024
Policy number: C.5	Review date: April 17, 2026

Purpose

This policy describes the legislative and policy requirements to issue a burial permit.

Policy

1. This policy applies to burial permits only; it does not apply to reburial permits.
 - Refer to [policy C.6](#) for more information about reburial permits.
2. **Burial permits** can be requested by anyone who is responsible for the interment of the body. This may include, but is not limited to:
 - funeral home directors;
 - coroners;
 - family members of the deceased; or
 - the deceased's next of kin.
3. **Burial permits** can only be issued:
 - by the registrar or deputy registrar; and
 - for deaths that occurred in the Yukon.
4. A **burial permit** may only be issued after:
 - one of the following documents has been received by the Office of the Registrar of Vital Statistics:
 - a [registration of death](#) from the coroner, a medical practitioner or nurse practitioner; or
 - warrant from the coroner releasing the body for burial or other disposition; and
 - the death is registered in Vitalware in accordance with [policy A.4](#).
5. Burial permits can be signed:
 - electronically; or
 - by hand.
6. The issuance of **burial permit** must be prioritized over all other tasks completed by the deputy registrar.

C.5: Burial permits

Unit: Office of the Registrar of Vital Statistics	Effective date: April 17, 2024
Branch: Insured Health Services	Last updated: April 17, 2024
Policy number: C.5	Review date: April 17, 2026

Definitions

Burial permit: A permit to bury, cremate, remove or otherwise dispose of a dead body.

Coroner: The chief coroner, as appointed by the Commissioner in Executive Council from amongst the civil service.

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the [Vital Statistics Act](#) and [Regulation](#).

Interment: The placing of a body in its final resting place.

Registrar: The registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the [Vital Statistics Act](#) and [Regulation](#).

Authorities

- [Coroners Act \(Yukon\), 2018, c.10](#), section 37
- [Vital Statistics Act \(Yukon\), 2002, c.225](#), sections 20, 21 and 22

Related policies and other documents

- [A.4: Registration of deaths](#)
- [C.6: Disinterment](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	April 17, 2024	

C.6: Disinterment

Unit: Office of the Registrar of Vital Statistics	Effective date: October 6, 2025
Branch: Insured Health Services	Last updated: October 6, 2025
Policy number: C.6	Review date: October 6, 2028

Purpose

This policy describes the legislative and policy requirements related to disinterring a body or ashes.

Policy

1. This policy applies to disinterment and reburials only; it does not apply to burial permits.
 - o Refer to [policy C.5](#) for more information about burial permits.
2. This policy applies to both the disinterment of bodies and ashes buried in the Yukon.
3. Before disinterring or assisting in the disinterment of a body, a [disinterment order](#) must be obtained from either the:
 - o Office of the Registrar of Vital Statistics; or
 - o coroner.
4. If the coroner is not involved in the disinterment, any person who desires to disinter a body or ashes buried in the Yukon must apply using an application for a disinterment order (application).
5. If the applicant is:
 - o the executor of the estate, they must provide their [Form 115: Grant of probate](#) with their application;
 - o an administrator of the estate, they must either provide their:
 - [Form 116: Letters of administration \(no will\)](#) with their application; or
 - [Form 116B: Letters of administration \(will annexed\)](#) with their application.
 - o neither the executor nor administrator of the estate, they must provide:
 - a copy of the:
 - executor's [Form 115: Grant of probate](#); or
 - administrator's:
 - o [Form 116: Letters of administration \(no will\)](#); or
 - o [Form 116B: Letters of administration \(will annexed\)](#); and

C.6: Disinterment

Unit: Office of the Registrar of Vital Statistics	Effective date: October 6, 2025
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Policy number: C.6	Review date: October 6, 2028

- a letter from the executor or administrator of the estate indicating the applicant has permission to make an application for a disinterment order.

6. The application must be accompanied by a disinterment affidavit.

7. If the application is to disinter a body or ashes that are buried in a cemetery, the application must also be accompanied by:

- the consent of the owner of the cemetery where the body or ashes are buried; or
- proof that reasonable notice of the application was given to the owner of the cemetery where the body or ashes are buried.
 - Reasonable notice is at least two calendar weeks' notice.

8. In addition to the documents described in the policy statements above, the applicant must present an original or certified copy of valid government-issued identification that includes their name and date of birth.

- Identification must include a photo.
- Identification issued by a government outside of the Yukon and/or outside of Canada is permitted.
- Identification written in a language other than English or French must be accompanied by a certified translation.
- Health care cards must not be accepted as identification.
- Expired identification will not be accepted.

9. Applications may be submitted:

- in person; or
- by mail.

10. The prescribed fee for a disinterment order is \$10.

11. The deputy registrar must send a [letter to medical officer of health](#), seeking their consent to disinter the body.

- The deputy registrar must review the medical certificate of death on the [registration of death](#) to determine the cause of death.
- The letter must indicate whether the deceased had one of the following communicable diseases at the time of their death.

C.6: Disinterment

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- Anthrax.
- Bubonic plague.
- Cholera.
- Diphtheria.
- Meningitis.
- Rabies.
- Smallpox.
- Typhoid.
- Typhus.
- Viral hemorrhagic fevers (including Ebola).

- The list of communicable diseases above is not exhaustive and may be added to at any time.
- If the disinterment was directed by the coroner or upon the order of a court having jurisdiction, the medical officer of health's consent is not required.

12. If the registrar is satisfied that the disinterment should be allowed, the registrar must issue a [disinterment order](#).

- The registrar must also determine whether to include where the body is to be reburied.
 - A reburial location is not required for the purpose of issuing the [disinterment order](#); however, the reburial location should only be left blank in exceptional circumstances (for example, the body is being reburied in another country, or the ashes will not be reburied).
 - If the reburial location is left blank, the deputy registrar must encourage the applicant to update the Office of the Registrar of Vital Statistics once the body or ashes have been reburied.

13. The deputy registrar is responsible for registering all [disinterment orders](#) in the [disinterment spreadsheet](#).

- A registration number must be assigned to each [disinterment order](#).
 - Registration numbers are comprised of the:

C.6: Disinterment

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- letter D (for disinterment);
- current year;
- provincial code (that is, 60); and
- sequence number (specifically, the next number in the sequence of the last four digits of the registration number).
 - Example: D2025-601001.

14. The deputy registrar must make a notation about the disinterment on the deceased's [registration of death](#).

15. A digitized image of the documents related to the application must be:

- created by scanning all the documents accepted from the applicant or used by the deputy registrar for the purpose of issuing a disinterment order; and
- saved as one file to the [Insured Health Service – Vital Statistics – Digitized records](#) folder on the shared drive.
 - The name of the saved file must be the disinterment registration number, as seen in the disinterment spreadsheet.

Reburial permits

16. A body that has been disinterred may only be reburied if a [burial and reburial permit](#) has been issued by the Office of the Registrar of Vital Statistics.

17. If the disinterment order was issued by the:

- Office of the Registrar of Vital Statistics, a [burial and reburial permit](#) will be issued automatically if a reburial location is indicated in the application; or
 - The applicant does not have to apply using the [application for reburial permit](#).
- coroner, the applicant must apply using the [application for reburial permit](#).

18. A copy of the coroner's disinterment order must be included with the [application for reburial permit](#).

C.6: Disinterment

Unit: Office of the Registrar of Vital Statistics	Effective date: October 6, 2025
Branch: Insured Health Services	Last updated: October 6, 2025
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Definitions

Administrator: The person appointed by a court to manage and distribute the assets of a deceased person's estate when no will names an executor, or the named executor is unable to unwilling to serve.

Ashes: Cremated human remains.

Cemetery: Those areas of land within the municipal boundaries that are set aside for the interment of human remains or ashes.

Disinterment: The digging and removal of a casket or urn.

Executor: The person named in a will to manage a deceased person's estate after their death, carrying out the instructions in the will.

Form 115 Grant of probate: A legal document issued by the Supreme Court of Yukon that confirms the validity of a deceased person's will and officially appoints the executor named in the will as having the legal authority to administer the deceased's estate.

Form 116 Letters of administration (no will): A legal document issued by the Supreme Court of Yukon that appoints an administrator to manage and distribute a deceased person's estate when they died without a will.

Form 116B Letters of administration (will annexed): A legal document issued by the Supreme Court of Yukon that appoints an administrator to manage and distribute a deceased person's estate when a will exists, but no one is willing or able to act as executor.

Medical officer of health: Either the chief medical officer of health or a district medical officer of health in accordance with the [Public Health and Safety Act](#).

