

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 for at least one year? <input type="checkbox"/> Yes <input type="checkbox"/> No					
18. Surname of parent		19. Given name of parent		20. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother	
21. Address of parent if different from that of the applicant (number, street, apartment, city, town, village or municipality, province or country)				22. Postal code	
23. Surname of the other parent		24. Given name of the other parent		25. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother	
26. Address of the other parent if different from that of the applicant (number, street, apartment, city, town, village or municipality, province or country)				27. Postal code	
28. Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No → If you answered Yes to question 28, 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

29. Date of marriage Year Month Day		30. Place of marriage (city, town, village or municipality, province or country)			
31. Surname		32. Given name		33. Date of birth Year Month Day	

Section 3: Complementary information

34. 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		35. If you answered Yes to question 34, state the place (province or country) and year of the decision or judgment.	
36. 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		37. If you answered Yes to question 36, state the place (province or country) and year of the decision or judgment.	
38. Has a decision or judgment previously changed your filiation? <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 judgment.	
40. Has a judgment previously deprived your father or mother of parental authority for you? <input type="checkbox"/> Yes <input type="checkbox"/> No		41. If you answered Yes to question 40, state the place (province or country) and year of the judgment.	
42. Has a tutor been legally designated for you? <input type="checkbox"/> Yes <input type="checkbox"/> No		43. If you answered Yes to question 42, 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

44. Sex designation requested <input type="checkbox"/> Male <input type="checkbox"/> Female	Complete boxes 45 and 46 only if you are also applying to change your usual given name or your other given names	
45. Usual given name requested	46. 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

47. Surname	48. Given name
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Reasons and affidavit

49. 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

50. Surname	51. Given name	52. Area code	Phone number	Extension
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53. Occupation (indicate professional order, if applicable)

54. Person authorized to administer the oath

55. 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.

56. Total amount payable \$																													
57. <input type="checkbox"/> Postal or bank money order <input type="checkbox"/> Cheque } Payable to Directeur de l'état civil																													
58. Credit card <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	<table border="1"> <tr> <td colspan="4">Credit card number</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td> <td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td colspan="2">Expiry Date</td> <td>Month</td> <td>Year</td> <td colspan="4"></td> </tr> <tr> <td> </td><td> </td> <td> </td><td> </td> <td colspan="4"></td> </tr> </table> <p>I authorize the Directeur de l'état civil to charge the amount entered in Box 56 to my credit card.</p> <p>X _____ Cardholder's mandatory signature</p>	Credit card number												Expiry Date		Month	Year												
Credit card number																													
Expiry Date		Month	Year																										

* **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
Application for the Simplified Forwarding of Information
Relative to the Change of Sex Designation or Name
of a Person Under 18 Years of Age

Important

- Read the general information leaflet.
- Write in block letters in **black** or **blue** ink.

Simplifying your steps

If the requested change takes effect, the Directeur de l'état civil will notify certain government departments and agencies by forwarding them the information they need to modify the sex designation and, if applicable, the name recorded in their files, eliminating the need for you to take steps with them regarding the change. You will not have to provide them with a certificate of change of name or sex designation and a new birth certificate as proof of the change. Please note that you must nevertheless contact the Régie de l'assurance maladie du Québec to obtain a new health insurance card.

The following government departments and agencies will be notified automatically:

- **Régie de l'assurance maladie du Québec**
To modify the name or the sex designation recorded in the file in the context of the Health Insurance Plan and, if applicable, the Public Prescription Drug Insurance Plan.
- **Retraite Québec**
To modify the name or the sex designation recorded in the file, if applicable, in the context of the Québec Pension Plan and the child assistance measure.

The Director will also inform the ministère du Travail, de l'Emploi et de la Solidarité sociale, Retraite Québec (for public sector pension plans), the Curateur public du Québec, the Commission des normes, de l'équité, de la santé et de la sécurité du travail and the ministère de la Sécurité publique (for the Service d'immatriculation des armes à feu du Québec) if the answers you give in this form concern them.

Important! You must check whether you have steps to take with other departments and agencies.

Information on the person concerned by the requested change

1. Surname		2. Usual given name before the requested change	
3. Sex designation before the requested change <input type="checkbox"/> Male <input type="checkbox"/> Female		4. Date of birth Year Month Day 	5. Social Insurance Number - -

Régie de l'assurance maladie du Québec

6. Enter the health insurance number of the person concerned by the change. As soon as you are notified that the change has taken effect, **you must contact the Régie de l'assurance maladie du Québec to obtain a new health insurance card**, because the card this person holds will no longer be valid.

Health insurance number
| | | | - | | | | - | | | |

Ministère du Travail, de l'Emploi et de la Solidarité sociale

7. Does the person concerned by the change have a file with the Ministère du Travail, de l'Emploi et de la Solidarité sociale (Social Assistance Program, social assistance and support program, employment program, measure or assistance services, professional qualification program or amounts owed to the collection centre)?

Yes No

If you answered Yes, enter the file number with the Ministère (CP-12) and, if applicable, the professional qualification number.

File number with the Ministère: | | | | | | | | | | | | | | | | | | | | | |
Professional qualification number: | | | | | | | | | | | | | | | | | | | | | |

Retraite Québec – Public sector pension plans (RREGOP, PPMP or others)

8. Does the person concerned by the change receive benefits from a public sector pension plan?

Yes No

Curateur public du Québec

9. Is the person concerned by the change the object of a tutorship of property?

Yes No

If you answered Yes, indicate the situation that applies.

- Tutorship of property ensured by the Curateur public du Québec
- Tutorship of property ensured by a private tutor

Commission des normes, de l'équité, de la santé et de la sécurité du travail

10. Does the person concerned receive benefits from the Commission des normes, de l'équité, de la santé et de la sécurité du travail (income replacement indemnities, death benefits, the reimbursement of drug costs, the payment of the cost of a hearing aid, personal home assistance allowances, care or treatment, etc.)?

Yes No

If you answered Yes, enter his file number with the Commission. **The information will be sent only if the file number is entered.**

File number with the Commission: | | | | | | | | | | | | | | | | | | | | | |

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 (*continued*)

Information on the person concerned by the requested change (*continued*)

Answer this question only if the requested change concerns the usual given name or the other given names.

Ministère de la Sécurité publique – Service d'immatriculation des armes à feu du Québec 

11. Does the person concerned by the change own one or more non-restricted firearms **registered** in the Québec Firearms Registration File?

Yes No



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 30:** 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 34:** 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 36, 38, 40 and 42:** 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 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 children, the change will be made 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 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, 2022.

Application	Fee
Change of Sex Designation	\$144.00
Issue of an extra certificate *	\$11.70

* 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.

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 or expiry date.

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

By mail

Credit card (Visa and Mastercard*), cheque, postal money order, bank money order

Cheques and postal or bank money orders must be made payable to the **Directeur de l'état civil**.

* Visa and MasterCard debit cards are not accepted.

How to submit the application?



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: 450 644-4545

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