

# Application to Change the Sex Designation of a Person Under 14 Years of Age

## 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 Under 14 Years of Age* 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 the person concerned by the application and who is of the opinion that changing this designation is appropriate.

## Section 1: Information on the applicant (parent or tutor of the person 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. Postal code		8. Country
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. Capacity of applicant <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Tutor		
14. Date of birth Année Mois Jour		15. Place of birth (city, town, village or municipality, province or country)			

## Section 2: Information on the person concerned by the application

16. Surname		17. Usual given name		18. Other given names (separated by commas)	
19. Address of the person concerned by the application if different from that of the applicant (number, street, apartment, city, town or municipality, province or country)					20. Postal code
21. Sex designation before the requested change <input type="checkbox"/> Male <input type="checkbox"/> Female		22. Date of birth Year Month Day		23. Place of birth (city, town, village or municipality, province or country)	
24. Has the person concerned been domiciled in Québec for at least on year? <input type="checkbox"/> Yes <input type="checkbox"/> No					
25. Surname of the parent if different from that of the applicant			26. Given name of the parent if different from that of the applicant		27. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother
28. Address of the parent if different from that of the applicant (number, street, apartment, city, town, village or municipality, province or country)					29. Postal code
30. Surname of the other parent if different from that of the applicant			31. Given name of the other parent if different from that of the applicant		32. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother
33. Address of the other parent if different from that of the applicant (number, street, apartment, city, town, village or municipality, province or country)					34. Postal code

## Section 3: Complementary information on the person concerned by the application

35. Has the person concerned 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		36. If you answered Yes to question 35, state the place (province or country) and year of the decision or judgment.	
37. Has the person concerned 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		38. If you answered Yes to question 37, state the place (province or country) and year of the decision or judgment.	
39. Has a decision or judgment already changed the filiation of the person concerned? <input type="checkbox"/> Yes <input type="checkbox"/> No		40. If you answered Yes to question 39, state the place (province or country) and year of the judgment.	
41. Has a judgment previously deprived the child's father or mother of parental authority for the person concerned? <input type="checkbox"/> Yes <input type="checkbox"/> No		42. If you answered Yes to question 41, state the place (province or country) and year of the judgment.	
43. Has a tutor previously been legally designated for the person concerned? <input type="checkbox"/> Yes <input type="checkbox"/> No		44. If you answered Yes to question 43, state the place (province or country) and year of the designation.	

# Application to Change the Sex Designation of a Person Under 14 Years of Age (*continued*)

## Section 4: Object of the application

45. Sex designation requested <input type="checkbox"/> Male <input type="checkbox"/> Female		Complete boxes 46 and 47 <b>only</b> if you are also applying to change the usual given name or the other given names of the person concerned.
46. Usual given name requested		
		47. Other given names requested (separated by commas)

## Section 5: Consent of the other parent or tutor of the person concerned by the application

The change of sex designation of a minor under 14 years of age is not granted, except for a compelling reason, if the other parent or the tutor has not been informed of the application or objects to it. By signing below, the parent or tutor of the person under 14 years of age who is not the applicant confirms being informed of the application and giving his consent.

For more information on consent and objection, see the "Notice of an application and consent of the parent or the tutor who is not the applicant" section on page 2 of the general information leaflet.

48. Consent of the other parent or tutor	49. Date						
<input type="checkbox"/> I confirm having read and understood this application for a change of sex designation and, if applicable, given names and I consent to it.							
<b>X</b> _____ Signature of the other parent or tutor of the person concerned by the application ( <b>mandatory</b> )	<table border="1"> <tr> <td>Year</td> <td>Month</td> <td>Day</td> </tr> <tr> <td>       </td> <td>       </td> <td>       </td> </tr> </table>	Year	Month	Day			
Year	Month	Day					