Authorities

- [Cemeteries and Burial Sites Act \(Yukon\) 2002, c.25](#), section 4
- [Coroners Act \(Yukon\) 2018, c.10](#), s.33
- [Estate Administration Act \(Yukon\) 2002, c.77](#)
- [Public Health and Safety Act \(Yukon\), 2002, c.176](#), definitions
 - [Public Health Regulations respecting Embalmers and Embalming of Corpses, OIC 1980/102](#), s.19
- [Vital Statistics Act \(Yukon\), 2002, c.225](#), sections 22(10), 23
 - [Vital Statistics Regulations, OIC 1987/188](#), forms

C.6: Disinterment

Unit: Office of the Registrar of Vital Statistics	Effective date: October 6, 2025
Branch: Insured Health Services	Last updated: October 6, 2025
Policy number: C.6	Review date: October 6, 2028

- o [Schedule of Fees, OIC 1987/135](#)

Related policies and other documents

- [A.4: Registration of death](#)
- [C.5: Burial permits](#)
- [C.12: Sending mail](#)
- [C.13: Processing payments](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	October 6, 2025	

C.7: Search of records

Unit: Office of the Registrar of Vital Statistics	Effective date: May 6, 2025
Branch: Insured Health Services	Last updated: May 6, 2025
Policy number: C.7	Review date: May 6, 2028

Purpose

This policy describes the legislative and policy requirements related to requesting a search of the registration records maintained by the Office of the Registrar of Vital Statistics.

Policy

1. This policy applies to searching records only; it does not apply to issuing certificates or certified copies of documents.
 - o For more information about issuing certificates and certified copies of documents, refer to [policy C.8](#).
2. Records may only be searched to:
 - o confirm whether an event has been registered with the Office of the Registrar of Vital Statistics; and/or
 - o provide the event registration number if the event is registered.
3. Persons who desire to make a request for the search of a registration record must apply using the [application for certificate, certified copy or search](#) (application).
4. [Applications](#) may be submitted:
 - o in person;
 - o by mail;
 - o by fax; or
 - o by email.
5. Applicants must have sufficient knowledge of the person to which the requested search relates.
 - o Knowledge is demonstrated by the information provided on the [application](#).
 - o If the applicant demonstrates insufficient knowledge, the deputy registrar must not conduct a search of records.
6. All fields on the [application](#) related to the type of event for which the search is being conducted must be completed.
 - o For example, if the request is to search for a birth registration, all fields of the birth section must be completed on the [application](#).

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Unit: Office of the Registrar of Vital Statistics	Effective date: May 6, 2025
Branch: Insured Health Services	Last updated: May 6, 2025
Policy number: C.7	Review date: May 6, 2028

7. The deputy registrar may make a search related to any:

- birth;
- stillbirth;
- marriage; or
- death.

8. The prescribed fee for a search is \$1 per year to a maximum of \$20.

9. Payments for the prescribed fees must be processed in:

- advance of the search being conducted; and
- accordance with [policy C.13](#).

10. The deputy registrar must:

- apply a 'paid' stamp to the appropriate spot on the [application](#) at the time payment is received; and
- fill in all the required prompts within the 'paid' stamp (that is, amount, receive by and receipt number).

11. Unless otherwise specified within this policy, [applications](#) will be processed within 30 business days from the date on which the:

- [application](#) is completed in full;
- [application](#) is received by the Office of the Registrar of Vital Statistics; and
- prescribed fee is received by the Office of the Registrar of Vital Statistics.

12. [Applications](#) may be rushed if the:

- applicant provides a sufficient reason, as determined by the deputy registrar, for why the application needs to be rushed; and
- deputy registrar is available and willing to rush the processing of the [application](#).

13. Any corrections made by the deputy registrar to the [application](#) must be clearly noted on the [application](#).

14. If the deputy registrar determines that the applicant does not have enough information about the person to which the search relates, the deputy registrar may deny the request.

C.7: Search of records

Unit: Office of the Registrar of Vital Statistics	Effective date: May 6, 2025
Branch: Insured Health Services	Last updated: May 6, 2025
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- The denial must be made in writing using the [certificates, copies and searches – denial letter](#) template.
- 15. If the deputy registrar has reason to believe that the results of the search may be used for an unlawful or improper purpose, the deputy registrar must not complete the search.
- 16. [Applications](#) that are unable to be processed must be stored in the accordion folder.
 - The following are examples of reasons why an application may be unable to be processed. The list is not exhaustive; there may be additional reasons why an applicant cannot be processed.
 - The [application](#) is missing information, and the deputy registrar is unable to contact the applicant.
 - No prescribed fee was received from the applicant and the deputy registrar is unable to contact the applicant.
 - There was an issue with the [application](#), and the applicant was contacted but has not responded to the inquiry.
- 17. If an [application](#) is refused by the registrar, the applicant may apply to the Supreme Court for an order requiring the registrar to conduct the search.
- 18. The deputy registrar must make a report on the search using the [search results letter](#) template.
 - The report must:
 - only identify whether the record has been registered or recorded; and
 - include the registration number, if the record has been registered.
- Searches to indicate whether married in the Yukon**
- 19. If an applicant requests official documentation to demonstrate that they have not registered a marriage in the Yukon, the deputy registrar must:
 - conduct the search from the date the applicant arrived in the Yukon to the date of the request;
 - create a [letter of no marriage](#); and
 - apply the embossing seal to the bottom left side of the letter.
- 20. A [letter of no marriage](#) must be issued per person.

C.7: Search of records

Unit: Office of the Registrar of Vital Statistics	Effective date: May 6, 2025
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- If a couple requests a [letter of no marriage](#), the deputy registrar must issue a separate [letter of no marriage](#) for each person.

Definitions

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Authorities

- [Vital Statistics Act \(Yukon\) 2002, c.225](#), sections 30, 33(4)
 - [Schedule of Fees, OIC 1987/135](#)

Related policies and other documents

- [A.1: Registration of births](#)
- [A.2: Registration of marriages](#)
- [A.4: Registration of deaths](#)
- [A.5: Registration of stillbirths](#)
- [A.6: Delayed registrations](#)
- [B.1: Alteration respecting parentage and surname](#)
- [B.2: Alteration or addition of a given name](#)
- [B.3: Change of name of a child](#)
- [B.4: Change of name of an adult](#)
- [C.8: Issuance of certificates and copies](#)
- [C.12: Sending mail](#)
- [C.13: Processing payments](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	May 6, 2025	

C.8: Issuance of certificates and copies

Unit: Office of the Registrar of Vital Statistics	Effective date: July 8, 2025
Branch: Insured Health Services	Last updated: July 8, 2025
Policy number: C.8	Review date: July 8, 2028

Purpose

This policy describes the legislative and policy requirements related to issuing certificates and certified copies of registration documents.

Policy

1. This policy applies to issuing certificates and certified copies of registration documents only; it does not apply to conducting searches of registration documents or issuing certificates of change of name.
 - o For more information about:
 - searches, refer to [policy C.7](#).
 - issuing certificates of change of name, refer to [policy C.9](#).

Applications

2. Persons who wish to obtain a certificate or certified copy from the Office of the Registrar of Vital Statistics must apply using the [application for certificate, certified copy or search](#) (application).
3. Applicants must have sufficient knowledge of the person(s) to which the requested certificate or certified copy relates.
 - o Knowledge is demonstrated by the information provided on the [application](#).
4. The following sections on the [application](#) must be completed in full in order for the [application](#) to be considered.
 - o Applicant contact information.
 - o Information related to the certificate, certified copy or search.
 - For example, if a birth certificate is being requested, all fields of the birth section must be completed.
5. [Applications](#) may be submitted:
 - o in person;
 - o by mail;
 - o by fax; or
 - o by email.

C.8: Issuance of certificates and copies

Unit: Office of the Registrar of Vital Statistics	Effective date: July 8, 2025
Branch: Insured Health Services	Last updated: July 8, 2025
Policy number: C.8	Review date: July 8, 2028

6. Upon receiving an [application](#), the deputy registrar must stamp the [application](#) in the bottom right corner with a received stamp that includes the date.
7. Unless otherwise specified in this policy, [applications](#) will be processed within 10 business days from the date on which the:
 - [application](#) is completed in full;
 - [application](#) is received by the Office of the Registrar of Vital Statistics; and
 - prescribed fee is received by the Office of the Registrar of Vital Statistics.
8. [Applications](#) may be rushed if the:
 - applicant provides a sufficient reason, as determined by the deputy registrar, for why the [application](#) needs to be rushed; and
 - deputy registrar is available and willing to rush the processing of the [application](#).
9. The deputy registrar must initial beside any corrections or changes they make to the [application](#).
10. [Applications](#) that are unable to be processed (for example, because no payment was received or there is information missing) will be held for two calendar weeks from the date on which the application was received.
 - After two weeks, the deputy registrar must attempt to contact the applicant via phone and/or send the applicant a [certificates, copies and searches - more information required letter](#) (more information required letter).
 - If, after contacting the applicant and/or sending the applicant a [more information required letter](#), an additional two weeks have passed and the application remains incomplete, the deputy registrar must formally deny the [application](#) using the [certificates, copies and searches – denial letter](#) (denial letter) template.

Fees

11. Unless otherwise specified in this policy, applicants must pay the prescribed fee of \$10 for each:
 - certificate requested; and/or
 - requested certified copy of a registration document.
12. Certified copies of certificates are free.

C.8: Issuance of certificates and copies

Unit: Office of the Registrar of Vital Statistics	Effective date: July 8, 2025
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13. Indigenous applicants who have applied to reclaim their First Nation, Inuit or Métis ancestry in accordance with policies [B.2](#), [B.3](#) or [B.4](#) are permitted to have the prescribed fee waived for the first birth certificate provided to them following their change of name.

