

Application for a copy of an Aboriginal customary adoption certificate, an Aboriginal suppletive tutorship certificate, or an act recognizing an Aboriginal customary adoption outside Québec

TO THE APPLICANT

- Read the general information and instructions.
- Complete **all sections** of the form in block letters, in **black** or **blue** ink.
- Include two photocopies of documents issued by **two separate organizations** that will enable us to establish your identity, i.e. the **photocopy** of a valid ID document with a photo and the photocopy of a valid proof of residence.
- **Sign** and **date** Section 4.

i This pictogram refers you to page 2 of the general information and instructions leaflet.

Section 1: Information on the applicant

1. Applicant's surname i		2. Applicant's given name	
3. Home address (number, street, PO Box) i		Apartment	4. Community, city, town, village or municipality
5. Province		6. Postal code	7. Country
8. Area code Telephone (home)		9. Area code Telephone (other) Extension i	
10. If your application concerns someone other than yourself or your child, please provide explanations or a photocopy of a document establishing your interest. i			

Section 2: Information on the adopted person or the person under tutorship

11. Surname i		12. Usual given name i	
13. Other given names (separated by commas)		14. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	15. Date of birth Year Month Day
16. Parent's surname and given name		17. Quality of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother	
18. Other parent's surname and given name		19. Quality of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother	
20. Tutor's surname and given name, if applicable		21. Date of adoption or tutorship Year Month Day	
22. Complete name of the competent authority that issued the certificate		23. Competent authority's number	

Section 3: Documents requested

The documents you are applying for will be mailed to you. **i**

Enter the number of documents requested.

24. _____ copy(ies) of an Aboriginal customary adoption certificate	25. _____ copy(ies) of an Aboriginal suppletive tutorship certificate
26. _____ copy(ies) of an act recognizing an Aboriginal customary adoption outside Québec	

Section 4: Applicant's declaration

27. I declare that, to the best of my knowledge, all the information provided is accurate.

28. Date

X _____ **i**
Applicant's **mandatory** signature

Year Month Day

General information on the application for a copy of an Aboriginal customary adoption certificate, an Aboriginal suppletive tutorship certificate, or an act recognizing an Aboriginal customary adoption outside Québec

Do not return this document with your application.

What should you know?

A copy of an Aboriginal customary adoption certificate or an act recognizing an Aboriginal customary adoption outside Québec is a photocopy bearing the seal of the Directeur de l'état civil.

After receiving an Aboriginal customary adoption certificate, the Directeur de l'état civil draws up a new act of birth for the child in question. **The present form cannot be used to obtain a certificate or copy of an act of birth.** You can obtain a certificate or copy of an act of birth by using the *Application for a Certificate or Copy of an Act* form, which you can obtain on our website or by contacting us.

The copy of an Aboriginal suppletive tutorship certificate is a photocopy bearing the seal of the Directeur de l'état civil.

Who can be the applicant?

The **applicant** is the person who applies for a copy of an Aboriginal customary adoption certificate, an Aboriginal suppletive tutorship certificate, or an act recognizing an Aboriginal customary adoption outside Québec.

To protect the identity of the persons whose names are entered on the document, a copy can only be issued to the persons mentioned in the document in question or those who establish their interest, provided there are still rights and obligations between the adoptee and the parent of origin.

The competent authority that issued an Aboriginal customary adoption certificate or an Aboriginal suppletive tutorship certificate, or a person authorized to represent that authority, can obtain a copy of the certificate it issued.

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 the refusal of your application.

You can consult your personal information and correct it within the prescribed legal limits. This personal information is shared with other organizations only where permitted by law.

Website and online services



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

How to submit the application?



By mail

Directeur de l'état civil
2535, boulevard Laurier
Québec (Québec) G1V 5C6



By Fax

418 643-0467

To reach us



By phone

Québec: 418 644-4545
Montréal: 450 644-4545
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

Website

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.

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 documents issued by two separate organizations**:

- a valid photo ID
- a valid proof of home address

You must attach **photocopies** and not original documents.

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.

- Driver's licence, learner's permit or probationary licence issued by Québec, another Canadian province or territory or a US state

The driver's licence, learner's permit or probationary licence is accepted as photo ID **only if it is not submitted as proof of home address**.

- Health insurance card issued by a Canadian province and bearing a photograph
- Canadian or foreign passport
- Canadian Citizenship Card (issued between 2002 and 2012)
- Canadian Permanent Resident Card
- US Permanent Resident Card (green card)
- Canadian immigration document **IMM 1442**
- Official IDs for members of the military, police officers or diplomats posted in Canada
- Certificate of Indian Status
- Nunavik Inuit Beneficiary Card
- ID card issued by a Canadian province or territory

Valid proof of 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, learner's permit or probationary licence issued by Québec, another Canadian province or territory or a US state

The driver's licence, learner's permit or probationary licence is accepted as proof of home address **only if it is not submitted as 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 journeyperson)
- Hospital card accompanied by a 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)

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 the Directeur de l'état civil receives the application.

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.

Separate photocopies

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

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 done 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
E-mail: info@ottiaq.org

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 match the family name indicated on the photo ID and proof of home address submitted.

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

The address must correspond to the address indicated on the proof of residence submitted. The document(s) requested will be sent to that 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.

Boxe 10 – **If your application concerns someone other than yourself or your child, please provide explanations or a photocopy of a document establishing your interest.**

Given that you are not mentioned in the concerned adoption or suppletive tutorship certificate or act recognizing an Aboriginal customary adoption outside Québec, please provide explanations or a photocopy of a document establishing your interest. Use an additional sheet of paper if you need more space to explain your reasons.