## Section 6: 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.

<b>Information on the applicant</b>	
50. Surname	51. Given name

<b>Reasons and affidavit</b>						
52. Statement of the parent or tutor I solemnly affirm that:* <ul style="list-style-type: none"> <li>▪ the sex designation that I request for my minor child is that which best corresponds to his gender identity;</li> <li>▪ my minor child assumes that gender identity;</li> <li>▪ I understand the seriousness of my minor child's undertaking;</li> <li>▪ my undertaking for my minor child is voluntary and my consent is given in a free and enlightened manner;</li> <li>▪ to my knowledge, the information provided and the reasons given in the present application are true and complete.</li> </ul>						
<b>X</b> _____ Applicant's signature ( <b>mandatory</b> )						
<table border="1"> <tr> <td>Year</td> <td>Month</td> <td>Day</td> </tr> <tr> <td>       </td> <td>       </td> <td>       </td> </tr> </table>	Year	Month	Day			
Year	Month	Day				

<b>Information on the person authorized to administer oaths</b>				
53. Surname	54. Given name	55. Area code	56. Phone number	57. Extension

56. Occupation (indicate professional order, if applicable)
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57. Person authorized to administer the oath	58. Authorized person's name and commissioner number, or seal
Solemn affirmation made before me at _____, this _____.	
<b>X</b> _____ Authorized person's signature ( <b>mandatory</b> )	

## Application to Change the Sex Designation of a Person Under 14 Years of Age (*continued*)

### Section 7: 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 "Processing fees" section on page 1 of the general information leaflet to determine the total amount payable according to the situation.

59. Total amount payable

\$

60.  Postal or bank money order     Cheque    } Payable to Directeur de l'état civil

61. Credit card



Credit card number

□ □ □ □	□ □ □ □	□ □ □ □	□ □ □ □
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Expiry Date    Month    Year

□ □	□ □	□ □	□ □
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I authorize the Directeur de l'état civil to change the amount entered in Box 59 to my credit card.



**X**

Cardholder's **mandatory** signature

**\* 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 Notice of an Application to Change the Sex Designation of a Person Under 14 Years of Age

## To the applicant

You must send each person to be notified, by **registered post requiring a signature on delivery**, a photocopy of this appendix, after completing Sections 1 to 5. You must also send them a photocopy of the *Application to Change the Sex Designation of a Person Under 14 Years of Age* form and the other appendices that you have completed. When submitting your application to the Directeur de l'état civil, **do not forget to include proof of mailing as proof of delivery.**

## To the person notified

By sending you this appendix, the person designated in Section 4 has notified you that an application to change to the sex designation of the person designated in Section 2 will be submitted to the Directeur de l'état civil. As you are the non-applicant parent of the person concerned by the application, or you are that person's tutor, a photocopy of the application to change the sex designation of a person under 14 years of age is also included.

You must complete and sign Section 6 of this notice and send a photocopy to the person mentioned in Section 4. The original appendix with your signature must be sent to the Directeur de l'état civil at the address below no later than 20 days after the date of its reception. It is important to submit your reply to ensure that your rights are preserved.

Direction des modifications aux actes et du registre des célébrants  
Directeur de l'état civil  
2535, boulevard Laurier  
Québec (Québec) G1V 5C6

Please keep this notice for your records.

### Section 1: Information on the person notified

1. Surname		2. Given name			
3. Home address (number, street)		Apartment	4. City, town, village or municipality		
5. Province		6. Country		7. Postal code	
8. Area code	Phone number (home)	9. Area code	Phone number (mobile)	10. Area code	Phone number (work) Extension

### Section 2: Information on the person concerned before the requested change

11. Surname		12. Usual given name			
13. Other given names (separated by commas)		14. Sex designation <input type="checkbox"/> Male <input type="checkbox"/> Female		15. Date of birth Year Month Day	

### Section 3: Information on the person concerned including the requested change

16. Surname		17. Usual given name			
18. Other given names (separated by commas)		19. Sex designation <input type="checkbox"/> Male <input type="checkbox"/> Female			