- Refer to policy:
 - [B.2](#) for more information about alterations or additions of a given name;
 - [B.3](#) for more information about changes of name of a child; and/or
 - [B.4](#) for more information about changes of name of an adult.

14. The prescribed fee may be waived if there is an error in the certificate that occurred when the information was entered into Vitalware.

- If a certificate or certified photocopy is requested due to an error made on the original registration document, an amendment must be made to the registration document.
- Refer to [policy B.9](#) for more information about making an amendment to the registration document.

15. Payments for prescribed fees must be processed in:

- advance of the certificate or certified copy being created; and
- accordance with [policy C.13](#).

16. The deputy registrar must inform applicants at the time of payment that, if the requested documents are not obtained by the applicant within one year of the date on which the certificate or certified copy was created, the:

- certificate or certified copy of the registration document will be securely shredded; and
- prescribed fees will be retained.

17. If the [application](#) requests a certificate or certified copy of a registration document that does not exist, the prescribed fees must be retained.

General

18. Certificates and certified copies may only be produced or copied for events that occurred in the Yukon.

- For events that occurred outside the Yukon, the deputy registrar must refer applicants to the jurisdiction in which the event occurred.

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19. Registration information from:

- 2017 and prior must be verified through the physical record; and
- 2018 onward can be considered valid and accurate in Vitalware.

20. Under no circumstance can a certificate or certified copy be issued in respect of the registration of an:

- adoption;
- dissolution or annulment of marriage.

21. Any documentation of any vital event that occurred more than 100 years ago can be provided to any applicant.

- The applicant must satisfy the requirements of this policy.

22. The deputy registrar may deny an [application](#) if they:

- determine that the applicant does not have enough information about the person to which the certificate or certified copy relates; and/or
- believe that the certificate or certified copy may be used for an unlawful or improper purpose.

23. If the deputy registrar has reasonable grounds to believe that the applicant may have committed a criminal offense by making the [application](#), the deputy registrar must:

- liaise with the registrar about whether the applicant should be reported to the RCMP; and
- report the applicant to the RCMP if the registrar determines that this is appropriate.

Certificates

24. The deputy registrar is responsible for ensuring that there are sufficient certificate templates available to meet applicant requests.

25. Certificate templates must be requested by the person in the office responsible for ordering supplies:

- annually;
- by the 15th of January of each year; and
- from the Canadian Bank Note Company Limited.

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- Refer to [Appendix C](#) for contact information for the Canadian Bank Note Company Limited.

26. To determine the number of certificates to order, the deputy registrar must:

- calculate the average number of each type of certificate (that is, birth, marriage and death) issued annually over the preceding three years; and
- add an additional 10 percent.

27. If Canada Bank Note Company Limited has indicated that there is a certificate missing from the certificate numbering sequence, the deputy registrar must adjust the stock in Vitalware.

- The deputy registrar must leave out 'YK' when adjusting the stock.
- The deputy registrar must put a sticky note in the appropriate spot in the pile of certificates to indicate where a certificate is missing.

28. The types of certificates that may be provided to applicants include:

- birth certificates;
- marriage certificates; and
- death certificates.

29. Birth certificates come in a:

- short form, which includes only information about the individual to which the certificate relates; or
- long form, which includes information about both the individual and the individual's parents.

30. Except on the order of a court, no certificate can be issued that discloses the cause of death.

- In the event a person requests the cause of death of a deceased person, the deputy registrar must refer them to the coroner or attending physician who was present at the time of the deceased person's death.

31. A maximum of two of each type of certificate may be issued to the applicant each calendar year, unless otherwise specified in this policy.

32. In exceptional circumstances, the deputy registrar may issue more than two certificates of the same type.

- Exceptional circumstances may include but are not limited to the applicant:

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- experiencing a natural disaster (such as a fire or flood) that damages or destroys their existing certificates; or
- losing their wallet or purse, which contained their existing certificates.

33. If an [application](#) for a birth, marriage or death certificate is refused by the registrar, the applicant may apply to the Supreme Court for an order requiring the registrar to issue the certificate.

Certified copies

34. A certified copy of a [registration of live birth](#) or [registration of stillbirth](#) may be provided to an applicant:

- who requires it for a stated reason that, in the opinion of the registrar, justifies the issuance of it; or
- on the order of a court.

35. A certified copy of a [registration of marriage](#) may be provided to an applicant:

- if they are a party to the marriage;
- who requires it for a stated reason that, in the opinion of the registrar, justifies the issuance of it; or
- on the order of a court.

36. A certified copy of a [registration of death](#) must first be requested from the attending physician or coroner.

37. If the attending physician or coroner is unable to provide the [registration of death](#) to the applicant, the applicant may request a certified copy of the [registration of death](#) from the Office of the Registrar of Vital Statistics.

- As part of the [application](#), the applicant must provide a:
 - stated reason that, in the opinion of the registrar, justifies the issuance of the registration of death; or
 - court order.
- The registrar must determine whether to release a requested [registration of death](#).
- If the applicant does not specifically request and receive permission from the registrar to obtain the information in the medical certificate of death (a section

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within the [registration of death](#)), this section must be redacted on the [registration of death](#).

38. A certified copy of any certificate (that is, a birth, marriage or death certificate) may be provided to an applicant if the applicant provides the original certificate from which the certified copy can be made.

- The certificate must have been previously issued by the Office of the Registrar of Vital Statistics.
- The deputy registrar must verify all the details on the certificate by comparing it to the applicable registration document, prior to making the certified copy.

39. If an original death certificate is provided to the Office of the Registrar of Vital Statistics from a funeral home in the Yukon or a vital statistics agency within Canada, the deputy registrar may make certified copies of the death certificate.

- The deputy registrar must verify the:
 - name and signature of the registrar who issued the death certificate; and
 - look and characteristics of death certificates from that jurisdiction.

Issued certificates and certified copies

40. In accordance with the applicant's request, certificates and certified copies may be:

- sent to the applicant via registered mail in accordance with [policy C.12](#); or
- picked up from the Office of the Registrar of Vital Statistics by the applicant.

41. The deputy registrar must go through the copies and certificates folder behind the front counter every six months.

- Certificates and certified copies that remain in the folder one year after the date the certificate or certified copy was issued must be securely shredded.

Cancelling and returning certificates or certified copies

42. The deputy registrar may cancel a certificate in respect of, or a certified copy of, a registration document that was issued before the making of the alteration, addition, correction or notation.

43. The deputy registrar may request that a person who has in their possession a certificate in respect of, or certified copy of, a registration document that was issued before the making

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of the alteration, addition, correction or notation, deliver the certificate or certified copy to the registrar for cancellation.

- For example, in accordance with change of name policies [B.3](#) and [B.4](#), applicants must submit any previously issued birth certificates with their change of name application. Once their change of name has been registered, their previously issued birth certificate is considered cancelled.

44. Cancelled certificates and certified copies of registration documents must be placed in the secure shredding bin for confidential destruction.

Definitions

Certificate: A certified extract of the prescribed particulars of a registration document.

Certified copy: A copy of an original registration document that has on it an endorsement or certificate that it is a true copy of the original document. It does not certify that the original document is genuine; only that it is a true copy of the original document.

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the [Vital Statistics Act](#) and [Regulations](#).

Registrar: The registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the [Vital Statistics Act](#) and [Regulations](#).

Registration binder: The binder in which all registered births, stillbirths, marriages and deaths are stored.

Registration document: A [registration of live birth](#), [registration of stillbirth](#), [registration of marriage](#) or [registration of death](#).

Vital event: The occurrence of a live birth, stillbirth, marriage or death.

Authorities

- [Vital Statistics Act \(Yukon\) 2002, c.225](#), sections 31, 32, 33(4), 33(5) and 33(7)
 - [Vital Statistics Regulations, OIC 1987/188](#), sections 3, 4, forms
 - [Schedule of Fees, OIC 1987/135](#)

C.8: Issuance of certificates and copies

Unit: Office of the Registrar of Vital Statistics	Effective date: July 8, 2025
Branch: Insured Health Services	Last updated: July 8, 2025
Policy number: C.8	Review date: July 8, 2028

Related policies and other documents

- [A.1: Registration of births](#)
- [A.2: Registration of marriages](#)
- [A.4: Registration of deaths](#)
- [A.5: Registration of stillbirths](#)
- [A.6: Delayed registrations](#)
- [B.1: Alteration respecting parentage and surname](#)
- [B.2: Alteration or addition of a given name](#)
- [B.3: Change of name of a child](#)
- [B.4: Change of name of an adult](#)
- [B.6: Registration of adoption](#)
- [B.7: Change of sex of person 16 years of age and older](#)
- [B.8: Change of sex of a young person](#)
- [B.9: Corrections](#)
- [C.1: Marriage licences](#)
- [C.3: Publication of banns](#)
- [C.7: Search of records](#)
- [C.12: Sending mail](#)
- [C.13: Processing payments](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	July 8, 2025	

C.9: Certificates of change of name

Unit: Office of the Registrar of Vital Statistics	Effective date: September 4, 2025
Branch: Insured Health Services	Last updated: September 4, 2025
Policy number: C.9	Review date: September 4, 2028

Purpose

This policy describes the legislative and policy requirements related to issuing certificates of change of name.

