

Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person

To the applicant

- Read the general information.
- Complete all sections of the form and the appendices meeting your situation.
- Write in block letters in **black** or **blue** ink.
- Read the appendix *List of Documents to Include with the Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person* to know what documents to include with your application.
- Include the payment.
- Note that the masculine gender is used without discrimination and solely to simplify the text.

Don't forget to include a **letter from a physician, psychologist, psychiatrist, sexologist or social worker** who declares having evaluated or followed you and who is of the opinion that changing this designation is appropriate.

Section 1: Information on the applicant (person between 14 and 17 years of age concerned by the application)

1. Surname		2. Usual given name		3. Other given names (separated by commas)		
4. Home address (number, street)			Apartment	5. City, town, village or municipality		
6. Province			7. Country		8. Postal code	
9. Area code	Phone number (home)		10. Area code	Phone number (mobile)		
11. Area code		Phone number (other)		Extension		
12. E-mail (only if you wish to be contacted by this means)						
13. Sex designation before the requested <input type="checkbox"/> Male <input type="checkbox"/> Female		14. Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced		15. Date of birth Year Month Day		
16. Place of birth (city, town, village or municipality, province or country)						
17. Have you been domiciled in Québec at least one year? <input type="checkbox"/> Yes <input type="checkbox"/> No		18. Do you hold Canadian citizenship? <input type="checkbox"/> Yes <input type="checkbox"/> No		19. Date Year Month Day		
20. Surname of parent		21. Given name of parent		22. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother		
23. Address of parent if different from that of the applicant (number, street, apartment, city, town, village or municipality, province or country)					24. Postal code	
25. Surname of the other parent		26. Given name of the other parent		27. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother		
28. Address of the other parent if different from that of the applicant (number, street, apartment, city, town, village or municipality, province or country)					29. Postal code	
30. Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No → If you answered Yes to question 30, complete the appendix <i>Information on the Children of a Person between 14 and 17 Years of Age Concerned by the Application to Change the Sex Designation</i> .						

Section 2: Information on the applicant's spouse, if applicable

31. Date of marriage Year Month Day		32. Place of marriage (city, town, village or municipality, province or country)			
33. Surname		34. Given name		35. Date of birth Year Month Day	

Section 3: Complementary information

36. Have you already obtained an administrative decision or a judgment in Québec or elsewhere regarding a change of sex designation? <input type="checkbox"/> Yes <input type="checkbox"/> No		37. If you answered Yes to question 36, state the place (province or country) and year of the decision or judgment.	
38. Have you already obtained an administrative decision or a judgment in Québec or elsewhere regarding a change of name? <input type="checkbox"/> Yes <input type="checkbox"/> No		39. If you answered Yes to question 38, state the place (province or country) and year of the decision or judgment.	
40. Has a decision or judgment previously changed your filiation? <input type="checkbox"/> Yes <input type="checkbox"/> No		41. If you answered Yes to question 39, state the place (province or country) and year of the judgment.	
42. Has a judgment previously deprived your father or mother of parental authority for you? <input type="checkbox"/> Yes <input type="checkbox"/> No		43. If you answered Yes to question 41, state the place (province or country) and year of the judgment.	
44. Has a tutor been legally designated for you? <input type="checkbox"/> Yes <input type="checkbox"/> No		45. If you answered Yes to question 43, state the place (province or country) and year of the designation.	

Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person (continued)

Section 4: Object of the application

46. Sex designation requested <input type="checkbox"/> Male <input type="checkbox"/> Female	Complete boxes 47 and 48 only if you are also applying to change your usual given name or your other given names
47. Usual given name requested	48. Other given names requested (separated by commas)

Section 5: Reasons and affidavit of the applicant

Complete this section before a commissioner for oaths or any other person authorized to administer oaths. For more information, see the "Affidavit" section on page 2 of the general information leaflet.

Information on the applicant

49. Surname	50. Given name
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Reasons and affidavit

51. Applicant's statement

I solemnly affirm that:

- the sex designation requested is that which best corresponds to my gender identity;
- I assume that gender identity and intend to continue doing so;
- I understand the seriousness of my undertaking;
- my undertaking is voluntary and my consent is given in a free and enlightened manner;
- to my knowledge, the information provided and the reasons given in the present application are true and complete.

X _____
Applicant's signature (mandatory)

Year	Month	Day

Information on the person authorized to administer oaths

52. Surname	53. Given name	54. Area code	Phone number	Extension
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55. Occupation (indicate professional order, if applicable)

56. Person authorized to administer the oath

57. Authorized person's name and commissioner number, or seal

Solemn affirmation made before me at _____, this _____.

X _____
Authorized person's signature (mandatory)

Section 6: Method of payment

If the payment is made by credit card, the signature of the cardholder is mandatory, even if the same person has signed the application. If the credit card holder fails to sign in the appropriate space, the application will be rejected.