### Section 4: Information on the applicant

20. Surname		21. Given name		22. Capacity of applicant <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Tutor	
23. Home address (number, street)		Apartment	24. City, town, village or municipality		
25. Province		26. Country		27. Postal code	

### Section 5: Signature of the applicant

28. I declare that, to the best of my knowledge, all the information provided is accurate and complete.				29. Date			
X _____ Applicant's signature (mandatory)				Year Month Day _____			

**APPENDIX**  
**Notice of an Application to Change the Sex Designation**  
**of a Person Under 14 Years of Age (*continued*)**

**Section 6: Response of the person notified**

30.

I confirm that I have read and understood this notice and consent that the application to change the sex designation of a person under 14 years of age concerning the person designated in Section 2 be submitted to the Directeur de l'état civil.

**X** \_\_\_\_\_  
Signature of the person notified (mandatory)

31.

Year	Month	Day

32.

I confirm that I have read and understood this notice and I object to the application to change the sex designation of a person under 14 years of age concerning the person designated in Section 2.

**X** \_\_\_\_\_  
Signature of the person notified (mandatory)

33.

Year	Month	Day

Reasons for objecting to the application for a change of sex designation

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Use an extra sheet if required.

**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**

**To the applicant**

- 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 the person holds will no longer be valid.

Health insurance number

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**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

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**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

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**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 Under 14 Years of Age

### To the applicant

- Check the boxes meeting the situation of the person under 14 years of age concerned by the application for a list of all the documents you must include.
- 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 photo ID.
- Include a legible photocopy of two proofs of home address, one dated at the most one month and the other at least 12 months from the date on which you file your application. A single proof of home address is required for the person born in Québec but domiciled elsewhere.

### Document on the identity of the non-applicant parent or tutor of the person concerned by the application

- Include a legible photocopy of valid photo ID of the person who signed section 5 "Consent" of the application to change the sex designation or the appendix *Notice of an Application to Change the Sex Designation of a Person Under 14 Years of Age*.

### Document on the person concerned by the application

- Include a legible photocopy of the person's Québec health insurance card.

### Other documents to be included with your application

#### Information provided on the *Application to Change the Sex Designation of a Person Under 14 Years of Age*

- Box 23:** If you entered a place of birth outside Québec and the birth of the person concerned by the application is not entered in the Québec register of civil status, include an original copy of an act, certificate or official document certifying the birth, issued by the authorized civil status officer of the country or province where the birth of the person concerned occurred, in addition to the completed *Application for Insertion of an Act of Civil Status Made Outside Québec in the Québec Register of Civil Status*.
- Box 35:** 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 the person concerned by the application is domiciled, who declares having evaluated or followed the person concerned by the application and is of the opinion that the change of this designation is appropriate having regard to the affidavit made in support of the initial application.
- Boxes 37, 39, 41 and 43:** 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 the filiation of the person concerned, the judgment pronouncing the deprivation of parental authority of the father or mother of the person concerned or the judgment, testament or declaration filed with the Curateur public du Québec designating a tutor for the person concerned.

#### 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 the person concerned by the application is domiciled, who declares having evaluated or followed the person concerned by the application and who is of the opinion that the change of this designation is appropriate.
- Appendix – *Notice of an Application to Change the Sex Designation of a Person Under 14 Years of Age* and proof of mailing as proof of delivery, 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 Person Under 14 Years of Age*.



## General Information Concerning an Application to Change the Sex Designation of a Person Under 14 Years of Age

Do not include this document with your application.

### What should you know?

To file an application to change the sex designation of a person under 14 years of age, you must be the father, mother or tutor of that person. The person concerned by the application must be domiciled in Québec for at least one year. However, the Directeur de l'état civil can change the sex designation on the act of birth of the person concerned by the application if that person was born in Québec but is not domiciled in Québec if such a change is not possible in the country or province where the person is domiciled. In this situation, it is your responsibility to show that it is impossible to obtain the change in the country or province in which the person concerned is domiciled. Contact us for more information on this subject.

