



## 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 documents issued by the Directeur de l'état civil to prove events that generally occurred in Québec.

Certificates and copies of an act contain information in the original act, spelled as therein, not the information provided on the application form. Furthermore, the language in which certificates and copies of an act are issued is 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 submit your application 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 eliminate delivery time to our office.

#### Who can be the applicant?

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

The Directeur de l'état civil requires the **applicant** to provide valid photo ID and proof of home address to verify his or her identity. For the mandatory documents to be attached to your application, see page 3.

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

If your name does not appear on the act concerned by the application, you must explain in Box 10 of the form why you wish to obtain a certificate or a copy of an act pertaining to someone else and attach an official document supporting the reason given. The Directeur de l'état civil will evaluate the reason. However, if the document applied for concerns someone who is deceased and you are that person's spouse, child, brother or sister, you do not have to provide an official document supporting your application.

#### If you are applying for documents for a minor

Since the applicant must provide documents for his or her own application and the child is not necessarily able to provide them, it is recommended that one of the parents act as the applicant for the child.

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

#### Checklist

##### To ensure that my application is processed:

- I have completed **all of the sections** of the form.
- I have completed the form in block letters in **black** or **blue** ink.
- I have attached a legible **photocopy** of a valid photo ID.
- I have attached a legible **photocopy** of a valid proof of home address.
- I have **signed** and **dated** my application.
- I have made sure that the documents requested correspond to the documents I require.
- I have included the **payment** corresponding to 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 refusal of your application. Only our authorized personnel can access this information. You can consult your personal information and correct it. This personal information is shared with other organizations only where permitted by law.

#### Website and online services



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

#### Accessible and safe!

Thanks to DE*Clic!* and DE*Clic!* Express (certain conditions apply) services, you can apply for a certificate or copy of an act online. Try them!

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

Before applying, find out the type of document and the format required by the organization requesting the document.

When submitting an application concerning the birth of a **minor**, the Directeur de l'état civil recommends requesting the **long-form birth certificate**, as it includes the parents' names. Some organizations require this type of certificate in the case of minors.

Type and format	Information contained in the document*
<b>Birth certificate</b> Long-form 21.5 cm x 18.5 cm	<ul style="list-style-type: none"> <li>■ Surname, given names, sex, date, hour and place of birth, registration number and date of issue</li> <li>■ Father's and mother's surnames and given names</li> </ul>
<b>Birth certificate</b> Short-form 8.7 cm x 5.5 cm	<ul style="list-style-type: none"> <li>■ Surname, given names, sex, date, hour and place of birth, registration number and date of issue</li> </ul>
<b>Copy of an act of birth</b> 21.5 cm x 26.7 cm	<ul style="list-style-type: none"> <li>■ Integral reproduction of the civil status information contained in the act.</li> </ul>

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

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

## Type of processing and fees

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

Processing type and time	Mode of transmission of your application	Cost per document*		Delivery of documents requested
<b>NORMAL**</b> In 12 business days***	By Internet	\$29 per certificate	\$36 per copy of an act	Regular mail
	By mail	\$39 per certificate	\$46 per copy of an act	
	At a service counter	\$44 per certificate	\$51 per copy of an act	
<b>ACCELERATED**</b> In 3 business days***	By Internet	\$51 per certificate	\$51 per copy of an act	Xpresspost within Canada Regular mail outside Canada
	By mail	\$61 per certificate	\$61 per copy of an act	
	At a service counter	\$66 per certificate	\$66 per copy of an act	

\* These amounts are in Canadian dollars.

\*\* Costs include processing, the printed document and shipping fees.

\*\*\* The number of days excludes delivery time.

Additional processing time may be required, particularly if the event occurred recently and is not yet entered in the Québec register of civil status. See our website for more information about processing time.

### Fee changes

The above fees are in effect until March 31, 2013.

Apply for a certificate or a copy of an act over the Internet using one of our online services and pay less for your documents.

## 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** Visa  MasterCard

### Cheque

- Cheque payable to **Services Québec**.
- No post-dated cheques accepted.
- A \$35 surcharge applies to cheques returned for insufficient funds.

### Postal or bank money order

- Money order payable to **Services Québec**.

### 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

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



### 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 different documents issued by two separate entities**:

- 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.

### A 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.

- Québec or Ontario health insurance card bearing a photograph
- Driver's licence issued by Québec, another Canadian province or a US state

A driver's licence is accepted as an ID **only if it is not submitted as proof of home address.**

- Canadian or foreign passport
- Canadian Citizenship Card (issued since 2002)
- Canadian Permanent Resident Card
- US Permanent Resident Card (green card)
- Federal immigration documents (IMM 1442, for one of the situations covered by this document)
- 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

### A valid proof of home address

The civil status document will be sent to the address shown on the proof of your current 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 issued by Québec, another Canadian province or a US state

A driver's licence is accepted as a proof of home address **only if it is not submitted as a 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 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)

The document's validity is determined according to the date the Directeur de l'état civil receives the application.

#### Document validity

All documents submitted must be in effect or comply with the validity period specified.

#### 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.

#### 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.

#### Quality of photocopies


All photocopied documents must be legible.

#### Separate photocopies

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

## Instructions



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

### Section 1: Information on the applicant

#### Box 1 – Applicant's surname

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

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

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

#### Box 9 – Phone number (other)

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

Boxes 10 and 11 – **If the application concerns someone other than yourself or your child, or if it concerns a deceased person, explain why you are submitting the application and attach an official document supporting the reason given.**

If you are not mentioned in the act, you must justify why you wish to obtain a certificate or copy of an act concerning another person and **provide a photocopy of one or more supporting documents**. An extra sheet may be used if more space is required. However, if the document applied for concerns someone who is deceased and you are that person's spouse, child, brother or sister, you do not have to provide an official document supporting your application.

### Section 2: Information on the birth of the person concerned

#### Box 12 – Surname

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

#### Box 13 – Usual given name

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

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

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

### Section 4: Applicant's declaration

#### Box 32 – Applicant's signature

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

### Section 5: Methods of payment

#### Box 35 – Credit card

The credit 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](mailto:etatcivil@dec.gouv.qc.ca)

#### Website

[www.etatcivil.gouv.qc.ca](http://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.