

**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 <b>i</b>   |  | 2. Applicant's given name  |  |
| 3. Home address (number, street) <b>i</b>   |  | 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 <b>i</b>   |  |
| 10. In what capacity are you filing this application?<br><input type="checkbox"/> Declarant of the death <input type="checkbox"/> Other. Specify: _____ |  | 11. Give the reason for your application if you checked "Other" in Box 10, and attach a photocopy of an official document as proof. <b>i</b> |  |

**Section 2: Information on the deceased**

|  |   |   |  |  |   |
|--|---|---|--|--|---|
| 12. Place of death (city, town, village or municipality, province or country, if abroad) |   |   | 13. Date of death<br>Year   Month   Day  |  |   |
| 14. Surname <b>i</b>   |   |   | 15. Given names (Begin with the usual given name; separate each given name with a comma.) <b>i</b>                                     |  |   |
| 16. Sex<br><input type="checkbox"/> Male <input type="checkbox"/> Female                 | 17. Date of birth<br>Year   Month   Day | 18. Marital status at the time of death<br><input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow or widower <input type="checkbox"/> Divorced <input type="checkbox"/> United in civil union <input type="checkbox"/> Former spouse under a civil union |  |  |   |
| 19. Place of birth (city, town, village or municipality, province or country, if abroad) |   |   | 20. Place of registration of birth if it occurred before 1994 (parish, place of worship, city, town, village or municipality) <b>i</b> |  |   |
| 21. Surname and given name of parent   |   | 22. Capacity of parent<br><input type="checkbox"/> Father <input type="checkbox"/> Mother   | 23. Surname and given name of the other parent   |  | 24. Capacity of parent<br><input type="checkbox"/> Father <input type="checkbox"/> Mother |

**Information on the spouse if the deceased was married or united in a civil union**

|   |   |   |  |                                    |   |
|---|---|---|--|------------------------------------|---|
| 25. Place of registration of marriage or civil union (city, town, village or municipality, place of worship, province or country, if abroad) <b>i</b> |   |   | 26. Date of marriage or civil union<br>Year   Month   Day  |                                    |   |
| 27. Surname <b>i</b>  |   |   | 28. Given names (Begin with the usual given name; separate each given name with a comma.) <b>i</b> |                                    |   |
| 29. Sex<br><input type="checkbox"/> Male <input type="checkbox"/> Female  | 30. Date of birth<br>Year   Month   Day | 31. Place of birth (city, town, village or municipality, province or country, if abroad)  |  | 32. Place of registration of birth |   |
| 33. Surname and given name of parent  |   | 34. Capacity of parent<br><input type="checkbox"/> Father <input type="checkbox"/> Mother | 35. Surname and given name of the other parent   |                                    | 36. Capacity of parent<br><input type="checkbox"/> Father <input type="checkbox"/> Mother |

**Section 3: Documents requested – The following fees are in effect until March 31, 2020**

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.**

|   |   |  |
|---|---|--|
| 37. Death certificate<br>_____ x \$47.00 (by mail)<br>\$52.50 (at a service counter) = \$ _____ | 38. Copy of an act of death<br>_____ x \$54.50 (by mail)<br>\$58.50 (at a service counter) = \$ _____ | 39. Subtotal (boxes 37 and 38)<br>= \$ _____ |
|---|---|--|

**Accelerated processing Enter the number of documents requested.**

|   |   |  |
|---|---|--|
| 40. Death certificate<br>_____ x \$69.50 (by mail)<br>\$74.50 (at a service counter) = \$ _____ | 41. Copy of an act of death<br>_____ x \$69.50 (by mail)<br>\$74.50 (at a service counter) = \$ _____ | 42. Subtotal (boxes 40 and 41)<br>= \$ _____ |
|---|---|--|

Add the amounts in boxes 39 and 42 to determine the amount payable.

