



IMPORTANT

- Read the general information and instructions.
- Complete the form in **BLOCK** letters in **black** or **blue** ink.
- Include the **original** certificate or **original** equivalent certified true document of the act to be inserted.
- Include a **photocopy** of valid photo ID identifying the applicant.
- Include a **photocopy** of proof of home address of the **applicant**.
- Include a **photocopy** of proof of home address in Québec of the **person concerned by the act to be inserted**.
- **Sign** and **date** your application.

i This pictogram refers you to the general information and instructions for more information.

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. Country	7. Postal code
8. Area code	Phone number (home)	9. Area code	Phone number (other) i
		Extension	

Section 2: Events related to the application for insertion

10. Events
 Birth → **Complete sections 3 and 7.**
 Marriage Civil union → **Complete sections 3, 4, 5 and 7.**
 Death → **Complete sections 3 to 7.**

Section 3: Information on the person concerned

11. Surname i		12. Given names (Begin with the usual given name. Separate other given names using a comma.)	
13. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	14. Date of birth Year Month Day	15. Place of birth (city, town, village or municipality, province or country)	16. Domiciled in Québec <input type="checkbox"/> Yes <input type="checkbox"/> No
17. Father's surname		18. Father's given name	
19. Mother's surname		20. Mother's given name	

If the person was **previously** married or in a civil union, answer questions 21 and 22 or 23, as applicable.

21. Date of divorce or dissolution of civil union Year Month Day	22. Number of divorce decree or dissolution of civil union	23. Date of death of former spouse Year Month Day
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Section 4: Information on the marriage or civil union

24. Place the marriage or civil union was registered (city, town, village or municipality, province or country)	25. Date of marriage or civil union Year Month Day
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Section 5: Information on the spouse

26. Surname i		27. Given names (Begin with the usual given name. Separate other given names using a comma.)	
28. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	29. Date of birth Year Month Day	30. Place of birth (city, town, village or municipality, province or country)	
31. Father's surname		32. Father's given name	
33. Mother's surname		34. Mother's given name	

If the person was **previously** married or in a civil union, answer questions 35 and 36 or 37, as applicable.

35. Date of divorce or dissolution of civil union Year Month Day	36. Number of divorce decree or dissolution of civil union	37. Date of death of former spouse Year Month Day
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Section 6: Information on the death

38. Place of death (city, town, village or municipality, province or country)	39. Date of death Year Month Day
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Section 7: Applicant's declaration

40. I solemnly declare that, to the best of my knowledge, the information provided is accurate.

X _____ **i**

Signature (compulsory)

41. Date
Year Month Day

General Information and Instructions on the *Application for Insertion of an Act of Civil Status Made Outside Québec into the Québec Register of Civil Status Form*

Do not return this document with your application.

What should you know?

Since January 1, 1994, the Directeur de l'état civil is authorized to insert, upon request, acts of civil status made outside Québec but pertaining to a person domiciled in Québec into the Québec register of civil status as if they were acts drawn up in Québec.

Although inserted into the register, an act of birth, marriage, civil union or death made outside Québec maintains its semi-authentic character unless its validity has been recognized by a Québec court.

A **semi-authentic act** issued by the Directeur de l'état civil is an act of civil status drawn up by a public officer outside Québec.

The applicant

The applicant is the person applying for insertion of an act of civil status made outside Québec. For example:

- For insertion of an act of birth, the applicant can apply for himself or one of his children.
- For insertion of an act of marriage or civil union, the applicant can be one of the spouses.
- For insertion of an act of death, the applicant can be the spouse, one of the deceased person's parents or any other person who justifies his interest.

The person concerned by the act to be inserted

To file an application for insertion of an act of civil status made outside Québec, the person concerned by the act to be inserted must **be domiciled in Québec**.

Which document is issued?

After receiving the Directeur de l'état civil's decision, the applicant can, if he wishes, apply for a certificate or a copy of an act, depending on what is available for the event in question.

The semi-authentic documents issued by the Directeur de l'état civil are:

- For a birth: the long-form birth certificate
- For a marriage or civil union: the certificate and the copy of an act of marriage or civil union
- For a death: the certificate of death and the copy of an act of death

Important

Before applying for a certificate or a copy of an act, the applicant is responsible for finding out whether a **semi-authentic act** is accepted by the organization to which it is submitted.

Checklist



To ensure that my application is processed:

- I have completed the form in BLOCK letters in **black** or **blue** ink.
- I have included the **original** certificate or **original** equivalent certified true document of the act to be inserted corresponding to the event and the original French translation, if necessary.
- I have included a legible **photocopy** of valid photo ID identifying the **applicant**.
- I have included a legible **photocopy** of proof of home address of the **applicant**.
- I have included a legible **photocopy** of proof of home address in Québec of the **person concerned by the act to be inserted**.
- I have **signed** and **dated** my application.

Protection of personal information



The information gathered on this form will be used solely to process your application. Failure to provide this information may result in delay or in 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 *DE Clic!* services



We invite you to visit our website www.etatcivil.gouv.qc.ca for information on our services or to download our forms.

Accessible and safe!

It is now possible to apply for a certificate or copy of an act online at www.etatcivil.gouv.qc.ca/services. This service is easy to access and secure. Try it!

Cost

Cost

There is no charge to examine an application and insert an act of civil status made outside Québec into the Québec register of civil status.

Processing time

The processing time to insert an act of civil status made outside Québec into the Québec register of civil status varies according to the file's complexity.

The act of civil status to be inserted into the register

For the act to be inserted into the Québec register of civil status, the applicant must include the original certificate or original equivalent certified true document made outside Québec corresponding to the event. Other civil status documents may also be required, depending on the situation. The Directeur de l'état civil conserves the original certificate or the original equivalent certified true document that is inserted in the register.