Policy

1. This policy applies to issuing [certificates of change of name](#) (certificate) only; it does not discuss any other certificate types.
 - o For more information about issuing other types of certificates, refer to [policy C.8](#).
2. [Certificates](#) may only be issued if the change of name:
 - o occurred in the Yukon; and
 - o was registered with the Office of the Registrar of Vital Statistics.
3. If an applicant changed their name in another jurisdiction, the deputy registrar must refer the applicant to the jurisdiction in which the change of name was registered.
4. The first [certificate](#) for a person must be issued in accordance with policy:
 - o [B.3](#) if the certificate relates to a child; or
 - o [B.4](#) if the certificate relates to an adult.
5. If a person desires a:
 - o new [certificate](#), the person must meet the requirements in the [applications for new certificates](#) section below.
 - o a certified copy of their original [certificate](#), the person must meet the requirements in the [requests for certified copies of certificates](#) section below.

Applications for new certificates

6. A person who desires a new [certificate](#) must apply using the application for certificate of change of name (application).
7. Applicants must have sufficient knowledge of the person to which the requested [certificate](#) relates.
 - o Knowledge is demonstrated by the information provided on the application.
8. Applications may be submitted:
 - o in person;
 - o by mail;

C.9: Certificates of change of name

Unit: Office of the Registrar of Vital Statistics	Effective date: September 4, 2025
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- by fax; or
- by email.

9. The prescribed fee for a new [certificate](#) is \$10.

10. Payments for prescribed fees must be processed in:

- advance of the [certificate](#) being created; and
- accordance with [policy C.13](#).

11. The deputy registrar must inform applicants at the time of payment that, if the requested [certificate](#) is not obtained by the applicant within one year of the date on which the [certificate](#) was created, the:

- [certificate](#) will be securely shredded; and
- prescribed fees will be retained.

12. Unless otherwise specified in this policy, applications will be processed within 10 business days from the date on which the:

- application is completed in full;
- application is received by the Office of the Registrar of Vital Statistics; and
- prescribed fee is received by the Office of the Registrar of Vital Statistics.

13. Applications may be rushed if the:

- applicant provides a sufficient reason, as determined by the deputy registrar, for why the application needs to be rushed; and
- deputy registrar is available and willing to rush the processing of the application.

14. The deputy registrar must initial beside any corrections or changes they make to the application.

15. Applications that are unable to be processed (for example, because no payment was received or there is information missing) will be held for two calendar weeks from the date on which the application was received.

- After two weeks, the deputy registrar must attempt to contact the applicant via phone and/or send the applicant a [certificates, copies and searches – more information required letter](#) (more information required letter).
- If, after contacting the applicant and/or sending the applicant a [more information required letter](#), an additional two weeks have passed and the application

C.9: Certificates of change of name

Unit: Office of the Registrar of Vital Statistics	Effective date: September 4, 2025
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remains incomplete, the deputy registrar must formally deny the application using the [certificates, copies and searches – denial letter](#) (denial letter) template.

16. The deputy registrar may deny an application if they:

- determine that the applicant does not have sufficient information about the person to which the [certificate](#) relates; and/or
- believe that the [certificate](#) may be used for an unlawful or improper purpose.

17. If the deputy registrar has reasonable grounds to believe that the applicant may have committed a criminal offense by making the application, the deputy registrar must:

- liaise with the registrar about whether the applicant should be reported to the RCMP; and
- report the applicant to the RCMP if the registrar determines that this is appropriate.

18. If the deputy registrar determines that the applicant's request can be granted, the deputy registrar must issue a new [certificate](#).

19. In accordance with the applicant's request on the application, [certificates](#) may be:

- sent to the applicant via registered mail in accordance with [policy C.12](#); or
- picked up from the Office of the Registrar of Vital Statistics by the applicant.

20. The deputy registrar must go through the copies and certificates folder behind the front counter every six months.

- [Certificates](#) that remain in the folder after one year from the date the [certificate](#) was issued must be securely shredded.

Requests for certified copies of certificates

21. A person who desires a certified copy of their original [certificate](#) must make a verbal or written request for this to the deputy registrar.

- The verbal or written request must include the:
 - applicant's former name;
 - applicant's new name,
 - applicant's date of birth;
 - applicant's contact information;
 - timeframe of when the change of name occurred; and

C.9: Certificates of change of name

Unit: Office of the Registrar of Vital Statistics	Effective date: September 4, 2025
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Policy number: C.9	Review date: September 4, 2028

- method in which they would like to receive the [certificate](#) (that is, by picking it up or having it mailed to them).

22. The applicant may:

- provide their original [certificate](#) from which the certified copy can be made; or
- request that the deputy registrar locate the copy of their original [certificate](#) and have the certified copies made from that.

23. Regardless of which option the applicant selects in [policy statement 22](#), the deputy registrar must verify all details of the change of name before creating certified copies.

24. Certified copies of [certificates](#) are free.

25. The deputy registrar must inform applicants that, if the requested [certificate](#) is not obtained by the applicant within one year of the date on which the [certificate](#) was created, the [certificate](#) will be securely shredded.

26. Unless otherwise specified in this policy, requests will be processed within 10 business days from the date on which the request is received.

27. Requests may be rushed if the:

- applicant provides a sufficient reason, as determined by the deputy registrar, for why the request needs to be rushed; and
- deputy registrar is available and willing to rush the processing of the request.

28. The deputy registrar must apply:

- a certified true copy stamp to the bottom left corner of the [certificate](#); and
- the vital statistics embossing seal immediately above the existing signature on the [certificate](#)

Definitions

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the [Vital Statistics Act](#) and [Regulations](#).

Authorities

- [Change of Name Act, \(Yukon\), 2002, c.28, s.15](#)
 - [Change of Name Regulations, OIC, 1988/051](#), fee schedule

C.9: Certificates of change of name

Unit: Office of the Registrar of Vital Statistics	Effective date: September 4, 2025
Branch: Insured Health Services	Last updated: September 4, 2025
Policy number: C.9	Review date: September 4, 2028

Related policies and other documents

- [B.3: Change of name of a child](#)
- [B.4: Change of name of an adult](#)
- [C.8: Issuance of certificates and copies](#)
- [C.12: Sending mail](#)
- [C.13: Processing payments](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	September 4, 2025	

C.10: Appeals and reconsiderations

Unit: Office of the Registrar of Vital Statistics	Effective date: September 23, 2025
Branch: Insured Health Services	Last updated: September 23, 2025
Policy number: C.10	Review date: September 23, 2028

Purpose

This policy describes the policy requirements related to having a decision made by the deputy registrar or registrar appealed or reconsidered.

Policy

Appeals

1. The following decisions may be appealed to the Supreme Court.
 - o Refusal of an application:
 - of a [registration of live birth](#) (including refusal of a surname);
 - of a [registration of stillbirth](#) (including refusal of a surname);
 - of a [registration of marriage](#);
 - of a [registration of death](#);
 - of an [application to change sex on birth registration – 15 and under](#); and
 - of an [application to change sex on birth registration – 16 and older](#);
 - for a [certificate, certified copy or search](#) in respect of the registration of a:
 - birth;
 - stillbirth;
 - marriage; or
 - death
2. If the Office of the Registrar of Vital Statistics receives an order from the Supreme Court, the deputy registrar must:
 - o comply with the order; and
 - o attach a copy to the registration document, as applicable.

Reconsiderations

3. A person may request reconsideration of a decision made by the registrar or a deputy registrar for any other decision than those listed in the [appeals section](#) above.
4. A person may request reconsideration of a decision made by the registrar or a deputy registrar if they believe:

C.10: Appeals and reconsiderations

Unit: Office of the Registrar of Vital Statistics	Effective date: September 23, 2025
Branch: Insured Health Services	Last updated: September 23, 2025
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- information in their initial application or submission was overlooked;
- the governing legislation or policy was misinterpreted; or
- there was a procedural or communication error.

5. The requestor may be:

- the person themselves; or
- a person acting in the person's best interest (for example, a family member, caregiver, healthcare provider or advocate).

6. Any requestor acting in the person's best interest must have the person's consent to discuss their personal health information.

- Consent may be provided through:
 - a completed consent to release information form;
 - written consent from the person whose personal health information will be used or disclosed;
 - a guardianship order through the Supreme Court for an adult or child; or
 - a substitute decision-maker chosen by a care provider.

7. The requestor must submit a completed [reconsideration request](#) form (request form).

8. The [request form](#) must be submitted within one calendar year of the date of the decision.

9. The [request form](#) may be submitted:

- in person;
- by mail; or
- by email.

10. The method in which the [request form](#) is received by the requestor (that is, in person, by mail or email) will be the method in which all subsequent communication is issued by the registrar or deputy registrar.

- If a request form is received in person, the deputy registrar must send any subsequent communication by mail.
- The method in which the [request form](#) is received will also be the method in which the registrar and deputy registrar communicate and exchange information about the reconsideration request.

