

Application to Change the Sex Designation of a Person 18 Years of Age and Over

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 of the Sex Designation of a Person 18 Years of Age and Over* 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.

Section 1: Information on the applicant

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 (work)		Extension		
12. Sex designation before the requested change <input type="checkbox"/> Male <input type="checkbox"/> Female		13. Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Civil union spouse <input type="checkbox"/> Former civil union spouse			14. Date of birth Year Month Day	
15. Place of birth (city, town, village or municipality, province or country)						
16. Have you been domiciled in Québec for at least one year? <input type="checkbox"/> Yes <input type="checkbox"/> No		17. Do you hold Canadian citizenship? <input type="checkbox"/> Yes <input type="checkbox"/> No		→ If you answered Yes to question 17 and you were born outside Canada , enter the date on which you became a citizen in Box 18.		18. Date Year Month Day
19. Surname of parent		20. Given name of parent			21. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother	
22. Surname of parent		23. Given name of parent			24. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother	
25. Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No → If you answered Yes to question 25, complete the appendix <i>Information on the Applicant's Children</i> .						

Section 2: Information on the applicant's spouse

26. Date of marriage or civil union Year Month Day		27. Place of marriage or civil union (city, town, village or municipality, province or country)				
28. Surname			29. Usual given name		30. Date of birth Year Month Day	

Section 3: Previous decision to change the applicant's sex designation or name

31. Have you already obtained, in Québec or elsewhere, an administrative decision or judgement concerning a change of sex designation for yourself? <input type="checkbox"/> Yes <input type="checkbox"/> No		32. If you answered Yes to question 31, state the place (province or country) and year of the decision or judgment.			
33. Have you already obtained, in Québec or elsewhere, an administrative decision or judgement concerning a change of name for yourself? <input type="checkbox"/> Yes <input type="checkbox"/> No		34. If you answered Yes to question 33, state the place (province or country) and year of the decision or judgment.			

Section 4: Object of the application

35. Sex designation requested <input type="checkbox"/> Male <input type="checkbox"/> Female		Complete boxes 36 and 37 only if you are also applying to change your usual given name or your other given names.			
36. Usual given name requested			37. Other given names requested (separated by commas)		



APPENDIX
Information on the Applicant's Children

To the applicant

- Enter the information requested for all your children, whether minor or having the age of majority.
- Write in block letters in **black** or **blue** ink.

If you have more than one child and if the child's parent who is not the applicant is the same for each child, enter his or her surname and given name for the first child only.

Information on your children

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
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.

Important

This declaration must be made by a person having the age of majority who has known the applicant for at least one year. It must be completed before a commissioner for oaths or any other person authorized to administer oaths. For more information, see the "Affidavit" section on page 1 of the general information leaflet.

Section 1: Information on the applicant before the requested change

1. Surname	2. Usual given name
3. Other given names (separated by commas)	4. Sex designation <input type="checkbox"/> Male <input type="checkbox"/> Female

Section 2: Object of the application

5. Usual given name requested	6. Other given names requested (separated by commas)	7. Sex designation requested <input type="checkbox"/> Male <input type="checkbox"/> Female
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Section 3: Information on the deponent and affidavit

8. Surname	9. Usual given name		
10. Home address (number, street) Apartment	11. City, town, village or municipality		
12. Province	13. Country	14. Postal code	
15. Area code Phone number (home)	16. Area code Phone number (mobile)	17. Area code Phone number (work)	Extension
18. Sex designation <input type="checkbox"/> Male <input type="checkbox"/> Female	19. Date of birth Year Month Day	20. Place of birth (city, town or municipality, province or country)	
21. Deponent I solemnly affirm* that I have known the applicant for at least one year and I confirm that this person is fully aware of the seriousness of the application to change the sex designation appearing on his or her act of birth. X _____ Deponent's signature (mandatory)			

Section 4: Information on the person authorized to administer oaths

22. Surname	23. Usual given name	24. Area code Telephone number	Extension
25. Occupation (indicate professional order, if applicable)			
26. Person authorized to administer the oath		27. Authorized person's number or seal	
Solemn affirmation made before me at _____, this _____.			
X _____ Authorized person'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 or her 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

List of Documents to Include with the Application to Change the Sex Designation 18 Years of Age and Over

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 concerning the applicant's identity

- Include a legible photocopy of valid photo 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.

