

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 5.

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 you are not one of the spouses, one of their parents or the marriage or civil union officiant, give the reason for your application and attach a photocopy of an official document as proof. i			11. Is one of the spouses deceased? i <input type="checkbox"/> Yes <input type="checkbox"/> No

Section 2: Information on the marriage or civil union of the persons concerned

12. Type of union i <input type="checkbox"/> Marriage <input type="checkbox"/> Civil union		13. Date of divorce, if applicable Year Month Day	
14. Date of marriage or civil union Year Month Day		15. Place of registration of marriage or civil union (city, town, village or municipality, place of worship, province or country, if abroad) i	

Section 3: Information on the two spouses concerned

A		B	
16. Surname i		25. Surname i	
17. Given names (Begin with the usual given name; separate the given names with a comma.) i		26. Given names (Begin with the usual given name; separate the given names with a comma.) i	
18. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	19. Date of birth Year Month Day	27. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	28. Date of birth Year Month Day
20. Place of birth (city, town, village or municipality, province or country, if abroad)		29. Place of birth (city, town, village or municipality, province or country, if abroad)	
21. Surname and given name of parent	22. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother	30. Surname and given name of parent	31. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother
23. Surname and given name of the other parent	24. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother	32. Surname and given name of the other parent	33. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother

Section 4: 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.

34. Marriage or civil union certificate _____ x \$47.00 (by mail) = \$ _____ \$52.50 (at a service counter)	+	35. Copy of an act of marriage or civil union _____ x \$54.50 (by mail) = \$ _____ \$58.50 (at a service counter)	=	36. Subtotal (boxes 34 and 35) \$ _____
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Accelerated processing – Enter the number of documents requested.

37. Marriage or civil union certificate _____ x \$69.50 (by mail) = \$ _____ \$74.50 (at a service counter)	+	38. Copy of an act of marriage or civil union _____ x \$69.50 (by mail) = \$ _____ \$74.50 (at a service counter)	=	39. Subtotal (boxes 37 and 38) \$ _____
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Add the amounts in boxes 36 and 39 to determine the amount payable.

40. **Total:** \$ _____

Section 5: Applicant's declaration

41. 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	42. Date Year Month Day
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Section 6: Methods of payment

43. <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	44. Credit card <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard Credit card number _____ Expiry Date → Month Year		I authorize the Directeur de l'état civil to charge the amount entered in Box 40 to my credit card. i X _____ Cardholder's mandatory signature
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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 marriage or civil union.

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

If the applicant is someone other than one of the spouses, one of their parents or the marriage or civil union officiant

If you are not one of the spouses, one of their parents or the marriage or civil union officiant, 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 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.

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 5.
- 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 certificate or a copy of an act of marriage or civil union?

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*
Marriage certificate 21.5 cm x 18.5 cm	Surnames, given names and sex of the spouses, date and place of the marriage, registration number, document number (since March 29, 2005), date of issue and, where applicable, notation entered in the act since it was drawn up.
Civil union certificate 21.5 cm x 18.5 cm	Surnames, given names and sex of the spouses, date and place of the civil union, registration number, 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 marriage 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.
Copy of an act of civil union 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.

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 <i>DE 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
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 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.

Boxes 10 and 11 – **If you are not one of the spouses, one of their parents or the marriage or civil union officiant, or if your application concerns someone who is deceased, explain why you are applying and attach the photocopy of an official document as proof.**

As you are not mentioned in the act of marriage in question, you must establish why you wish to obtain a certificate or a copy of an act concerning the spouses and provide a photocopy of an official document as proof of 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 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 marriage or civil union of the persons concerned

Box 12 – Type of union

In June 2002, the National Assembly of Québec passed the *Act instituting civil unions and establishing new rules of filiation*. It created a new institution, namely, civil union, that allows same-sex or opposite-sex couples to make a public commitment to live together and comply with the resulting rights and obligations. (Source: Ministère de la Justice)

Box 15 – Place of registration of marriage or civil union (city, town, village or municipality, place of worship, province or country, if abroad)

For a religious ceremony, enter the name of the place of worship or parish, or 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.

Section 3: Information on the two spouses concerned by the application

Boxes 16 and 25 – Surname

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

Boxes 17 and 26 – Given names (Begin with the usual given names; separate given names with a comma.)

The usual given name is the 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 5: Applicant's declaration

Box 41 – 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 6: Methods of payment

Box 44 – 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.