Make life easier!

The Directeur de l’état civil will provide the departments and agencies concerned by the various sections of the Application for Simplified Access to Birth–related Government Programs and Services with the necessary birth–related information. Consequently, a single operation gives you access to the programs and services you are entitled to. In addition, you will not have to provide the departments and agencies with proof of birth.

Agreements with the departments and agencies authorize the Directeur de l’état civil to provide them with the birth–related information necessary for the application of the laws and programs they administer. The agreements set forth operating procedures in compliance with the applicable laws, particularly regarding the protection of personal information. Only authorized personnel in the departments and agencies concerned by the sections you complete will have access to your child’s birth–related information.

For additional information or access to the information concerning you, or to have that information corrected, contact the department or agency concerned.

Forwarding the application

Preferably, the application for simplified access to birth–related government programs and services is given, along with the declaration of birth, to a staff member at the hospital or birth centre, who will then see that it is forwarded to the Directeur de l’état civil.

If, due to circumstances, you cannot give the application to a staff member at the facility, you must forward it yourself, along with the declaration of birth, to the following address:

Direction de l’inscription et de la publicité du registre
Directeur de l’état civil
2535, boulevard Laurier
Québec (Québec) G1V 9Z9

Website

Visit our website, at www.etatcivil.gouv.qc.ca, for information about our services and to download our forms.

Thanks to DE Clic! and DE Clic! Express, you can use the Internet to quickly and securely apply for a certificate or copy of an act.

Régie de l’assurance maladie du Québec

If the health insurance and social insurance numbers of the child's biological mother and the child’s father or other mother are entered in section 2 of the form, the application for the child’s health insurance card will be automatically submitted to the Régie de l’assurance maladie du Québec. Upon verification of your child’s admissibility, the Régie de l’assurance maladie du Québec will issue you his or her health insurance card.

To contact the Régie de l’assurance maladie du Québec

Website: www.ramq.gouv.qc.ca
Telephone: Québec area: 418 646–4636
Montréal area: 514 864–3411
Elsewhere in Québec: 1 800 561–9749
Teletypewriter (TTY): 1 800 361–3939

Régie des rentes du Québec

If the social insurance numbers of the child’s biological mother and the child’s father or other mother are entered in section 1 of the form, you will be automatically registered for child assistance with the Régie des rentes du Québec. You will subsequently be able to follow the progress of your file by means of the online My Account service on the Régie’s website. If the social insurance numbers are not entered, you must forward the required information to the Régie yourself.

Registration for direct deposit

Section 7 of the form enables you to register for direct deposit of child assistance payments. However, you cannot use section 7 to change contact information previously submitted to the Régie. If you already receive child assistance payments and you want the payments to be deposited in an account other than the one you currently use, you must submit an online request through the Direct Deposit service on the Régie’s website.

To contact the Régie des rentes du Québec

Website: www.rrq.gouv.qc.ca/enfants
My Account service: www.rrq.gouv.qc.ca/mon dossier
Direct Deposit service: www.rrq.gouv.qc.ca/depotdirect
Telephone: Québec area: 418 643–3381
Montréal area: 514 864–3873
Elsewhere in Québec: 1 800 667–9625
Teletypewriter (TTY): 1 800 603–3540
The Canada Revenue Agency and the Directeur de l’état civil (Services Québec) have partnered to offer you a quick, easy and secure way to register for all child benefit programs administered by the Agency.

If the biological mother consents
If the biological mother gives her consent in section 3 of the form, the following information concerning her will be sent to the Agency:
- name, date and place of birth, social insurance number (SIN) and home address;
- the child’s full name, sex, and date and place of birth;
- registration number of the birth.

Once the Agency receives that information, your child will be automatically registered for the Canada Child Tax Benefit, the Universal Child Care Benefit and the GST/HST credit, as well as for any related provincial or territorial programs administered by the Agency. You have nothing else to do to register your child for all these programs.

Note that the Directeur de l’état civil does not submit any information on your marital status to the Agency. You are responsible for informing the Agency of any change in this respect.

Important
If you do not provide the mother’s social insurance number or if you submit a second application for benefits through the Agency’s online My Account service or on the prescribed form (RC66), it could take longer to process your application.

If the biological mother does not consent
If the biological mother does not give her consent in section 3 of the form, registration for the Canada Child Tax Benefit, the Universal Child Care Benefit and the GST/HST credit, as well as for any related provincial or territorial programs administered by the Agency must be done through the Agency’s online My Account service or on the prescribed form (RC66).

Registration for direct deposit
Section 7 of the form enables you to register for direct deposit of payments received under the Canada Child Benefits programs administered by the Agency. You can also use the online service provided by the Agency on its website.

To contact the Canada Revenue Agency
Website: www.arc.gc.ca
Information on the Automated Benefits Application: www.arc.gc.ca/dpa
Online services: www.arc.gc.ca/mondossier
Telephone (general information): 1 800 387−1194

The following forms are available at 1 800 959−3376 or on the Agency’s website:
- Marital Status Change, form, RC65
- Canada Child Benefits Application, RC66

Protection of personal information
Required information is collected under the Privacy Act and is used to register your child under the Canada Child Benefits programs administered by the Agency. The collection and use of personal information by the Agency complies with the Privacy Act, which stipulates that you have the right to access personal information about you and to require that erroneous information be corrected. To exercise your rights in this regard, contact the Agency’s privacy coordinator, at 1 866 333−5402. Information on the Privacy Act is available on the website of the Office of the Privacy Commissioner of Canada, at www.priv.gc.ca.

