



**Section 4: Modification requested and reasons given**

31. Surname applied for

32. First name(s) applied for

33. Reasons given – Please state the reasons for which you are requesting this modification.

Use an additional sheet if you need more space.

**Section 5: Applicant's signature**

34. Applicant's signature

35. Date of signing

X \_\_\_\_\_

Year      Month      Day

Year	Month	Day

**General information**

The preliminary analysis enables the Directeur de l'état civil to verify if the requested modification concerns a simple clerical error on an act of birth. This type of error can be corrected at no charge, whereas a request for a name change costs from \$300 to \$400.

If your request covers more than one child, please make a photocopy of the other side of this form.

Complete the form using block letters with black or blue ink.

**How to send your request for a preliminary analysis?**

In person, at one of our service counters:

City of Québec: Directeur de l'état civil  
2535, boulevard Laurier, ground floor  
Québec (Québec)

Montréal: Directeur de l'état civil  
2050, rue De Bleury, ground floor  
Montréal (Québec)

By mail:

Preliminary analysis  
Service du changement de nom  
Direction de l'inscription aux registres  
Directeur de l'état civil  
2535, boulevard Laurier, 3<sup>rd</sup> Floor  
Québec (Québec) G1V 5C5

**How to contact us?**

For information, please contact the Directeur de l'état civil:

Phone: City of Québec: 418 644-4545  
Montréal: 514 644-4545  
Toll free Québec: 1 877 644-4545

Email: [etatcivil@dec.gouv.qc.ca](mailto:etatcivil@dec.gouv.qc.ca)

Mail: Service du changement de nom  
Direction de l'inscription aux registres  
Directeur de l'état civil  
2535, boulevard Laurier, 3<sup>rd</sup> Floor  
Québec (Québec) G1V 5C5

Visit our website ([www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca)) for general information or to download our Request for Certificate or Copy of Act forms. You may fill out the forms on screen, then print, sign and date them, and send them in.