See the section "Processing fees" on page 1 of the general information leaflet to determine the total amount payable in your situation.

59. <input type="checkbox"/> Cash (at a service counter) <input type="checkbox"/> Debit card (at a service counter) <input type="checkbox"/> Postal or bank money order <input type="checkbox"/> Cheque	} payable to Directeur de l'état civil	58. Total amount payable \$ _____
60. Credit card <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard		61. Expiry date Month Year →
I authorize the Directeur de l'état civil to charge the amount entered in Box 58 to my credit card.		X _____ Cardholder's signature (mandatory)

* Warning

Under sections 131 and 132 of the Criminal Code (R.S.C., (1985), c. C-46), every one who, with intent to mislead, makes before a person who is authorized by law to permit it to be made before him a false statement under oath or solemn affirmation, by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, commits perjury and is guilty of an indictable offence.

APPENDIX
Information on the Children of a Person between 14 and 17 Years of
Age Concerned by the Application to Change the Sex Designation

To the applicant

- Enter the information requested for all the children of the person concerned by the application.
- Write in block letters in **black** or **blue** ink.

Information on the children of the person concerned by the application

Child	1. Surname	2. Usual given name	3. Other given names (separated by commas)
	4. Sex designation <input type="checkbox"/> Male <input type="checkbox"/> Female	5. Date of birth Year Month Day	6. Place of birth (city, town, village or municipality, province or country)
	7. Surname of the child's parent who is not the applicant		8. Given name of the child's parent who is not the applicant
Child	1. Surname	2. Usual given name	3. Other given names (separated by commas)
	4. Sex designation <input type="checkbox"/> Male <input type="checkbox"/> Female	5. Date of birth Year Month Day	6. Place of birth (city, town, village or municipality, province or country)
	7. Surname of the child's parent who is not the applicant		8. Given name of the child's parent who is not the applicant
Child	1. Surname	2. Usual given name	3. Other given names (separated by commas)
	4. Sex designation <input type="checkbox"/> Male <input type="checkbox"/> Female	5. Date of birth Year Month Day	6. Place of birth (city, town, village or municipality, province or country)
	7. Surname of the child's parent who is not the applicant		8. Given name of the child's parent who is not the applicant

Use an extra sheet if necessary.



APPENDIX

List of Documents to Include with the Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person

To the applicant

- Check the boxes matching your situation for a list of all the documents you must include with the application for a change of sex designation.
- Note that the surname and given names shown on the required identity documents and proof of home address must match those entered on the forms.

Documents on the applicant's identity

- Include a legible photocopy of valid ID with signature
- Include a legible photocopy of two proofs of home address, one dated at the most **one month** and the other at least **12 months** from the date on which you file your application. A single proof of home address is required for the person born in Québec but domiciled elsewhere.

Other documents to be included with your application

Information provided on the *Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person*

- Box 14:** If you checked "Divorced," include a copy of the final judgment or certificate of divorce. If you checked "Widow" and the death of your spouse occurred outside Québec, include the original copy of an act, certificate or official document certifying the death issued by the authorized civil status officer of the country or province in which the death occurred.
- Box 16:** If you entered a place of birth outside Québec and your birth is not entered in the Québec register of civil status, include the original copy of an act, certificate or official document certifying your birth, issued by the authorized civil status officer of the country or province where you were born, in addition to the completed *Application for Insertion of an Act of Civil Status Made Outside Québec in the Québec Register of Civil Status* form.
- Box 18:** If you answered Yes and were born outside Canada, include a photocopy of both sides of your Canadian Citizenship Certificate.
- Box 32:** If you entered a place of marriage outside Québec and if the event is not entered in the Québec register of civil status, include the original copy of an act, certificate or official document certifying the marriage, issued by the authorized civil status officer of the country or province where the marriage took place.
- Box 36:** If you answered Yes, include a photocopy of the administrative decision or court judgment authorizing or refusing the change of sex designation. In addition, include a letter from a physician, psychologist, psychiatrist, sexologist or social worker authorized to practice in Canada or in the State in which you are domiciled, who declares having evaluated or followed you and who is of the opinion that the change of sex designation is appropriate having regard to the affidavit you made in support of your initial application.
- Boxes 38, 40, 42 and 44:** If you answered Yes, include a **photocopy of the reference document**, either the administrative decision or court judgment authorizing or refusing the change of name, the administrative decision or court judgment modifying your filiation, the judgment pronouncing the deprivation of parental authority of your father or mother or the judgment, testament or declaration filed with the Curateur public du Québec designating a tutor for you.