Document concerning the identity of the person who completed the appendix *Affidavit of a Person Who Knows the Applicant*

- Include a legible photocopy of valid photo ID with signature.

Other documents to be included with your application

Information provided on the *Application to Change the Sex Designation of Person 18 Years of Age and Over* form

- Box 13:** 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 15:** 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 17:** If you answered Yes and were born outside Canada, include a photocopy of both sides of your Canadian Citizenship Certificate.
- Box 27:** If you entered a place of marriage or civil union outside Québec and if the event is not entered in the Québec register of civil status, include a photocopy or the original copy of an act, certificate or official document certifying the marriage or civil union, issued by the authorized civil status officer of the country or province where the marriage or civil union took place.
- Box 31:** 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.
- Box 33:** If you answered Yes, include a photocopy of the administrative decision or court judgment authorizing or refusing the change of name.

Other documents to include

- Appendix – *Information on the Applicant's Children* (if you have children)
- Appendix – *Affidavit of a Person Who Knows the Applicant*
- Appendix – *Application for the Simplified Forwarding of Information Relative to the Change of Sex Designation or Name of a Person 18 Years of Age and Over*
- Appendix – *List of Documents to Include with your Application to Change the Sex Designation of a Person 18 Years of Age and Over*

General Information Concerning an Application to Change the Sex Designation of a Person Over 18 Years of Age

Do not include this document with your application.

What should you know?

To file an application, you must be the person concerned by the change of sex designation.

You must be 18 years of age or older, hold Canadian citizenship and be domiciled in Québec for at least one year. However, the Directeur de l'état civil can change the sex designation on your birth certificate 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. It is your responsibility to show that it is impossible to obtain the change in the country or province where you are domiciled. For more information, contact us.

You must support your application with the affidavit laid out in Section 5 of the *Application to Change the Sex Designation Appearing on the Act of Birth* form. In addition, you must include with your application the affidavit of a person of full age, as laid out in Appendix – *Affidavit of a Person Who Knows the Applicant*. If you have already obtained a change of sex designation, you must also 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.

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 or civil union. 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:

- *Application to Change the Sex Designation of a Person 18 Years of Age and Over* form
- Appendix – *Information on the Applicant's Children* (if you have children)
- Appendix – *Affidavit of a Person Who Knows the Applicant*
- Appendix – *Application for the Simplified Forwarding of Information Relative to the Change of Sex Designation or Name of a Person 18 Years of Age and Over*
- Appendix – *List of Documents to Include with your Application to Change the Sex Designation of a Person 18 Years of Age and Over*

Don't forget to include with your application all the documents meeting your situation as indicated in appendix *List of Documents to Include with your Application to Change the Sex Designation of a Person 18 Years of Age and Over*. 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.

Affidavit

You must support your application with the affidavit laid out in Section 5 of the form, and with the affidavit of a person having the age of majority who has known you for at least one year. 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, councillor, 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 domiciled outside 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

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.

Simplified forwarding of information relative to the change

When a 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 held by government departments or agencies concerning you. 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 18 Years of Age and Over* appendix, included with this application.

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 and of the person who completed the *Affidavit of a Person Who Knows the Applicant* appendix. To this end, the following documents must be included with the application:

- One valid photo identification document for the applicant and another for the person who completed *Affidavit of a Person Who Knows the Applicant* appendix ;
- 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:    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 teletypewriter (TTY)

1 800 361-9596



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