You must support your application with the affidavit laid out in Section 6 of the *Application to Change the Sex Designation of a Person Under 14 Years of Age* 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 the person concerned by the application is domiciled, who declares having evaluated or followed the person concerned by the application and who is of the opinion that the change is appropriate. If the person concerned by the application has already obtained a change of sex designation, this letter must also state that the 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, it is also possible to apply to change one or several given names to reflect the new gender identity of the person concerned. However, you cannot apply to change the surname of the person concerned 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 more information.

#### Amending civil status acts

When the change of sex designation and, if applicable, given names take effect, the required amendment will be made automatically, in the register of civil status, to the act of birth of the person concerned by the application.

#### Persons born outside Québec

If the person concerned was born outside Québec and his birth is not entered in the Québec register of civil status, you must first apply to the Directeur de l'état civil to insert his act of birth in the register to enable us to process the 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:

- *Application to Change the Sex Designation of a Person Under 14 Years of Age* form
- Appendix – *Notice of an Application to Change the Sex Designation of a Person Under 14 Years of Age*
- 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 Under 14 Years of Age*

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 Under 14 Years of Age*. 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.

## Notice of an application and consent of the parent or tutor who is not the applicant

Note that the change of sex designation of a minor under 14 years of age will not be granted, except for a compelling reason, if the other parent or the tutor has not been notified of the application or objects to it.

Therefore, by signing in the space provided in Section 5 of the *Application to Change the Sex Designation of a Person Under 14 Years of Age* form, the parent or tutor who is not the applicant confirms having read and understood the application and consents to it.

### Notifying a person by registered mail

If you cannot have the *Application to Change the Sex Designation of a Person Under 14 Years of Age* form signed by the child's other parent or tutor, you must send the person to be notified, by registered mail requiring a signature on delivery, a photocopy of the *Notice of an Application to Change the Sex Designation of a Person Under 14 Years of Age* appendix, after completing Sections 1 to 5. You must also send them a photocopy of the *Application to Change the Sex Designation of a Person Under 14 Years of Age* form and the other appendices that you completed. When filing your application with the Directeur de l'état civil, do not forget to include proof of mailing as proof of delivery.

### Objection

One of the parents or the tutor of the child under 14 years of age may object to the application to change the sex designation. If the Directeur de l'état civil receives an objection concerning the application, it will be forwarded to you. You will also have 15 days in which to respond in writing to the Directeur de l'état civil

### Prior objection of one of the parents or the tutor

If the other parent or the tutor objects, you may file a motion before the court to change the sex designation of a minor under 14 years of age before filing an application with the Directeur de l'état civil to obtain the change.

## Affidavit

You must support your application with the affidavit laid out in Section 6 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, councillor, clerk or secretary-treasurer of a municipality, the Secretary General, the associate secretaries general and the associate secretaries of the National Assembly of Québec). The person who administers your affidavit cannot be your father, mother, brother, sister, spouse or child.

Affidavits can be made free of charge at the offices of Services Québec.

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 at the address below 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](http://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 a change of sex designation and, if applicable, of given names takes effect, it is your responsibility to have the sex designation or given names amended in any files held by government departments or agencies regarding the person concerned. 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 the application to change the sex designation. This form shows a list of the departments and agencies as well as the programs concerned 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 and of the person concerned by the application. To this end, the following documents must be included with the application:

- One valid photo identification document for the applicant and another for the person concerned by the application;
- 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 on which you file your application with 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](http://www.ottiaq.org)  
E-mail: [info@ottiaq.org](mailto: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. 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](mailto:etacivil@dec.gouv.qc.ca)

### Website

[www.etacivil.gouv.qc.ca](http://www.etacivil.gouv.qc.ca)