The Directeur de l'état civil may require the applicant to prove that the original certificate or original equivalent certified true document is valid and is issued by the competent authority of the country of origin.

Birth

For insertion of an act of birth, you must provide:

- the original birth certificate or original equivalent document certified true by the civil status officer of the country or province in which the act to be inserted was drawn up.

Marriage or civil union

For insertion of an act of marriage or civil union, you must provide:

- the original marriage or civil union certificate or original equivalent document certified true by the civil status officer of the country or province in which the act to be inserted was drawn up;
- the certified true copy issued by the court clerk of a previous divorce decree or marriage annulment, or the legal documents pertaining to the dissolution of the civil union, if applicable;
- the spouses' original birth certificates or original equivalent documents certified true by the civil status officer of the country or province in which the act to be inserted was drawn up, if they were born outside Québec.

Death

For insertion of an act of death, you must provide:

- the original death certificate or original equivalent document certified true by the civil status officer of the country or province in which the act to be inserted was drawn up;
- the original marriage or civil union certificate or the original equivalent document certified true by the civil status officer of the country or province in which the act to be inserted was drawn up, if applicable;
- the certified true copy issued by the court clerk of the past divorce decree or marriage annulment, or the legal documents pertaining to the dissolution of the civil union, if applicable;
- the spouses' original birth certificates or original equivalent documents certified true by the civil status officer of the country or province in which the act to be inserted was drawn up, if they were born outside Québec.

Additional information concerning the act to be inserted

Language of the act

If the acts, judgments or legal documents to be inserted are in a language other than French or English, you must include an original French translation made or certified true by a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec.

Contact information for this professional order:

Website: www.ottiaq.org

E-mail: info@ottiaq.org

Phone

Montréal area: 514 845-4411

Elsewhere in Québec: 1 800 265-4815

Photocopy refused

If you are unable to provide the original certificate or original equivalent certified true document, the Directeur de l'état civil cannot process your application for insertion. We suggest you see a legal advisor, who will guide you in choosing the recourse that is appropriate for your situation.

Conservation and return of original documents

The Directeur de l'état civil conserves the original certificate or original equivalent document certified true pertaining to the act to be inserted and the original French translation, if applicable. All other original documents will be returned to you.

How to file this application



In person: Québec

2535, boulevard Laurier
Ground floor

Montréal

2050, rue De Bleury
Ground floor



By mail: Demande d'insertion au registre
Directeur de l'état civil
2535, boulevard Laurier
Québec (Québec) G1V 5C6

Which compulsory documents must be included with your application?

The Directeur de l'état civil applies security measures to ensure that the person applying for the insertion of a civil status document made outside Québec is authorized to do so. Depending on the situation, the applicant must include the documents mentioned below with the application.

If you are the applicant and are directly concerned by the act to be inserted:

- Valid photo ID
- Proof of home address in Québec

If you are the applicant but are not directly concerned by the act to be inserted:

- Valid photo ID
- Proof of home address
- Proof of home address in Québec for the person concerned by the act to be inserted

Valid photo ID

The applicant must include a **photocopy** of one **valid** photo ID.

Only the documents listed below are accepted.

- 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 photo ID **only if it is not used 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 a situation 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

Valid proof of home address

The applicant must include a **photocopy** of a **valid** document showing his current home address. If you are directly concerned by the act to be inserted, this address must be in Québec. If you are not directly concerned by the act to be inserted, you must provide proof of home address in Québec for the person concerned by the act to be inserted.

Only the proof of home address documents listed below are accepted.

- 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 by the date it is received by the Directeur de l'état civil.

Further information on documents to provide

Document validity

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

Original documents

Do not send original photo ID or proof of home address.

Quality of photocopies

All photocopied documents must be legible.



Language of documents

If the documents submitted are in a language other than French or English, you must attach a French translation done or certified true by a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec.

Document front and back

Remember to include a photocopy of the back of a document when required, particularly if it shows a change of address.

Instructions

 This section is a reference tool. The "Information" pictogram  is placed in certain boxes on the form. It corresponds to information designed to help you complete the form correctly.

Section 1: Information on the applicant

Box 1 – Applicant's surname

Enter the applicant's family name. This name should correspond to the name indicated on the photo ID and proof of home address submitted.

Box 9 – Phone number (other)

It is important to include a phone number where you can be reached during the day or where we can leave a message if necessary.

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

The address must correspond to the address indicated on the proof of home address submitted.

Section 3: Information on the person concerned

Box 11 – Surname

Enter the family name indicated on the act used to officially register the birth in the country of origin. In cases involving adoption or name change, enter the family name used after the adoption or name change.

Boxes 22 and 36 – Number of divorce decree or dissolution of civil union

If the person is divorced or a former spouse of a civil union, enter the number of the divorce decree, reference number of the notarized joint statement of dissolution of civil union or number of dissolution of civil union and include a certified true copy of the document with your application.

Boxes 21, 23 and 35, 37 – Date of divorce or dissolution of civil union, date of death of former spouse

Complete these boxes only if you are applying for the insertion of an act of marriage, civil union or death. Indicate whether the person was previously married or in a civil union, the date of the former spouse's death or the date of divorce or dissolution of a civil union.

Section 5: Information on the spouse

Box 26 – Surname

Enter the family name indicated on the act used to officially register the birth in the country of origin. In cases involving adoption or name change, enter the family name used after the adoption or name change.

Section 7: Applicant's declaration and signature

Box 40 – Signature

The applicant's signature is compulsory. Unsigned applications will be refused.

To reach us



By phone

Québec: 418 643-3900
Montréal: 514 864-3900
Elsewhere in Québec: 1 800 567-3900



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