

TO THE APPLICANT

- Read the general information and instructions.
- Complete **all sections** of the form in block letters in **black** or **blue** ink.
- Include **payment** and the two photocopies of documents issued by **two separate organizations** that will allow us to establish your identity, i.e. a **photocopy** of valid photo ID and a **photocopy** of valid proof of home address.
- **Sign** and **date** Section 4.

i This pictogram refers you to page 4 of the general information and instructions.

Section 1: Information on the applicant

1. Applicant's surname i		2. Applicant's given name	
3. Home address (number, street) i		Apartment	4. City, town, village or municipality
5. Province		6. Postal code	7. Country
8. Area code Phone number (home)		9. Area code Phone number (other) Extension i	
10. If your application concerns someone other than yourself or your child, give the reason for your application and attach a photocopy of an official document as proof. i		11. Does the application concern someone who is deceased? i	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2: Information on the person concerned by the application

12. Surname i		13. Usual given name i	
14. Other given names (separated by commas)		15. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	16. Date of birth Year Month Day
17. Place of birth (city, town, village or municipality, province or country, if abroad)		18. Place of registration of birth if it occurred before 1994 (parish, place of worship, city, town, village or municipality) i	
Parents	19. Surname and given name of parent		20. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother
	21. Surname and given name of the other parent		22. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother

Section 3: Documents requested – The following fees are in effect until March 31, 2018.

You can mail your application or submit it at a service counter. The cost varies accordingly. **The documents you order will be sent to you by mail.** **i**

Normal processing – Enter the number of documents requested.

23. Short-form certificate ___ x \$45.75 (by mail) = \$ ___ ___ x \$51.00 (at a counter) = \$ ___	24. Long-form certificate – Recommended ___ x \$45.75 (by mail) = \$ ___ ___ x \$51.00 (at a counter) = \$ ___	25. Copy of an act ___ x \$53.00 (by mail) = \$ ___ ___ x \$57.00 (at a counter) = \$ ___	26. Subtotal (boxes 23 to 25) \$ ___
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Accelerated processing – Enter the number of documents requested.

27. Short-form certificate ___ x \$67.75 (by mail) = \$ ___ ___ x \$72.75 (at a counter) = \$ ___	28. Long-form certificate – Recommended ___ x \$67.75 (by mail) = \$ ___ ___ x \$72.75 (at a counter) = \$ ___	29. Copy of an act ___ x \$67.75 (by mail) = \$ ___ ___ x \$72.75 (at a counter) = \$ ___	30. Subtotal (boxes 27 to 29) \$ ___
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Add the amounts in boxes 26 and 30 to determine the amount payable.

31. **Total:** \$ ___

Section 4: Applicant's declaration

32. I solemnly declare that, to the best of my knowledge, the information provided is accurate and that I have the right to obtain the documents requested. **i**

X _____
 Applicant's **mandatory** signature

33. Date
 Year Month Day

Section 5: Methods of payment

34. Cash (at a service counter)
 Debit card (at a service counter)
 Postal or bank money order
 Cheque
 } Payable to Directeur de l'état civil

35. Credit card
 VISA
 MasterCard
 I authorize the Directeur de l'état civil to charge the amount entered in Box 31 to my credit card. **i**

X _____
 Cardholder's **mandatory** signature

Expiry date
 Month Year

Detach here.

General Information and Instructions

for an Application for a Certificate or Copy of an Act

Do not return this document with your application.

What should you know?

Certificates and copies of an act are official documents issued by the Directeur de l'état civil relating to births, marriages, civil unions or deaths entered in the Québec register of civil status.

These documents show the information that appears in the original act contained in the register, spelled as therein, and not the information provided on the application for a certificate or a copy of an act. Furthermore, they are presented in the language in which the event was registered.

Application for a certificate or copy of an act of birth, marriage, civil union or death

- Certificates and copies of an act for each of these events are obtained by using the corresponding form.
- Be sure you have a version of the form that is in effect, in order to avoid any delay in processing your application. The version of the form is indicated in the upper right-hand corner, next to the title of the form.
- These forms are available on our website, at our service counters and at Services Québec offices, or by contacting us.
- You can apply over the Internet using one of our online services at www.etatcivil.gouv.qc.ca. Your documents will cost less and you avoid delivery time associated with mailing in your application.

Who can be the applicant?

The **applicant** is the person who requests the certificate or copy of an act of birth.

To protect the identity of the persons entered in the Québec civil status register, a birth certificate or copy of an act of birth can only be issued to persons mentioned in the act in question or to those who establish their interest.

If the application concerns someone other than yourself or your child

If the application concerns someone other than yourself or your child, you are not mentioned in the act in question. You must therefore establish your interest in applying by providing a reason that is supported by a document, as per the instructions on page 4. The Directeur de l'état civil will evaluate the reason given.

