Directeur de l'état civil
Québec

Application for Insertion of an Act of Civil Status Made Outside Québec in the Québec Register of Civil Status

E FO–16–23
20261029

IMPORTANT

- Read the general information and instructions.
- Write in block letters in **black** or **blue** ink.
- Include the **original** copy of an act, certificate or official document certifying the event, issued by the appropriate civil status officer of the country or province in which the event occurred.
- Include a **photocopy** of the **applicant's** valid photo ID and signature.
- Include a **photocopy** of the **applicant's** proof of home address.
- Include a **photocopy** of proof of home address in Québec of the **person concerned by the act to be inserted**.
- **Print**, **sign** and **date** your application.

ⓘ This symbol refers you to the instructions that follow the general information.

Before starting | Print the form | Delete data entered

Section 1: Information on the applicant

1. Surname ⓘ
2. Usual given name ⓘ
3. Home address (number, street) ⓘ
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) Extension ⓘ
10. If your application concerns someone other than yourself or your child, explain why you are applying and include an official document supporting the reason given. ⓘ
11. E–mail

Section 2: Events relating to the application for insertion

12. Events ☐ **Birth** ➔ Complete sections 3 and 7. ☐ **Marriage** ☐ **Civil union** ➔ Complete sections 3, 4, 5, 7 and, if applicable, 6.
☐ **Death** ➔ Complete section 3, 6, 7 and, if applicable, 4 and 5.

Is this application being made in preparation for an application for a change of name or sex designation? ☐ Yes ☐ No

Section 3: Information on the person concerned

13. Surname ⓘ
14. Usual given name
15. Other given names (separated by commas)
16. Sex designation ☐ Male ☐ Female ☐ Non–binary (X)
17. Date of birth Year Month Day
18. Place of birth (city, town, village or municipality, province or country)
19. Domiciled in Québec ☐ Yes ☐ No
20. Surname of parent
21. Usual given name
22. Date of birth Year Month Day
23. Relationship ☐ Father ☐ Mother ☐ Parent
24. Surname of other parent
25. Usual given name
26. Date of birth Year Month Day
27. Relationship ☐ Father ☐ Mother ☐ Parent

Section 4: Information on the spouse

28. Surname ⓘ
29. Usual given name
30. Other given names (separated by commas)
31. Date of birth Year Month Day
32. Place of birth (city, town, village or municipality, province or country)
33. Surname of parent
34. Usual given name
35. Relationship ☐ Father ☐ Mother ☐ Parent
36. Surname of other parent
37. Usual given name
38. Relationship ☐ Father ☐ Mother ☐ Parent

Section 5: Information on the marriage or civil union

39. Place of registration of marriage or civil union (city, town, village or municipality, place of worship, province or country, if abroad)
40. Date of marriage or civil union Year Month Day

Section 6: Information on the death

41. Place of death (city, town, village or municipality, province or country)
42. Date of death Year Month Day

Section 7: Applicant's declaration

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

X La demande doit être signée et datée. ⓘ
Applicant's signature (**mandatory**)

44. Date Year Month Day

Ministère du Travail, de l'Emploi et de la Solidarité sociale

Directeur de l'état civil
Québec

General information and instructions for the application for insertion of an act of civil status made outside Québec in the Québec register of civil status

Do not forward this document with your application.

What you should know?

Since January 1, 1994, the Directeur de l'état civil has been authorized to insert, upon request, acts of civil status made outside Québec in the Québec register of civil status. An act of civil status made outside Québec by a competent authority is a document to which the Civil Code of Québec grants semi–authentic legal status.

The Directeur de l'état civil keeps the original document corresponding to the act to be inserted, as well as the original French translation, if any. All other original documents will be returned to you.

Usual given name

Since June 8, 2023, the use of the usual given name is mandatory to exercise civil rights. The usual given name is defined as the main given name, which appears on a person's act of birth and is used on a daily basis to identify them.

The person concerned by the act to be inserted

An application for insertion of an act of civil status made outside Québec may be filed if the person concerned by the act is domiciled in Québec.

Language of the act

Since June 1, 2022, all acts of civil status are inserted in French in the Québec register of civil status.

Important

Please note that the Directeur de l'état civil does not forward any information to departments or agencies when an act of civil status made outside Québec is inserted in the register. It is your responsibility to take those steps with departments and agencies, where necessary.