Personal information provided by the Directeur de l’état civil (Services Québec) to the Agency is registered in Personal Information Bank CRA PPU 063 and kept for a minimum of two years after the date of the last administrative measure. It will subsequently be destroyed in accordance with established retention and destruction standards.

Ministère de l’Emploi et de la Solidarité sociale

If you consent
If you give your consent in section 5 of the form, the Directeur de l’état civil will provide your social insurance number and the necessary information about your child’s birth to the ministre de l’Emploi et la Solidarité sociale for the purposes of the Québec Parental Insurance Plan. However, to receive benefits under the Québec Parental Insurance Plan, you must still submit an application. You will not have to provide your child’s birth certificate, though, when submitting your application for benefits. Your consent will speed things up and you will not have to pay for a birth certificate.

If you do not consent
If you do not give your consent in section 5 of the form, you must provide your child’s birth certificate when submitting your application for benefits under the Québec Parental Insurance Plan.

To contact the ministère de l’Emploi et de la Solidarité sociale
Website: www.rqap.gouv.qc.ca
Telephone: From anywhere in North America (toll−free): 1 888 610−RQAP (1 888 610−7727)
Elsewhere (charges apply): 1 416 342−3059

DEC3 rév. : 3.0 (2013−04−01)
It is now easier than ever to apply for a social insurance number for your child, thanks to a partnership between Service Canada and the Directeur de l’état civil (Services Québec). It’s simple, secure and practical.

Whether you should apply for a social insurance number for your child
You are not required to apply for a social insurance number for your child. However, you will need that number to access programs and services of the Government of Canada such as the Canada Learning Bond and the Canada Education Savings Grant, or a registered education savings plan.

Conditions for applying for a social insurance number for your child
You must be one of the child’s biological parents and be a Canadian citizen or have permanent resident status in Canada. If this is not the case, you must apply directly to Service Canada.

If you consent
If you give your consent in section 4 of the form, the application for a social insurance number for your child will be automatically submitted to Service Canada. Only your child’s usual given name and surname will appear on the social insurance card, and the following information will be sent to Service Canada:
- the name, home address and telephone number of each parent;
- the child’s full name, sex, and date and place of birth;
- registration number of the birth;
- multiple birth indicator.

Your child’s social insurance card will be mailed to you by Service Canada, at no cost.

If you want all your child’s names to be indicated on his or her social insurance card, do not sign this section. You must apply directly to Service Canada.

If you do not consent
If you do not give your consent in section 4 of the form, you must apply directly to Service Canada for a social insurance card for your child. All your child’s names will then be indicated on his or her social insurance card.

To contact Service Canada
Website: www.servicecanada.gc.ca
Telephone: 1 800 808–6352 (press 3 for information on the social insurance number)
Teletypewriter (TTY): 1 800 926–9105
In person: Centres Service Canada
For the address of the Service Canada Office nearest you, see the website of Service Canada, or call 1 800 O–Canada (1 800 622–6232).

Protection of personal information
Service Canada, which is under the responsibility of Human Resources and Skills Development Canada, will use the personal information in your application to assign a social insurance number to your child, as authorized by the Employment Insurance Act. Service Canada may provide that information to another department of the Government of Canada for the administrative purposes of certain Canadian laws, such as the Income Tax Act, the Canada Pension Plan, the Old Age Security Act, the Canada Labour Code, and the Canada Student Financial Assistance Act.

Personal information disclosed in an application for a social insurance number is entered in Personal Information Bank RHDSC PPU 390 and kept for 100 years. A complete description of the bank is available at www.infosource.gc.ca.

Collection and use of personal information by the Agency complies with the Privacy Act, which provides that you have the right to access personal information about you and to require that erroneous information be corrected.

For more information, or to access your personal information, you should consult the Important Notices section of Service Canada’s website.

Aboriginal Affairs and Northern Development Canada

If you consent
If you give your consent in section 5 of the form, the Directeur de l’état civil will provide the information entered in that section and the information about your child’s birth to Aboriginal Affairs and Northern Development Canada. However, to have your child registered in the Indian Register, under the Indian Act, you must still submit an application. You will not have to provide your child’s birth certificate, though, when submitting your application for registration. Your consent will speed things up and you will not have to pay for a birth certificate.

If you do not consent
If you do not give your consent in section 6 of the form, you must provide your child’s birth certificate when submitting your application to register the child in the Indian Register, under the Indian Act.

To contact Aboriginal Affairs and Northern Development Canada
Website: www.aadnc−aandc.gc.ca
Telephone: 1 800 567−9604
The Directeur de l'état civil has entered into agreements with several departments and agencies to provide parents with easier access to various programs and services relating to the birth of a child.

This document contains all the information you need to fill in the Application for Simplified Access to Birth–related Government Programs and Services form.

Make life easier!

Do you have your Québec services account?

With a My Québec Services Account, get a personalized list of steps that you can take to benefit from government programs and services when your child is born. You can also directly access online services.

www.gouv.qc.ca