If the application concerns someone who is deceased

If the application concerns someone who is deceased, the certificate or copy of an act may be issued to that person's spouse, child or sibling, even if they are not mentioned in the act, without the need to provide a document supporting the reason given. It is nevertheless necessary, as per the instructions on page 4, to allow the Directeur de l'état civil to verify the applicant's family ties to the deceased.

If the application concerns a minor child

Since the applicant must provide documents that a minor child may not be able to provide, it is recommended that one of the parents act as the applicant for the child.

A parent mentioned in his or her child's act of birth may obtain the child's birth certificate or a copy of the act regardless of the child's age.

Checklist

To ensure that my application is processed:

- I have completed **all sections** of the form.
- I have completed the form in block letters in **black** or **blue** ink.
- I have attached a legible **photocopy** of valid photo ID.
- I have attached a legible **photocopy** of valid proof of home address.
- I have **signed** and **dated** Section 4.
- I have made sure that the documents requested are the ones I require.
- I have included **payment** matching the type of processing selected.

Protection of personal information



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

Website and online services



Visit our website, at www.etatcivil.gouv.qc.ca, for information on our services or to download our forms.

Accessible and safe!

With the online services *DEClic!* and *DEClic! Express* (certain conditions apply), you can apply for a certificate or copy of an act over the Internet. Try it!

Which document to request: a birth certificate or a copy of an act of birth?

Before applying for a certificate or a copy of an act, find out the type of document and format required by the organization to whom it must be presented.

For a child under age 18, the Directeur de l'état civil recommends the long-form birth certificate, as it includes the parents' names. Some organizations require this type of certificate in the case of minors.

Type and format	Information contained in the document*
Birth certificate Short-form 8.7 cm x 5.5 cm	Surname, given names, sex, place of birth, date and time of birth, registration number, document number (since March 29, 2005), date of issue and, where applicable, notation entered in the act since it was drawn up.
Birth certificate Long-form (recommended) 21.5 cm x 18.5 cm	Surname, given names, sex, date, time and place of birth, registration number, surnames and given names of the father and the mother, document number (since March 29, 2005), date of issue and, where applicable, notation entered in the act since it was drawn up.
Copy of an act of birth 21.5 cm x 26.7 cm	Integral reproduction of the information contained in the act, document number (since March 29, 2005) and date of issue. Note: This document may show information pertaining to several civil status events.

* Information may be missing if the event occurred before 1994.

If the format of the document requested is not indicated in the application, the long-form birth certificate will be issued.

Processing fees and turnaround

Registration of civil status events

In order for a civil status document to be issued for a birth, marriage, civil union or death, the event must have first been entered into the Québec register of civil status. If you are applying for the certificate, copy of an act or attestation of a **recent event**, it may take extra time to process your request. This extra processing time is about **15 business days**, depending on the number of events to be entered in the registry and the complexity of the file.

Issuance of a certificate or copy of an act

The Directeur de l'état civil offers **normal** and **accelerated** processing. Cost, processing time and method of delivery vary according to the type of processing and the mode of transmission you choose.

If you choose normal processing, the document will be sent to you by regular mail. If you choose accelerated processing, the document will be mailed to you by Xpresspost. Please note that Xpresspost service is available only in Canada. The amounts shown in the following tables are in Canadian dollars, and include processing, the cost of the printed document and delivery charges.

Normal processing of request in 10 business days*

Modes of transmission of the application	Cost per certificate	Cost per copy of an act
Application made over the Internet	\$32.00	\$38.50
Application submitted by mail	\$45.75	\$53.00
Application made in person at a service counter	\$51.00	\$57.00
Application made at a service counter using the DE <i>Clic!</i> Comptoir online service	\$32.00	\$38.50

* Excluding event registration time (if recent event) and delivery time.

Accelerated processing of request in 3 business days*

Modes of transmission of the application	Cost per certificate	Cost per copy of an act
Application made over the Internet	\$62.50	\$62.50
Application submitted by mail	\$67.75	\$67.75
Application made in person at a service counter	\$72.75	\$72.75
Application made at a service counter using the DE <i>Clic!</i> Comptoir online service	\$62.50	\$62.50

* Excluding event registration time (if recent event) and delivery time.

The above fees are in effect until March 31, 2018.

What payment methods are accepted?

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**.

Separate payment

If you are submitting more than one application form at a time, send a separate payment with each form to speed processing.

How to submit the application?



At a service counter

Québec

Ground floor
2535 boulevard Laurier

Montréal

Ground floor (RC.01)
2050 rue De Bleury



By mail

Directeur de l'état civil
2535, boulevard Laurier
Québec (Québec) G1V 5C6

You can also submit your application at certain Services Québec offices that provide our services. See our website for the list of offices or contact us.

What documents enable us to establish the applicant's identity?