Who can apply?

The **applicant** is the person who applies for the insertion of an act of civil status made outside Québec.

We require that pieces of personal identification for the applicant and the person concerned be included with the application. See page 3 for the mandatory documents to be included with your application.

To protect the identity of the persons entered in the Québec register of civil status, the insertion of an act in the register may be granted only to the persons mentioned in the act or to those who establish their interest in having the document inserted.

If your name does not appear in the act concerned by the application, you must enter in Box 10 of the form the reason you are applying for the insertion of an act concerning someone else, and include with the form an official document proving the reason given. We will evaluate the reason. However, if the document to be inserted concerns a deceased person and you are the person's spouse, child, brother or sister, you do not have to submit an official document justifying your application.

What document can be issued?

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

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

- for a birth, the birth certificate;
- for a marriage or civil union, the certificate and the copy of the act of marriage or civil union;
- for a death, the death certificate and the copy of the act of death.

The certificate or copy of an act will be issued in French.

Important

Before applying for a certificate or a copy of an act relating to a semi–authentic act, the applicant is responsible for finding out whether such a document is accepted by the organization to which it will be 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** copy of an act, certificate or official document certifying the event, issued by the appropriate civil status officer of the country or province in which the event occurred, as well as the original French translation, if necessary.
- ☐ I have included a legible **photocopy** of my valid photo ID and signature.
- ☐ I have included a legible **photocopy** of valid proof of my current home address.
- ☐ I have included a legible **photocopy** of valid proof of home address in Québec of the **person concerned by the act to insert**.
- ☐ I have **signed** and **dated** my application.

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 refusal of your application. Only our authorized personnel can access this information. You can consult your personal information and correct it. The personal information is shared with other organizations only where permitted by law.

Website and online services

Please visit our website, at **www.etatcivil.gouv.qc.ca**, for information about our services or to download our forms.

Accessible and safe!

With the online service DE*Clic!*, you can apply for a certificate or copy of an act over the Internet. Try it!

Ministère du Travail, de l'Emploi et de la Solidarité sociale
FO–16–23 (2026–10–29)

Processing fees and turnaround

Processing an application and inserting a civil status act made outside Québec in the Québec civil status register is free.

The time required to process an application varies according to the complexity of the file.

The document attesting to the event

For the act to be inserted in the Québec register of civil status, the applicant must include the **original copy of an act, certificate or official document** certifying the birth, marriage, civil union or death, issued by the appropriate civil status officer of the country or province in which the event occurred. We **keep the original document**, which is inserted in the register.

If one of the documents you provide is in a language other than French, see the section below entitled "Additional information on the document attesting to the event."

We may require the applicant to prove that the original copy of an act, certificate or official document certifying the event is valid and was issued by the appropriate authority of the country or province in which the event occurred.

Additional documents may be required, depending on the situation.

Birth

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

- the **original** copy of an act, certificate or official document certifying the birth, issued by the appropriate civil status officer of the country or province in which the birth occurred. The document must contain at least the surname, the usual given name, and the other given names, if applicable, date of birth and sex designation of the person who is the subject of the document, as well as the surname and given name(s) of the parents.

Marriage or civil union

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

- the **original** copy of an act, certificate or official document certifying the marriage or civil union, issued by the appropriate civil status officer of the country or province in which the marriage or civil union occurred. The document must contain at least the date of the marriage or civil union, the place where the marriage or civil union took place, and, for each spouse, their surname, the usual given name and the other given names, if applicable, date of birth and sex designation, as well as the surname and given name(s) of their parents.
- a **certified true copy** issued by a court office regarding the divorce judgment, the annulment of the marriage or the dissolution of the civil union, or a **certified true copy** of the notarized joint declaration dissolving the civil union, as applicable.
- the **original** copy of an act, certificate or official document certifying the birth of each spouse or civil union partner, issued by the appropriate civil status officer of the countries or provinces in which the births occurred, if the spouses or civil union partners were born outside Québec.