C.10: Appeals and reconsiderations

Unit: Office of the Registrar of Vital Statistics	Effective date: September 23, 2025
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11. The deputy registrar is responsible for tracking the status and outcome of the reconsideration request in the [reconsideration spreadsheet](#).
12. Within five business days of receiving the request form, the deputy registrar must review the request form and supporting documentation to determine whether the information provided is sufficient for the registrar to make their decision.
 - If the information is not sufficient, the deputy registrar must contact the requestor by phone to request the required additional information.
 - If the requestor is unable to be reached by phone, the deputy registrar must send the requestor a [reconsideration request - more information required letter](#) (more information required letter).
13. The requestor has one month from the date on which the phone call was made or the date on which the [more information requested letter](#) was sent, as applicable, to provide the requested additional information.
 - If the requestor does not provide the requested additional information within one month of date on which the phone call was made or the [more information requested letter](#) was sent, the request will be considered abandoned.
14. A request for reconsideration is considered complete when:
 - the [request form](#) is completed in full; and
 - all supporting documentation has been received.
15. The registrar is responsible for:
 - determining whether the decision that led to the reconsideration request was made correctly or incorrectly; and
 - notifying the deputy registrar of the decision.
16. All reconsideration decisions are final.
 - Requests for decisions that have already been reconsidered will automatically be denied.
17. A digitized image of the documents used to support the reconsideration request must be:
 - created by scanning all the documents accepted from the requestor or used by the registrar or deputy registrar for the purpose of reconsidering the decision; and

C.10: Appeals and reconsiderations

Unit: Office of the Registrar of Vital Statistics	Effective date: September 23, 2025
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- saved as one file to the [Insured Health Services – Vital Statistics – Digitized records](#) folder on the shared drive.
 - The name of the saved file must be the name of the person to which the request relates.
 - The name must be written with the surname in all capital letters, followed by a comma and the person's given name written with the first letter capitalized and the remainder of the name in lowercase.
 - For example, SMITH, John.
- 18. The deputy registrar must implement any decisions approved by the registrar through the reconsideration process.

Definitions

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulations.

Reconsideration: A discretionary, internal review of a decision made under a piece of legislation that governs the work of the Office of the Registrar of Vital Statistics. Reconsideration is not an appeal and does not entitle requestors to a second decision by right.

Registrar: The registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration

Registration document: A [registration of live birth](#), [registration of stillbirth](#), [registration of marriage](#) or [registration of death](#).

Authorities

- [Vital Statistics Act, \(Yukon\), 2002, c.225, s. 33](#)

Related policies and other documents

- [A.1: Registration of live births](#)
- [A.2: Registration of marriages](#)
- [A.3: Registration of divorces and nullities](#)

C.10: Appeals and reconsiderations

Unit: Office of the Registrar of Vital Statistics	Effective date: September 23, 2025
Branch: Insured Health Services	Last updated: September 23, 2025
Policy number: C.10	Review date: September 23, 2028

- A.4: Registration of deaths
- A.5: Registration of stillbirths
- A.6: Delayed registrations
- B.1: Alteration respecting parentage and surname
- B.2: Alteration or addition of a given name
- B.3: Change of name of a child
- B.4: Change of name of an adult
- B.5: Election by married persons
- B.6: Registration of adoption
- B.7: Change of sex of person 16 years of age or older
- B.8: Change of sex of a young person
- B.9: Corrections
- C.1: Marriage licences
- C.2: Marriage commissioner applications
- C.3: Publication of banns
- C.4: Registration of clerics
- C.5: Burial permits
- C.6: Disinterment
- C.7: Search of records
- C.8: Issuance of certificates and copies
- C.9: Certificates of change of name

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	September 23, 2025	

C.11: Onboarding and offboarding

Unit: Office of the Registrar of Vital Statistics	Effective date: November 8, 2023
Branch: Insured Health Services	Last updated: November 2023
Policy number: C.11	Review date: November 8, 2025

Purpose

This policy describes the tasks that are required to be completed when a new employee starts at Vital Statistics and/or when an employee leaves their position at Vital Statistics.

Policy

Onboarding

1. Prior to the new employee's first day, the registrar must:
 - advise the new employee of their start date, start time and location at which to meet;
 - remind the new employee not to wear any scented products in or at the workplace;
 - request a [YNET account](#) be activated for the new employee;
 - prepare a workstation for the new employee, including any required accommodations, if applicable;
 - obtain an office key and door code for the new employee; and
 - inform the team of the new employee's name and start date.
2. Once a YNET account has been setup for the new employee, the registrar must request that the new employee be:
 - given permissions to access all relevant folders in the shared drive, including the ["Vital Stats"](#) folder on the G-drive;
 - given permissions to access Vitalware;
 - added to any relevant distribution lists; and
 - given access to the Vital Statistics general email.
3. The registrar must request the Commissioner in Executive Council appoint the new employee under section 29 of the [Vital Statistics Act](#) and section 24 of the [Marriage Act](#).
 - The new employee is unable to perform any tasks under the [Vital Statistics Act](#) or [Marriage Act](#) until they have been formally appointed by the Commissioner in Executive Council.
4. The registrar must contact both the Vital Statistics Council for Canada and Statistics Canada to request access to the portals for the new employee.

C.11: Onboarding and offboarding

Unit: Office of the Registrar of Vital Statistics	Effective date: November 8, 2023
Branch: Insured Health Services	Last updated: November 2023
Policy number: C.11	Review date: November 8, 2025

5. On the new employee's start date, the registrar must provide the new employee with a tour of the office and surrounding area, so the new employee is familiar with the location of the:
 - washrooms;
 - photocopier;
 - incoming and outgoing mail bins;
 - supply cabinet;
 - Vital Statistics records;
 - First Aid kits; and
 - emergency exits.
6. The registrar must provide the new employee with an overview of the:
 - Government of Yukon's **brand standards**, including:
 - approved email signatures and fonts;
 - out-of-office email messages;
 - voicemail greetings; and
 - out-of-office voicemail greetings;
 - branch's hierarchy, structure and positions;
 - office's emergency protocols, including the location of the muster point; and
 - workplace guidelines and expectations, including:
 - hours of work;
 - breaks;
 - communicating unexpected absences;
 - requesting and submitting leave;
 - reporting time and leave;
 - coverage while out-of-office; and
 - work-from-home arrangements.
7. The registrar must show the new employee where to locate:
 - [Yukonnect](#);
 - the [General Administration Manual](#);

C.11: Onboarding and offboarding

Unit: Office of the Registrar of Vital Statistics	Effective date: November 8, 2023
Branch: Insured Health Services	Last updated: November 2023
Policy number: C.11	Review date: November 8, 2025

- the current version of the Collective Agreement between Government of Yukon and the Public Service Alliance of Canada;
- [YGLearn](#);
- [My HR File](#) (also commonly referred to as, PeopleSoft or HRMS); and
- the [staff directory](#).

8. The registrar must purchase personalized signature stamps for the new employee.

- Refer to [Appendix B](#) for examples of the required personalized signature stamps.

9. The registrar must provide the new employee with passwords to the:

- safe; and
- Vital Statistics Council for Canada portal.

10. The registrar must inform the new employee about the new employee's probationary period, and the related evaluation process.

11. The new employee must complete the following training courses at the start of their employment:

- Introduction to the ATIPP Act: Level 1;
- ATIPP Act Level 2: Access to Information;
- HIPMA: Ensuring Trust in Us; and
- Understanding the Values and Ethics Code for Government of Yukon.

12. The new employee must familiarize themselves with all governing Vital Statistics legislation and policy, including, but not limited to the:

- [Vital Statistics Act](#);
- [Vital Statistics Regulations](#), including any regulations to amend the Regulations;
- [Order Authorizing an Agreement with Statistics Canada](#);
- [Order Authorizing an Agreement with the Canada Revenue Agency](#);
- [Order Authorizing an Agreement with the Office of the Chief Electoral Officer of Canada](#);
- [Change of Name Act](#);
- [Marriage Act](#);

C.11: Onboarding and offboarding

Unit: Office of the Registrar of Vital Statistics	Effective date: November 8, 2023
Branch: Insured Health Services	Last updated: November 2023
Policy number: C.11	Review date: November 8, 2025

- [Notaries Act](#);
- [Health Information Privacy and Management Act](#); and
- this policy manual.

13. The new employee must become a member of the Vital Statistics Council for Canada and respectfully represent the Yukon during Vital Statistics Council for Canada meetings.

14. Within one month of the new employee's start date, the new employee must apply to become a notary public under the [Notaries Act](#).

15. Within one month of the new employee's start date, the registrar must complete Part 1 of the Personal Performance Plan (PPP) with the new employee.

Offboarding

16. The outgoing employee must return any office keys or fobs issued to them.

17. On the outgoing employee's last day of work at Vital Statistics, the registrar must:

- request that the outgoing employee's permissions to the shared drives be revoked effective the following day;
- request that the outgoing employee's permissions to Vitalware be revoked effective the following day;
- request the Commissioner in Executive Council revoke the outgoing employee's appointments under section 29 of the [Vital Statistics Act](#) and section 24 of the [Marriage Act](#);
- contact both the Vital Statistics Council for Canada and Statistics Canada to:
 - inform that the outgoing employee is leaving their position at Vital Statistics; and
 - request that the outgoing employee's access to the respective portals be terminated;
- complete an exit interview with the outgoing employee; and
- email the registrar's executive assistant to request that the door code be changed.