The Directeur de l'état civil applies security measures to ensure that the person applying for a civil status document is authorized to obtain it. To allow us to establish the identity of **applicants**, we require them to attach **two documents issued by two separate organizations**:

- a valid photo ID
- a valid proof of home address

If you submit your application **by mail**, you must attach **photocopies** and not original documents. If you submit your application at **one of our service counters**, it is preferable to present **original documents** and not photocopies.

Valid photo ID

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 or fill out the *Declaration du répondant* form and attach it to your application. This form is available on our website.

- Driver's licence, learner's permit or probationary licence issued by Québec, another Canadian province or territory or a US state
- The driver's licence, learner's permit or probationary licence is accepted as photo ID **only if it is not submitted as proof of home address.**
- Health insurance card issued by a Canadian province and bearing a photograph
 - Canadian or foreign passport
 - Canadian Citizenship Card (issued between 2002 and 2012)
 - Canadian Permanent Resident Card
 - US Permanent Resident Card (green card)
 - Canadian immigration document **IMM 1442**
 - Official IDs for members of the military, police officers or diplomats posted in Canada
 - Certificate of Indian Status
 - ID card issued by a Canadian province or territory

Valid proof of home address

Only the proofs of home address listed below are accepted. **If you cannot provide one of these documents, please contact us.**

- Driver's licence, learner's permit or probationary licence issued by Québec, another Canadian province or territory or a US state

The driver's licence, learner's permit or probationary licence is accepted as proof of home address **only if it is not submitted as photo ID.**

- Municipal or school tax bill (no more than one year old)
- Government postal correspondence (no more than one year old)
- Recent bill from an energy, telephone service or cable provider (no more than three months old)
- Construction competency certificate (apprentice or journeyman)
- Hospital card accompanied by a health insurance card bearing a photograph
- Record of employment or pay slip (no more than three months old)
- Home or car insurance certificate or statement (no more than one year old)
- School transcript (no more than one year old)
- Bank statement (no more than three months old)
- Canada Post change of address receipt (no more than three months old)

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 the Directeur de l'état civil receives the application.

Front and back document

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

Separate photocopies

If you are submitting more than one application form at a time, attach separate photocopies to each form to speed processing.

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 done 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

Instructions



This section is a reference tool. The "Information" pictogram  appears in certain boxes on the form. It indicates that particular information is provided to help you complete the form correctly.

Section 1: Information on the applicant

Box 1 – Applicant's surname

Enter your family name. This name must match the family name indicated on the photo ID and proof of home address submitted.

Box 3 – Home address (number, street, apartment)

The address must match the address indicated on the proof of home address submitted. The documents requested will be sent to this address.

Box 9 – Phone number (other)

Indicate a phone number where we can reach you **during the day** or where we can leave a message, if necessary.

Boxes 10 and 11 – **If the application concerns someone other than yourself or your child, explain why you are applying and attach the photocopy of an official document as proof.**

As you are not mentioned in the act of birth in question, you must establish why you wish to obtain a certificate or a copy of an act concerning this person and provide a photocopy of an official document to prove the reason given. Use an extra sheet if you need more space to state your reason. However, if the document for which you are applying concerns someone who is deceased and you are that person's spouse, child or sibling, you do not have to provide a photocopy of an official document establishing your reason. Rather, you must enter your date of birth in Box 10, if you were born in Québec, or attach a photocopy of a civil status document proving your family ties to the deceased, if you were not born in Québec.

Section 2: Information on the birth of the person concerned

Box 12 – Surname

Use the family name as indicated on the act used to enter the birth in the register. In cases involving adoption or a name change, enter the family name used after the adoption or the name change.

Box 13 – Usual given name

The usual given name is a name that, in addition to being mentioned in the act, is used on a daily basis to identify the person and confirm his or her identity.

Box 18 – **Place of registration of the birth if it occurred before 1994 (parish, place of worship, city, town, village or municipality)**

Complete this box only if the person was born **before 1994**. Enter the name of the place of worship or parish and municipality (city, town or village) where the religious registration took place, or the name of the municipality in the case of a civil registration.

Section 4: Applicant's declaration

Box 32 – Applicant's signature

The signature of the applicant (the person named in Section 1 of the form) is mandatory. If the declaration is not signed, your application will be refused.

Section 5: Methods of payment

Box 35 – Credit card

The cardholder's signature is mandatory even if he or she also signed as the applicant. Without the cardholder's signature in the appropriate place, the application will be refused.

To reach us



By phone

Québec: 418 644-4545
Montréal: 514 644-4545
Elsewhere in Québec: 1 877 644-4545
Teleprinter (TTY): 1 800 361-9596



By mail

Directeur de l'état civil
2535, boulevard Laurier
Québec (Québec) G1V 5C6



By e-mail

etatcivil@dec.gouv.qc.ca

Website

www.etatcivil.gouv.qc.ca

Only you, as the applicant, can obtain information on the status of your application. You must contact us by phone or go to one of our service counters.