

**Important**

- Read the general information.
- Complete **all sections** of the form.
- Write in block letters in **black** or **blue** ink.
- Include a photocopy of a valid identity document with photo and signature of the applicant.
- Include a photocopy of a valid proof of home address.

**Section 1: Information about the applicant**

|   |                     |   |   |   |                |
|---|---------------------|---|---|---|----------------|
| 1. Surname  |                     | 2. Usual given name                       |   | 3. Other given names (separated by commas)  |                |
| 4. Home address (number, street)  |                     |   | Apartment   | 5. City, town, village or municipality  |                |
| 6. Province   |                     |   | 7. Country  |   | 8. Postal code |
| 9. Area code  | Phone number (home) |   | 10. Area code   | Phone number (mobile)   |                |
| 11. Area code   |                     | Phone number (work)                       |   | Extension   |                |
| 12. Sex<br><input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)  |                     | 13. Date of birth<br>Year    Month    Day |   | 14. Place of birth (city, town, village or municipality, province or country)                                       |                |
| 15. Parent's surname  |                     | 16. Parent's given name                   |   | 17. Relationship<br><input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent |                |
| 18. Other parent's surname  |                     | 19. Other parent's given name             |   | 20. Relationship<br><input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent |                |
| 21. Have you previously received an administrative or court decision granting you a change of sex designation for yourself, in Québec or elsewhere?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |                     |   | 22. If you answered Yes to question 21, specify the place (province or country) and year of the decision. |   |                |

**Section 2: Information about your child**

|  |  |   |   |   |  |
|--|--|---|---|---|--|
| 23. Surname  |  | 24. Usual given name                      |   |   |  |
| 25. Other given names (separated by commas)  |  |   |   | 26. Area code    phone number (if applicable)                                 |  |
| 27. Sex<br><input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)   |  | 28. Date of birth<br>Year    Month    Day |   | 29. Place of birth (city, town, village or municipality, province or country) |  |
| 30. Surname of the child's parent who is not the applicant   |  |   | 31. Given name of the child's parent who is not the applicant |   |  |
| 32. Requested parental designation<br><input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent  |  |   |   |   |  |
| 33. Consent of the child aged 14 or over<br><input type="checkbox"/> I consent that the change regarding my parent's designation be made on my act of birth.<br><input type="checkbox"/> I am opposed to the change regarding my parent's designation being made on my act of birth.<br><br><div style="display: flex; justify-content: space-between; align-items: center;"> <span><b>X</b> _____<br/>Child's signature</span> <div style="text-align: right;">             Year    Month    Day<br/>             _____           </div> </div> |  |   |   |   |  |
| If you have more than one child, fill out a form for each child.   |  |   |   |   |  |

**Section 3: Applicant's signature**

|  |  |  |                               |  |  |
|--|--|--|-------------------------------|--|--|
| 34. I solemnly declare that, to the best of my knowledge, the information provided is accurate and complete. |  |  | 35. Date                      |  |  |
| <b>X</b> _____<br>Signature of the applicant (mandatory)   |  |  | Year    Month    Day<br>_____ |  |  |

## General information about the application for a change of parental designation

Do not return this document with your application.

### What you need to know?

You must be the parent concerned by the change of parental designation to submit an application.

The change of parental designation will be made on the act of birth of the child identified in the form. If you have more than one child, you must fill out a form for each child.

Your children must be informed about the change that will be made to their act of birth about your designation as a father, mother or parent, depending on the case that applies.

#### Child under the age of 14

You must be the person who informs your child under the age of 14 about the change that will be made to their act of birth.

#### Child aged 14 or over

You must inform your child about your application and about the change that will be made to their act of birth. If they consent to the change, they must sign box 33 of the form and add the date of their signature.

If the child aged 14 or over indicates that they are opposed to the change in the appropriate box of section 2 of the Application for a Change of Parental Designation form filled by their parent, **within 20 days** following the date on which they received this form, the "parent" designation will be the one granted.

Example, if you wish to change your designation on your child's act of birth from "mother" to "father", but they are opposed to the change, the "parent" designation will be the one indicated on the act of birth.

### Which documents must be included with your application?

The following documents must be included with your application:

- The Application for Change of Parental Designation form, filled out and signed
- A photocopy of a valid identity document with photo and signature of the applicant
- A photocopy of a valid proof of home address
- A photocopy of a valid identity document with photo and signature of the child aged 14 or over, if applicable
- The proof of service, if applicable

A missing document could lead to a delay in processing the application or cause it to be rejected.

### Opposition

If a child aged 14 or over wishes to oppose the application, they must do it by writing and send their written opposition to the Directeur de l'état civil as well as to the parent who is submitting the application. In such a case, the "parent" designation will be granted.

### Notification

If you are unable to present the Application for Change of Parental Designation form in person to your child aged 14 or over, you must serve them a photocopy of the form. The notification can take place by mail and a proof of receipt with signature is required. It is also possible to serve the form by bailiff. Following notification, your child will have **20 days to oppose** the requested change.

### No reply from the child

When there is no opposition or consent from the child aged 14 or over, the Directeur de l'état civil will authorize the requested change, provided there is proof of service.

### 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. 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.

### How to submit your application



#### By mail

Service des modifications aux actes et des célébrants  
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 accurately determine the applicant's identity. For this purpose, the following documents must be included with the application:

- a valid identity document of the applicant with photo and signature
- a valid proof of home address for the applicant

### List of accepted documents

Only the identity documents and proof of home address listed below are accepted. If you cannot provide one of these documents, contact us to determine the solution best suited to your situation.

#### A valid identity document with photo and signature

- Driver's licence  
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
- Canadian or foreign passport
- Certificate of Indian Status

#### Note

In the case of a minor aged 17 or under, a health insurance card without a photo is accepted as a valid identity document.

#### Valid proof of home address

- Driver's licence  
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.
- Government postal correspondence
- Recent bill from an energy, telephone service or cable provider
- Record of employment or pay slip
- Home or car insurance certificate or statement
- Bank statement
- A statement of account for medication from a pharmacy

#### 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. You must send photocopies and not the original documents.

#### Front and back of documents

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

#### 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](http://www.ottiaq.org)  
Email: [info@ottiaq.org](mailto:info@ottiaq.org)

## Contact us



#### By phone

Québec: 418 644-4545  
Montréal: 450 644-4545  
514 644-4545  
Elsewhere in Québec: 1 877 644-4545

#### By teletypewriter (TTY)

1 800 361-9596



#### By mail

Service des modifications aux actes et des célébrants  
Directeur de l'état civil  
2535, boulevard Laurier  
Québec (Québec) G1V 5C6



#### By email

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

#### Website

[www.etacivil.gouv.qc.ca](http://www.etacivil.gouv.qc.ca)