43. **Total:** \$ \_\_\_\_\_

**Section 4: Applicant's declaration**

|  |                                |
|--|--------------------------------|
| 44. 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.<br><b>X</b> _____ <b>i</b><br>Applicant's <b>mandatory</b> signature | 45. Date<br>Year   Month   Day |
|--|--------------------------------|

**Section 5: Methods of payment**

|  |  |  |   |
|--|--|--|---|
| 46. <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 | 47. Credit card<br><input type="checkbox"/> VISA <input type="checkbox"/> MasterCard<br>Credit card number: _____<br>Expiry Date: Month   Year → _____ |  | I authorize the Directeur de l'état civil to charge the amount entered in Box 43 to my credit card. <b>i</b><br><b>X</b> _____<br>Cardholder's <b>mandatory</b> signature |
|--|--|--|---|

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.
- These forms are available on our website, at our service counters and at Services Québec offices, or by contacting us.
- 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.
- You can apply over the Internet using one of our online services at [www.etatcivil.gouv.qc.ca](http://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 a death certificate or copy of an act of death.

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

If you are not the spouse of the deceased, his or her parent or the person declaring the death, 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.

However, if you are the child or sibling of the deceased, 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.

#### 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 service



Visit our website, at [www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca), for information on our services or to download our forms.

#### Accessible and safe!

With the online service **DEClic!**, you can apply for a certificate or copy of an act over the Internet. Try it!

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

Before applying, find out the type of document required by the organization to whom it must be presented.

| Type of document                                    | Information contained in the document*  |
|---|---|
| <b>Death certificate</b><br>21.5 cm x 18.5 cm       | Surname, given names, sex, place of death, date and time of death, date of birth (on every certificate issued since February 2012), registration number, document number (since March 29, 2005) and date of issue.  |
| <b>Copy of an act of death</b><br>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.<br><br>Note: This document may show information pertaining to several civil status events. |

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

## Fees and processing time

The cost of a document varies, depending on how the application is submitted and the type of processing selected. We offer **normal** and **accelerated** processing of applications.

If you choose normal processing, the document will be sent by regular mail. If you choose accelerated processing, the document will be sent by Xpresspost, if the delivery address is in Canada.

### Fees and processing time

| Method used to file your application                                   | Application for normal processing (10 business days)* |                         | Application for accelerated processing (3 business days)* |                         |
|--|---|-------------------------|---|-------------------------|
|  | Cost per certificate                                  | Cost per copy of an act | Cost per certificate                                      | Cost per copy of an act |
| Online   | \$32.75   | \$39.75                 | \$64.00   | \$64.00                 |
| By mail  | \$47.00   | \$54.50                 | \$69.50   | \$69.50                 |
| At a service counter   | \$52.50   | \$58.50                 | \$74.50   | \$74.50                 |
| At a service counter using the DE <i>Clic!</i> Comptoir online service | \$32.75   | \$39.75                 | \$64.00   | \$64.00                 |

\* Excluding event registration time (if recent event) and delivery time.  
The amounts are in Canadian dollars and are in effect until March 31, 2020.

## Entering of civil status events in the register

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.

## 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

## 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](http://www.ottiaq.org)  
E-mail: [info@ottiaq.org](mailto: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 fill out 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.

#### Box 11 – Give the reason for your application if you checked "Other" in Box 10 and attach the photocopy of an official document supporting the reason.

If you are not mentioned in the act, you must establish why you wish to obtain a certificate or copy of an act concerning the deceased and **provide a photocopy of an official document as proof**. An extra sheet may be used if more space is required. However, if you are the child or sibling of the deceased, 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 deceased

#### Box 14 – Surname

Use the family name 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 name change.

#### Box 15 – Given names

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 20 – Place of registration 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.

### Information on the spouse if the deceased was married or in a civil union

You do not have to complete this section if the deceased was single, living in a de facto union, a widow or widower, divorced or the former spouse under a civil union.

#### Box 25 – Place of registration of marriage or civil union (city, town, village or municipality, place of worship, province or country, if abroad)

For a religious marriage, enter the name of the place of worship and the municipality (city, town or village). For a civil marriage or civil union, enter the name of the municipality (city, town or village). Do not enter the place where the reception was held following the marriage or civil union.

#### Box 27 – Surname

Use the family name 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 name change.

#### Box 28 – Given names (Begin with the usual given name; separate each given name with a comma.)

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.

### Section 4: Applicant's declaration

#### Box 44 – 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 47 – 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.