Other documents to include

- Letter from a physician, psychologist, psychiatrist, sexologist or social worker authorized to practice in Canada or in the State in which you are domiciled, who declares having evaluated or followed you and who is of the opinion that the change of this designation is appropriate.
- Appendix – *Information on the Children of a Person between 14 and 17 Years of Age Concerned by the Application to Change the Sex Designation*, if applicable.
- Appendix – *Application for the Simplified Forwarding of Information Relative to the Change of Sex Designation or Name of a Person Under 18 Years of Age*.
- Appendix – *List of Documents to Include with the Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person*.

General Information Concerning an Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person

Do not include this document with your application.

What should you know?

To file an application to change your own sex designation, you must be 14 years of age or older, be a Canadian citizen and be domiciled in Québec for at least one year. However, the Directeur de l'état civil can change the sex designation on your act of birth if you were born in Québec but are not domiciled in Québec if such a change is not possible in the country or province where you are domiciled. In this situation, it is your responsibility to show that it is impossible to obtain the change in the country or province where you are domiciled. Contact us for more information on this subject.

You must support your application with the affidavit laid out in Section 5 of the *Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person* form.

Your application must also be supported by a letter from a physician, psychologist, psychiatrist, sexologist or social worker authorized to practice in Canada or in the State in which you are domiciled, who declares having evaluated or followed you and who is of the opinion that the requested change of sex designation is appropriate. If you have already obtained a change of sex designation in the past, this letter must also state that the requested change is appropriate having regard to the affidavit made in support of the initial application.

Changing given names

In addition to the change of sex designation, you may apply to change one or several of your given names to reflect your new gender identity. However, you cannot apply to change your surname by means of the application for a change of sex designation. In that case, you must submit an application for a change of name. Contact us for information on the steps involved.

Amending civil status acts

The change of sex designation and, if applicable, your given names will be made to your act of birth and, if applicable, to your act of marriage. If you have changed your given name(s) and have children, these names will be amended on their acts of birth.

Person born outside Québec

If you were born outside Québec and your birth is not entered in the Québec register of civil status, you must apply to the Directeur de l'état civil to insert your act of birth in the register to enable us to process your application for a change of sex designation. In that case, complete the *Application for Insertion of an Act of Civil Status Made Outside Québec in the Québec Register of Civil Status* form, available at our service counters, on our website or by contacting us. You must submit this form along with all required documents in the same envelope as the application for a change of sex designation.

What forms must you complete?

The following forms must be completed:

- Form – *Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person*;
- Appendix – *Information on the Children of a Person between 14 and 17 Years of Age Concerned by the Application to Change the Sex Designation*;
- Appendix – *Application for the Simplified Forwarding of Information Relative to the Change of Sex Designation or Name of a Person Under 18 Years of Age*;
- Appendix – *List of Documents to Include with the Application to Change the Sex Designation of Person between 14 and 17 Years of Age Filed by that Person*.

Don't forget to include with your application all the documents meeting your situation as indicated in the appendix *List of Documents to Include with the Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person*. Omitting a document could result in delay or in the rejection of your application.

Processing Fees

The fees charged to process an application for a change of sex designation or to obtain a change of sex designation certificate are set out in the table below. These fees are in effect until March 31, 2019.

Application	Fee
Change of Sex Designation	\$138.00
Issue of an extra certificate *	\$11.20

* A change of sex designation certificate (French only) or a change of sex designation and name certificate (French only) is issued to the applicant when the Directeur de l'état civil renders a favorable decision. If you wish to obtain an extra certificate, you must add the amount payable for the issue of the extra certificate to the total amount payable.

Processing an application for a change of sex designation generally takes 90 business days if, upon receipt of the application, all the necessary documents meeting the requirements are provided.

Decision rendered by the Directeur de l'état civil

After analyzing an application for a change of sex designation, the Directeur de l'état civil issues a written decision setting out the reasons for accepting or rejecting the application. The decision is sent to the applicant.

Only the court may review the decision. A person who is not satisfied with a decision rendered by the Directeur de l'état civil may, within 30 days of receiving the decision, file a motion with the court to request a review.

Upon expiry of the 30 days, if the decision by the Directeur de l'état civil is favorable and if no motion to review the decision is submitted to the court, the change takes effect. The Directeur de l'état civil then sends a change of sex designation certificate (French only) or a change of sex designation and name certificate (French only) to the person concerned by the application for a change of sex designation.

Affidavit

You must support your application with the affidavit laid out in Section 5 of the form. In Québec, an affidavit must be made before a commissioner for oaths or a person authorized to administer oaths (justice of the peace, attorney, notary, court clerk or deputy clerk, mayor, councilor, clerk or secretary–treasurer of a municipality, the Secretary General, the associate secretaries general and the associate secretaries of the National Assembly of Québec). The person who administers your affidavit cannot be your father, mother, brother, sister, spouse or child.

Affidavits can be made free of charge at the offices of Services Québec and of the Directeur de l'état civil.