Definitions

Personal Performance Plan: A planning and evaluation tool for non-management employees in the Yukon government.

C.11: Onboarding and offboarding

Unit: Office of the Registrar of Vital Statistics	Effective date: November 8, 2023
Branch: Insured Health Services	Last updated: November 2023
Policy number: C.11	Review date: November 8, 2025

Registrar: The registrar of Vital Statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Vital Statistics office and are responsible for the administration of the [Vital Statistics Act](#) and [Regulation](#).

Related policies and other documents

- [General Administration Manual Policy 3.6](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	November 8, 2023	

C.12: Sending mail

Unit: Office of the Registrar of Vital Statistics	Effective date: June 11, 2024
Branch: Insured Health Services	Last updated: June 11, 2024
Policy number: C.12	Review date: June 11, 2026

Purpose

This policy describes the policy requirements and procedures related to sending mail.

Policy

1. Outgoing mail can be sent by:
 - internal mail;
 - regular letter mail;
 - registered mail;
 - Xpresspost;
 - United States of America (USA) Xpress; or
 - registered international airmail.
2. Internal mail may be used when the:
 - recipient is a Government of Yukon employee; and
 - mail is for government purposes (for example, sending marriage licence packages to community offices).
3. Regular letter mail may be used when the mail is free of sensitive and/or personal health information.
4. Registered mail must be used when sending:
 - a certificate;
 - a certified copy of a [registration of live birth](#) or [registration of marriage](#);
 - the results of a search; and/or
 - any document that contains sensitive or personal information.
5. Registered mail may be used when the recipient lives in Canada.
6. Xpresspost will only be utilized when:
 - requested by the recipient; and
 - the recipient lives within Canada, but outside of the Yukon.
 - Xpresspost is not available in the Yukon.

C.12: Sending mail

Unit: Office of the Registrar of Vital Statistics	Effective date: June 11, 2024
Branch: Insured Health Services	Last updated: June 11, 2024
Policy number: C.12	Review date: June 11, 2026

7. USA Xpress must be used when the recipient lives in the USA.
8. Registered international airmail must be used when the recipient lives in a country other than Canada or the USA.
9. Recipients must pay \$15 for any outgoing mail sent by:
 - Xpresspost;
 - USA Xpress; or
 - registered international airmail.
10. All outgoing mail must:
 - include the internal mail code for the Office of the Registrar of Vital Statistics (that is, H-2VS) in the top left-hand corner of the envelope; and
 - be processed by the Government of Yukon's Mail and Courier Services.
11. The following items must be requested from, and provided by, Mail and Courier Services.
 - Canada Post Registered mail stickers.
 - Xpresspost sleeves.
 - Canada Post Advice of receipt registered international cards.
 - Canada Post Registered international/USA stickers.

Definitions

Mail and Courier Services: The Government of Yukon program responsible for picking up and delivering mail for all Government of Yukon programs.

Registered mail: A shipping option provided by Canada Post that allows the addressee and sender to track the package and requires that the addressee sign when they receive the package.

USA Xpress: An option provided by Canada Post that ensures a package is received within a certain number of business days. Packages are tracked, delivery times are guaranteed, and the delivery status can be checked online.

Xpresspost: A shipping option provided by Canada Post that ensures a package is received within a certain number of business days. Packages are tracked, delivery times are guaranteed, and the delivery status can be checked online.

C.12: Sending mail

Unit: Office of the Registrar of Vital Statistics	Effective date: June 11, 2024
Branch: Insured Health Services	Last updated: June 11, 2024
Policy number: C.12	Review date: June 11, 2026

Related policies and other documents

- [C.1: Marriage licences](#)
- [C.3: Publication of banns](#)
- [C.7: Search of records](#)
- [C.8: Issuance of certificates and copies](#)
- [C.13: Processing payments](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	June 11, 2024	

C.13: Processing payments

Unit: Office of the Registrar of Vital Statistics	Effective date: July 23, 2024
Branch: Insured Health Services	Last updated: July 23, 2024
Policy number: C.13	Review date: July 23, 2026

Purpose

This policy describes the requirements related to processing prescribed fee payments.

Policy

1. The deputy registrar must read and familiarize themselves with [Chapter 7](#) of the [Financial Administration Manual](#).
2. Payment of prescribed fees (payments) can be paid by:
 - o cash;
 - o cheque;
 - o money order;
 - o Interac debit;
 - o credit card (specifically, Visa, Mastercard and American Express); and/or
 - o journal voucher (other Yukon government offices only).
3. Cheques and money orders must be made out to the Government of Yukon.
4. Credit card payments may only be accepted over the phone if they are entered into the point of sale (POS) device as they are accepted.
5. A receipt must be created for each payment processed.
 - o Receipts must:
 - be created in the reception receipt book; and
 - include the:
 - date the payment was received;
 - given name and surname of the person from whom the payment was received;
 - payment amount, written out in both words and numerals (for example, ten dollars and \$10);
 - reason for the payment (for example, marriage licence); and
 - signature of the person who processed the payment.

C.13: Processing payments

Unit: Office of the Registrar of Vital Statistics	Effective date: July 23, 2024
Branch: Insured Health Services	Last updated: July 23, 2024
Policy number: C.13	Review date: July 23, 2026

6. Receipts are carbon-copied, with the:
 - white copy of the receipt intended for the purchaser;
 - pink copy of the receipt intended for Insured Health Services' finance team; and
 - yellow copy of the receipt intended to remain in the reception receipt book.
7. If the purchaser does not desire their receipt, the receipt may be discarded in the secure shredding bin.
8. The pink copy of the receipt must be placed in the registration cash box along with the related cash, cheque, money order, debit or credit card receipt, as applicable.
9. When a purchaser pays via credit card over the phone, the deputy registrar must include a copy of their receipt alongside the item that was purchased.

Refunds

10. Refunds must be made by the same method of payment (that is, cash, cheque, money order, Interac debit, credit card or journal voucher) used to make the initial payment.
11. A refund receipt must be issued for each return processed.

- Refund receipts must:
 - meet the requirements set out in [policy statement 5](#);
 - clearly indicate it is a refund by writing "Refund for (item being refunded)" on the receipt purpose line; and
 - reference the related receipt number created when the payment was processed.

Definitions

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the Vital Statistics Act and Regulation.

Point of sale device: A payment terminal that accepts credit and/or debit cards. Devices often include option attached personal identification number pads.

Authorities

- [Financial Administration Manual](#), Chapter 7

C.13: Processing payments

Unit: Office of the Registrar of Vital Statistics	Effective date: July 23, 2024
Branch: Insured Health Services	Last updated: July 23, 2024
Policy number: C.13	Review date: July 23, 2026

Related policies and other documents

- [B.3: Change of name of a child](#)
- [B.4: Change of name of an adult](#)
- [C.1: Marriage licences](#)
- [C.2: Marriage commissioner applications](#)
- [C.7: Search of records](#)
- [C.8: Issuance of certificates and copies](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	July 23, 2024	

D.1: Information sharing with Statistics Canada

Unit: Office of the Registrar of Vital Statistics	Effective date: February 8, 2024
Branch: Insured Health Services	Last updated: February 8, 2024
Policy number: D.1	Review date: February 8, 2026

Purpose

This policy describes the method and frequency in which vital statistics data is disclosed to Statistics Canada.

Policy

Vital statistics data

1. Vital statistics data is transmitted to Statistics Canada automatically through the National Routing System (NRS) interface with Vitalware.
 - o Vital statistics data is transmitted as soon as a birth, death or stillbirth is registered in Vitalware.
 - Refer to [policy A.1](#) for more information about birth registrations, [A.4](#) for more information about death registrations, and [A.5](#) for more information about stillbirth registrations.

Digitized images – general

2. The deputy registrar must send a digitized image to Statistics Canada of each:
 - o [registration of live birth](#);
 - o [registration of death](#); and
 - o [registration of stillbirth](#).
3. Only the first page of the registration document is required.
4. Digitized images must be saved:
 - o as a JPG file; and
 - o in accordance with the required naming convention outlined in [Appendix A](#).
5. Digitized images must be:
 - o encrypted before they are sent to Statistics Canada; and
 - o sent through Statistics Canada's electronic file transfer service.
6. Encryption passwords must be generated through a random password generator (such as Avast or LastPass).
 - o Passwords must be at least eight digits and contain a/an:
 - uppercase character;

D.1: Information sharing with Statistics Canada

Unit: Office of the Registrar of Vital Statistics	Effective date: February 8, 2024
Branch: Insured Health Services	Last updated: February 8, 2024
Policy number: D.1	Review date: February 8, 2026

- lowercase character;
- symbol; and
- number.

7. The decryption password must be sent to Statistics Canada through Yukon's secure file transfer portal.

Digitized images – registrations of births and stillbirths

8. Digitized images of [registration of live birth](#) and [registration of stillbirth](#) forms must be provided to Statistics Canada quarterly.

- The quarters (Q) are:
 - Q1: January 1 to March 30;
 - Q2: April 1 to June 30;
 - Q3: July 1 to September 30; and
 - Q4: October 1 to December 31.