Death

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

- the **original** copy of an act, certificate or official document certifying the death, issued by the appropriate civil status officer of the country or province in which the death occurred. The document must contain at least the date of death, place of death, surname, the surname, the usual given name and the other given names, if applicable if applicable date of birth and sex designation of the person who is the subject of the document, as well as the surname and given name(s) of the parents.
- the **original** copy of an act, certificate or official document certifying the marriage or civil union, issued by the appropriate civil status officer of the country or province in which the marriage or civil union occurred.
- a **certified true copy** issued by a court office regarding the divorce judgment, the annulment of the marriage or the dissolution of the civil union, or a **certified true copy** of the notarized joint declaration dissolving the civil union, as applicable.
- the **original** copy of an act, certificate or official document certifying the births of each of the spouses or civil union partners, issued by the appropriate civil status officer of the countries or provinces in which the births occurred, if the deceased and his or her spouse or civil union partner were born outside Québec.

Additional information on the document attesting to the event

Language of the document attesting to the event and related documents

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

To contact the Ordre:
Website: **www.ottiaq.org**
E−mail: info@ottiaq.org

Photocopies refused

We cannot process your application if you send a photocopy instead of the required original document or certified true copy. If you are unable to provide the required document, we suggest that you see a legal advisor, who will guide you in choosing the appropriate recourse in your situation.

Return to form

What documents enable us to establish a person's identity?

We apply security measures to ensure that the person applying for the insertion of an act of civil status in the Québec register of civil status is authorized to do so. To allow us to establish the identity of the applicant and of the person concerned by the act to insert, we require the applicant to include the documents listed below with the application:

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

- Your valid photo ID and signature
- Proof of your current home address **in Québec**

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

- Your valid photo ID and signature
- Proof of your current home address
- Proof of home address **in Québec** of the person concerned by the act to insert

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

Valid photo ID and signature

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 *Déclaration du répondant* form and attach it to your application. This form is available on our website.

- 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 submitted as proof of home address**.

- Health insurance card issued by a Canadian province and bearing a photograph
- Canadian or foreign passport
- Canadian Citizenship Certificate (issued since 2002)
- 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
- ID card issued by a Canadian province

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 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 photo ID**.

- Municipal or school tax bill (less than one year old)
- Government postal correspondence (less than one year old)
- Recent bill from an energy, telephone service or cable provider (less than three months old)
- Construction competency certificate (apprentice or journeyperson)
- Hospital card accompanied by health insurance card bearing a photograph
- Record of employment or pay slip (less than three months old)
- Home or car insurance certificate or statement (less than one year old)
- School transcript (less than one year old)
- Bank statement (less than three months old)
- Canada Post change of address receipt (less 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 identity documents or the proof of home address 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. Contact information is given below.

Website: **www.ottiaq.org**
E–mail: info@ottiaq.org

Return to form

Instructions

Section 1: Information on the applicant

Boxes 1 and 2 – **Surname and usual given name**

Enter your surname and your usual given name. They must match those shown on the photo ID and signature and proof of home address you have provided.

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

Enter the number, street and apartment that appear on the proof of home address that you provide. All documents will be sent to that address.

Boxes 8 and 9 – **Phone numbers**

Enter the phone numbers we can use to contact you during the day or leave a message if necessary.

Box 10 – **If the application concerns someone other than yourself or your child, or if it concerns a deceased person, explain why you are submitting the application and include an official document supporting the reason given.**

If you are not mentioned in the act, you must justify why you wish to obtain a certificate or copy of an act concerning another person and **provide a photocopy of one or more supporting documents**. An extra sheet may be used if more space is required. However, if the application concerns someone who is deceased and you are that person's spouse, child, brother or sister, you do not have to provide an official document supporting your application.

Section 3: Information on the person concerned

Boxes 13 and 14 – **Surname and usual given name**

Use the family name as indicated on the act used to enter the birth in the register. In cases involving adoption or a name change, enter the family name used after the adoption or the name change.

Section 4: Information on the spouse

Boxes 28 and 29 – **Surname and usual given name**

Use the family name as indicated on the act used to enter the birth in the register. In cases involving adoption or a name change, enter the family name used after the adoption or the name change.

Section 7: Applicant's declaration

Box 43 – **Applicant's signature**

The signature of the applicant (the person named in Section 1 of the form) is mandatory. If the declaration is not signed, your application will be refused.

How to submit the application?

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

To reach us

By phone
Québec: 418 644–4545
Montréal: 450 644–4545
514 644–4545
Elsewhere in Québec: 1 877 644–4545

By mail
Service des modifications aux actes et des célébrants
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