To find out more about commissioners for oaths, to locate a commissioner or to check whether a commissioner is authorized to administer affidavits on a specific date or in a specific judicial district, see the website of the Register of Commissioners for Oaths or call the Ministère de la Justice du Québec at a phone number below. If you have difficulty finding a commissioner for oaths or if you are not domiciled in Québec, you can also contact us.

Website: www.assermentation.justice.gouv.qc.ca

Telephone: Québec: 418 528–5761
Montréal: 514 864–5761
Elsewhere in Québec: 1 855 297–5761
Teletypewriter (TTY): 514 864–9373

Simplified forwarding of information relative to the change

When the change of sex designation and, if applicable, of given names takes effect, it is your responsibility to have your sex designation or given names amended in any files concerning you held by government departments or agencies. These steps generally entail providing a change of sex designation and name certificate and a new birth certificate. However, the Directeur de l'état civil can notify certain departments or agencies of the change on your behalf, eliminating the need for you to provide them with these documents. To this end, you must complete the *Application for the Simplified Forwarding of Information Relative to the Change of Sex Designation or Name of a Person Under 18 Years of Age* appendix, included with this application. This form shows a list of the departments and agencies as well as the programs covered by this service.

Information is forwarded in the context of agreements with government departments and agencies that authorize the Directeur de l'état civil to communicate to them the information they require to apply the laws and programs they administer. These agreements provide for procedures that comply with applicable legislation, in particular concerning the protection of personal information. For further details or to access the information concerning you, or to have that information corrected, contact the department or agency in question.

What documents enable us to establish a person's identity?

The Directeur de l'état civil applies security measures to accurately establish the identity of the applicant. To this end, the following documents must be included with the application:

- One valid photo identification document for the applicant;
- Two proofs of home address for the applicant. (A single proof of home address is required for the person born in Québec but domiciled elsewhere).

List of accepted documents

Only the identity documents listed below are accepted. **If you cannot provide one of these documents, contact us** to determine the solution best suited to your situation.

An identity document bearing a photo and signature

- Driver's licence
A driver's licence is accepted as identification **only if it is not submitted as proof of home address.**
- Health insurance card
- Canadian or foreign passport
- Certificate of Indian Status

Two proofs of home address

You may present two similar or distinct documents on the condition that one of the documents submitted is dated at the most one month and the second document at least twelve months from the date of submitting your application to the Directeur de l'état civil.

- Driver's licence
A driver's licence is accepted as proof of home residence **only if it is not submitted as a photo identity document.**
- Government postal correspondence
- Bill from an energy, telephone service or cable provider
- Record of employment or pay slip
- Home or car insurance certificate or statement
- Bank statement

Document validity

All documents submitted must be in effect or comply with the validity period specified. The document's validity is determined according to the date on which the Directeur de l'état civil receives the application. It is mandatory to submit photocopies and not originals.

Both sides of a document

Remember to include the photocopy of the back of a document when required, particularly if it shows a change of address.

Quality of photocopies

All photocopied documents must be legible.

Language of documents

If the required documents are written in a language other than French or English, attach a French translation rendered or certified true by a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec.

To contact the Ordre des traducteurs, terminologues et interprètes agréés du Québec

Website: www.ottiaq.org
E-mail: info@ottiaq.org

Protection of personal information



The information gathered on this form is used solely to process your application. Failure to provide this information could result in delay or in the rejection of your application. Only authorized personnel can access this information. You can consult your personal information and correct it. The personal information is shared with other organizations only where permitted by law.

Payment method

At a service counter

Cash, debit card (Interac), credit card, cheque, postal money order, bank money order

By mail

Credit card, cheque, postal money order, bank money order

Credit cards accepted:  VISA  MasterCard

Cheque

- Cheque payable to **Directeur de l'état civil**
- No post-dated cheques accepted.

Postal or bank money order

- Money order payable to **Directeur de l'état civil**

How to submit the application?



At a service counter

Québec

Ground floor
2535, boulevard Laurier

Montréal

RC 01
2050, rue De Bleury

You can only submit your application for a change of sex designation at the offices of the Directeur de l'état civil.



By mail

Direction des modifications aux actes et
du registre des célébrants
Directeur de l'état civil
2535, boulevard Laurier
Québec (Québec) G1V 5C6

To reach us



By phone

Québec: 418 644-4545
Montréal: 514 644-4545
Elsewhere in Québec: 1 877 644-4545



By mail

Direction des modifications aux actes et
du registre des célébrants
Directeur de l'état civil
2535, boulevard Laurier
Québec (Québec) G1V 5C6



By e-mail

etacivil@dec.gouv.qc.ca

Website

www.etacivil.gouv.qc.ca

By teletypewriter (TTY)

1 800 361-9596