9. Digitized images must be provided to Statistics Canada no later than the 15th of the month following the end of a quarter. Specifically, digitized images must be provided by:

- April 15 for Q1;
- July 15 for Q2;
- October 15 for Q3; and
- January 15 for Q4.

Digitized images – registrations of deaths

10. The death certificate described in Appendix D of the [Order Authorizing an Agreement with Statistics Canada](#) means the medical certificate of death, which is included as part of the Yukon's registration of death form.

11. The deputy registrar must pre-screen each [registration of death](#) to ensure that:

- there are no illegible entries;
- full text is provided for abbreviations;
- the age of decedent is included;
- the sex of decedent is included;
- the manner of the death is included;

D.1: Information sharing with Statistics Canada

Unit: Office of the Registrar of Vital Statistics	Effective date: February 8, 2024
Branch: Insured Health Services	Last updated: February 8, 2024
Policy number: D.1	Review date: February 8, 2026

- if injury is reported, the circumstances in which the injury was sustained is included;
- if surgery is mentioned, the condition for which the surgery was performed is included; and
- if drugs are mentioned, the condition for which the drug was taken (not including drug poisonings) is included.

12. The deputy registrar must send monthly batches of digitized [registration of death](#) forms to Statistics Canada.

Administration

13. The deputy registrar must review and respond to requests from Statistics Canada not covered in this policy within 60 calendar days of receipt of the request.

14. The deputy registrar may request from Statistics Canada a:

- summary of the audit trail kept by the data custodian; and/or
- copy of the report on the internal audits or reviews.

Definitions

Deputy registrar: A member of the public service that the Commissioner in Executive Council has appointed under section 29 of the [Vital Statistics Act](#) to assist the registrar and to perform the duties of the registrar during the absence of the registrar.

Electronic file transfer service: The Statistics Canada corporate service which enables secure file transfers over the Internet via a secure Web interface or a secure file transfer protocol. The electronic file transfer service is bi-directional and allows transfers from external partners into Statistics Canada as well as transfer out from Statistics Canada to external partners.

National Routing System: A secure communications network that links together the provinces and territories to federal departments and agencies to provide real-time exchange of vital events.

Vital statistics data: The individual records and registration documents of each live birth, stillbirth, and death registered by the Yukon Registrar.

Authorities

- [Access to Information and Protection of Privacy Act \(Yukon\), 2002, c.1](#), sections 13(1)(c), 17, 24(1) and 36(d)
- [Privacy Act \(Canada\), 1985, c.P-21](#)

D.1: Information sharing with Statistics Canada

Unit: Office of the Registrar of Vital Statistics	Effective date: February 8, 2024
Branch: Insured Health Services	Last updated: February 8, 2024
Policy number: D.1	Review date: February 8, 2026

- [Statistics Act \(Canada\), 1985, c. S-19](#), sections 3, 13, 17(1) and 22
- [Vital Statistics Act \(Yukon\), 2022, c.225](#), sections 4, 19 and 40
 - Order Authorizing an Agreement with Statistics Canada (OIC 2023/65)

Related policies and other documents

- [A.1: Registration of births](#)
- [A.4: Registration of deaths](#)
- [A.5: Registration of stillbirths](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	February 8, 2024	

D.2: Information sharing with the Canada Revenue Agency

Unit: Office of the Registrar of Vital Statistics	Effective date: January 8, 2024
Branch: Insured Health Services	Last updated: January 8, 2024
Policy number: D.2	Review date: January 8, 2026

Purpose

This policy describes the method and frequency in which vital statistics data is disclosed to the Canada Revenue Agency.

Policy

1. Vital statistics data is transmitted to the Canada Revenue Agency (CRA) automatically through the National Routing System (NRS) interface with Vitalware.
 - o Vital Statistics Data is transmitted:
 - once the consent field has been populated in Vitalware and the birth registration has been saved; and
 - as soon as a death is registered in Vitalware.
 - Refer to [policy A.1](#) for more information about birth registrations, and [A.4](#) for more information about death registrations.
2. In the event of an access request under Yukon's Access to Information and Protection of Privacy Act for the social insurance number, the deputy registrar must:
 - o notify the CRA of the request; and
 - o consult with the CRA as to the appropriate course of action.
3. If there are reasonable grounds to believe that any of the requirements respecting the security or protection of information set have been or are likely to be breached, the deputy registrar must inform the CRA, in writing, with full details of the breach.
 - o Breaches may include, but are not limited to, any:
 - unauthorized disclosure or use of information; and
 - circumstances, incidents or events that have jeopardized or may jeopardize the security or integrity of Vitalware or the Government of Yukon networks used to access and transmit information to the CRA, or any information contained therein.
 - o In the event of a security breach, the deputy registrar must:
 - promptly take all reasonable steps to prevent recurrences; and
 - advise the CRA of the steps taken.

D.2: Information sharing with the Canada Revenue Agency

Unit: Office of the Registrar of Vital Statistics	Effective date: January 8, 2024
Branch: Insured Health Services	Last updated: January 8, 2024
Policy number: D.2	Review date: January 8, 2026

Definitions

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the [Vital Statistics Act](#) and [Regulation](#).

National Routing System: A secure communications network that links together the provinces and territories to federal departments and agencies to provide real-time exchange of vital events.

Vital statistics data: The individual records and registration documents of each live birth and death registered by the Yukon registrar.

Authorities

- [Access to Information and Protection of Privacy Act \(Yukon\), 2018, c.9](#)
- [Privacy Act \(Canada\), 1985, c.P-21, section 8\(2\)\(b\)](#)
- [Vital Statistics Act \(Yukon\), 2002, c.225, section 40](#)
 - [Order Authorizing an Agreement with the Canada Revenue Agency OIC 2023/63](#)

Related policies and other documents

- [A.1: Registration of live births](#)
- [A.4: Registration of deaths](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	January 8, 2024	

D.3: Information sharing with the Office of the Chief Electoral Officer of Canada

Unit: Office of the Registrar of Vital Statistics	Effective date: March 27, 2024
Branch: Insured Health Services	Last updated: March 27, 2024
Policy number: D.3	Review date: March 27, 2026

Purpose

This policy describes the legislative and policy requirements related to how death registration information is disclosed to the Office of the Chief Electoral Officer of Canada.

Policy

1. The death registration information must be sent to the Office of the Chief Electoral Officer (OCEO) for individuals in the Yukon.
2. Death registration information of individuals who have not reached the age of 14 years must not be transferred to the OCEO.
3. Death registration information must be transferred to the OCEO quarterly.
 - o The quarters (Q) are:
 - Q1: January 1 to March 30;
 - Q2: April 1 to June 30;
 - Q3: July 1 to September 30; and
 - Q4: October 1 to December 31. (that is, in April, July, October and January).
4. Death registration information must be provided to the OCEO no later than the 15th of the month following the end of a quarter. Specifically, death registration information must be provided by:
 - o April 15 for Q1;
 - o July 15 for Q2;
 - o October 15 for Q3; and
 - o January 15 for Q4.
5. Death registration information must be encrypted before it is transferred.
6. Encryption passwords must be generated through a random password generator (such as [Avast](#) or [LastPass](#)).
 - o Passwords must be at least eight digits and contain a/an:
 - uppercase character;
 - lowercase character;

D.3: Information sharing with the Office of the Chief Electoral Officer of Canada

Unit: Office of the Registrar of Vital Statistics	Effective date: March 27, 2024
Branch: Insured Health Services	Last updated: March 27, 2024
Policy number: D.3	Review date: March 27, 2026

- symbol; and
- number.

7. Death registration information must be transferred using secure file transfer protocol services (SFTPS).
8. The decryption password must be sent to the OCEO through [Yukon's secure file transfer portal](#).
9. If death registration information cannot be transferred using the SFTPS, the deputy registrar must notify the OCEO of this by email.
 - If the death registration information cannot be transferred using the SFTPS, the transfer may be postponed or may instead be done using a reliable carrier.
 - The deputy registrar and OCEO collaboratively determine which approach would be better based on the circumstances preventing the information being transferred using the SFTPS.
10. If using a reliable carrier to send the death registration information, the deputy registrar must:
 - use two envelopes for the same shipment: an outer envelope bearing the address of the OCEO and an inner envelope containing the death registration information;
 - write or stamp “CONFIDENTIAL” on the inner envelope;
 - complete and sign Part 1 of the Sensitive Information and Assets Receipt Notification, located in Annex B of the [Order Authorizing an Agreement with the Office of the Chief Electoral Officer of Canada](#), and include it with the death registration information;
 - seal the inner envelope; and
 - obtain proof of shipping from the reliable carrier.
11. The deputy registrar may request from the OCEO a copy of an up-to-date record of the names of all persons provided access to the death registration information.

D.3: Information sharing with the Office of the Chief Electoral Officer of Canada

Unit: Office of the Registrar of Vital Statistics	Effective date: March 27, 2024
Branch: Insured Health Services	Last updated: March 27, 2024
Policy number: D.3	Review date: March 27, 2026

Definitions

Death registration information: The death registration information as outlined in section 4.1 of the [Order Authorizing an Agreement with the Office of the Chief Electoral Officer of Canada OIC 2023/64](#).

Deputy registrar: A member of the public service that the Commissioner in Executive Council has appointed under section 29 of the [Vital Statistics Act](#) to assist the registrar and to perform the duties of the registrar during the absence of the registrar.

Reliable carrier: Any delivery service that provides proof of shipping and, on request, a routing slip and acknowledgement of delivery.

Secure file transfer protocol services: The infrastructure used for the secure transfer of information.

Authorities

- [Access to Information and Protection of Privacy Act \(Yukon\), 2018, c.9](#), section 25(e)
- [Vital Statistics Act \(Yukon\), 2002, c.225](#), section 40
 - [Order Authorizing an Agreement with the Office of the Chief Electoral Officer of Canada OIC 2023/64](#)

Related policies and other documents

- [A.4: Registration of deaths](#)
- [C.11: Onboarding and offboarding](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	March 27, 2024	

D.4: Information sharing with designated persons

Unit: Office of the Registrar of Vital Statistics	Effective date: February 26, 2024
Branch: Insured Health Services	Last updated: February 26, 2024
Policy number: D.4	Review date: February 26, 2026

Purpose

This policy describes the method and frequency in which copies of or information from the records in the office of the registrar are disclosed to designated persons.

Policy

1. This policy does not apply to the designated persons listed in Schedule 2(4) of the [Vital Statistics Regulations \(2023\) OIC 2023/62](#).
 - o For more information about sharing information with designated persons employed by the Government of Canada, refer to policies [D.1](#), [D.2](#) and [D.3](#).
2. Copies of or information from the records in the office of the registrar (information) may be provided to the designated persons listed in [Appendix A](#).
 - o The position title of the designated person, as listed in [Appendix A](#), must match the official position title exactly, unless otherwise specified in this policy.
 - For persons employed by the Government of Yukon, the official position title is the position title utilized and identified by the Public Service Commission.
 - For persons appointed or designated under an enactment, the position title must match the position title described in [Appendix A](#) or the title utilized in the enactment under which they are appointed or designated.
3. Information may be provided to designated persons:
 - o monthly;
 - o semi-annually;
 - o annually; or
 - o as requested.
4. Before information can be shared with a designated person, the deputy registrar must:
 - o administer the [oath of secrecy](#) to the designated person; and
 - o review the [information sharing form](#) with the designated person.
5. The [information sharing form](#) must be:
 - o completed in full;
 - o signed by the designated person; and

D.4: Information sharing with designated persons

Unit: Office of the Registrar of Vital Statistics	Effective date: February 26, 2024
Branch: Insured Health Services	Last updated: February 26, 2024
Policy number: D.4	Review date: February 26, 2026

- witnessed by the deputy registrar.

6. If there are any questions or concerns about the need for the designated person to have access to the requested information, the deputy registrar must explore this with the designated person to better understand the rationale for requiring the information.

- The designated person must provide sufficient evidence and/or rationale, as determined by the deputy registrar, for information to be shared.
- The deputy registrar may deny a request for information if the deputy registrar determines that the information is not reasonably necessary to achieve the purpose for which it is being requested.
 - The deputy registrar must notify the designated person in writing if their request for information is denied.

7. Only the designated person can request changes to the type of information needed or the frequency in which the information is requested.

- Change requests must be received in writing.

8. Information will be shared with designated persons via the Government of Yukon's secure file transfer portal.

9. If the designated person changes, a new [oath of secrecy](#) and [information sharing form](#) must be completed.

10. If there are reasonable grounds to believe that any of the requirements respecting the security or protection of information set out in the [Access to Information and Protection of Privacy Act](#) and/or the [Health Information Privacy and Management Act](#) have been or are likely to be breached, the deputy registrar must inform the registrar, in writing, with full details of the breach.

- Breaches may include, but are not limited to, any:
 - unauthorized disclosure or use of information; and
 - circumstances, incidents or events that have jeopardized or may jeopardize the security or integrity of the Government of Yukon networks used to access and transmit information to the designated persons, or any information contained therein.
- In the event of a security breach, the deputy registrar must promptly take all reasonable steps to prevent recurrences and advise the registrar of the steps taken.

D.4: Information sharing with designated persons

Unit: Office of the Registrar of Vital Statistics	Effective date: February 26, 2024
Branch: Insured Health Services	Last updated: February 26, 2024
Policy number: D.4	Review date: February 26, 2026

Definitions

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the [Vital Statistics Act](#) and [Regulation](#).

Registrar: The registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the [Vital Statistics Act](#) and [Regulation](#).

Authorities

- Access to [Information and Protection of Privacy Act \(Yukon\), 2002](#), c.1
- [Privacy Act \(Canada\), 1985](#), section 8(2)(b)
- [Vital Statistics Act \(Yukon\), 2022](#), c.225, section 40
 - [Vital Statistics Regulations \(2023\) OIC 1987/188](#)

Related policies and other documents

- [A.1: Registration of live births](#)
- [A.2: Registration of marriages](#)
- [A.4: Registration of deaths](#)
- [A.5: Registration of stillbirths](#)
- [A.6: Delayed registrations](#)
- [D.1: Information sharing with Statistics Canada](#)
- [D.2: Information sharing with the Canada Revenue Agency](#)
- [D.3: Information sharing with the Chief Electoral Officer of Canada](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	February 26, 2024	

D.5: Notifications from other jurisdictions

Unit: Office of the Registrar of Vital Statistics	Effective date: September 3, 2025
Branch: Insured Health Services	Last updated: September 3, 2025
Policy number: D.5	Review date: September 3, 2028

Purpose

This policy describes how to process notifications of change of name or death that are received from persons or jurisdictions and relate to a person born in the Yukon.

Policy

1. This policy applies to notifications of change of name or death that relate to persons born in the Yukon.
 - o If a notification is received related to a resident of the Yukon (that is, a person who is or was living in the Yukon but was not born in the Yukon), no further action is required.
2. Notifications may be received from:
 - o a jurisdiction; and/or
 - o any person who has knowledge and proof of the change of name or death.

Change of name notifications

1. The deputy registrar must use the change of name registration number generated by the jurisdiction as the change of name registration number.
 - o The deputy registrar must add the abbreviation for the jurisdiction to the end of the change of name registration number (for example, C/N2025-08-1001AB).
 - o If a notification is received from outside of Canada and there is no change of name registration number included in the notification, the deputy registrar must use the following format as the change of name registration number.
 - The person's last name (in caps lock), first name.
 - Example: SMITH, John
2. The deputy registrar must add the change of name registration number to the top of the person's [registration of live birth](#).
 - o If the notification is received from outside of Canada, the deputy registrar must add "C/N from [country]" to the top of the [registration of live birth](#).
3. A digitized image must be:
 - o created by scanning the notification documents from the jurisdiction; and

D.5: Notifications from other jurisdictions

Unit: Office of the Registrar of Vital Statistics	Effective date: September 3, 2025
Branch: Insured Health Services	Last updated: September 3, 2025
Policy number: D.5	Review date: September 3, 2028

- saved to either the:
 - [change of name from other jurisdictions \(within Canada\)](#) folder on the shared drive; or
 - The digitized image must be saved as the change of name registration number generated by the jurisdiction (for example, C/N2025-08-1001AB).
 - [change of name from another country](#) on the shared drive, as applicable.
 - The digitized image must be saved in the following format.
 - The person's last name (in caps lock), first name.
 - Example: SMITH, John

Death notifications

4. The deputy registrar must stamp the deceased's [registration of live birth](#) with a 'Deceased' stamp.
 - The stamp must be applied to the top right corner of the [registration of live birth](#).
 - If there is not sufficient room in the top right corner, the deputy registrar can apply the stamp to the space closest to the top right corner.
5. A digitized image must be:
 - created by scanning the notification document; and
 - saved in the [notifications of death from other jurisdictions](#) folder on the shared drive.
 - The file must be saved as the month in which it was received.

Definitions

Deputy registrar: The deputy registrar of vital statistics, as appointed by the Commissioner in Executive Council from amongst the civil service. The registrar and their deputy registrar(s) comprise the Office of the Registrar of Vital Statistics and are responsible for the administration of the [Vital Statistics Act](#) and [Regulation](#).

Jurisdiction: A Canadian province or territory other than the Yukon.

Registration binder: The binder in which all registrations of births, marriages and deaths are stored.

D.5: Notifications from other jurisdictions

Unit: Office of the Registrar of Vital Statistics	Effective date: September 3, 2025
Branch: Insured Health Services	Last updated: September 3, 2025
Policy number: D.5	Review date: September 3, 2028

Zip file: A compressed archive that bundles one or more files or folders into a single file, making it easier to store, share and transfer data. A zip file looks like a file with a zipper placed on top of it.

Authorities

- [Vital Statistics Act, \(Yukon\), 2002, c.225, s. 26\(1\)\(a\)](#)

Related policies and other documents

- [A.1: Registration of live births](#)
- [A.4: Registration of deaths](#)
- [B.3: Change of name of a child](#)
- [B.4: Change of name of an adult](#)

APPROVED BY:	Shauna Demers	Registrar, Office of the Registrar of Vital Statistics
DATE:	September 3, 2025	