

# Application to Change the Sex Designation of a Person Under 14 Years of Age Filed by his Parent or Tutor

**2024-2025**

In effect until  
March 31, 2025

**C** FO-14-02  
20240401

## Important

- Read the general information.
- Complete all sections of the form and the appendixes that apply to your situation.
- Write in block letters in **black** or **blue** ink.
- Read the *List of Documents to Include with the Application to Change the Sex Designation of a Person Under 14 Years of Age*, to find out which documents you should send with your application.
- Enclose the payment, if applicable.

Don't forget to include a **letter from a physician, psychologist, psychiatrist, sexologist or social worker** who declares having evaluated or followed the person concerned by the application and who is of the opinion that changing this designation is appropriate.

### Section 1: Information on the person submitting the application

1. Surname		2. Usual given name		3. Other given names (each given name separated by a comma)	
4. Home address (number, street)			Apartment	5. City, town, village or municipality	
6. Province			7. Postal code		8. Country
9. Area code	Phone number (home)		10. Area code	Phone number (mobile)	
11. Area code		Phone number (other)		Extension	
12. E-mail (only if you wish to be contacted by this means)			13. Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent <input type="checkbox"/> Tutor		
14. Date of birth Year   Month   Day		15. Place of birth (city, town, village or municipality, province or country)			

### Section 2: Information on the person concerned by the application

16. Surname		17. Usual given name		18. Other given names (each given name separated by a comma)	
19. Address of the person concerned by the application if different from that of the person submitting by the application (number, street, apartment, city, town or municipality, province or country)					20. Postal code
21. Sex designation before the requested change <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)		22. Date of birth Year   Month   Day		23. Place of birth (city, town, village or municipality, province or country)	
24. Has the person concerned been domiciled in Québec for at least on year? <input type="checkbox"/> Yes <input type="checkbox"/> No					
25. Surname of the parent if different from that of the person submitting by the application			26. Usual given name of the parent if different from that of the person submitting by the application		27. Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent
28. Address of the parent if different from that of the person submitting by the application (number, street, apartment, city, town, village or municipality, province or country)					29. Postal code
30. Surname of the other parent			31. Usual given name of the other parent		32. Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent
33. Address of the other parent if different from that of the person submitting by the application (number, street, apartment, city, town, village or municipality, province or country)					34. Postal code

### Section 3: Complementary information on the person concerned by the application

35. Has the person concerned already obtained, in Québec or elsewhere, an administrative decision or judgement concerning a change of sex designation? <input type="checkbox"/> Yes <input type="checkbox"/> No		36. If you answered Yes to question 35, state the place (province or country) and year of the decision or judgment.	
37. Has the person concerned already obtained, in Québec or elsewhere, an administrative decision or judgement concerning a change of name <input type="checkbox"/> Yes <input type="checkbox"/> No		38. If you answered Yes to question 37, state the place (province or country) and year of the decision or judgment.	
39. Has a decision or judgment already changed the filiation of the person concerned? <input type="checkbox"/> Yes <input type="checkbox"/> No		40. If you answered Yes to question 39, state the place (province or country) and year of the judgment.	
41. Has a judgment previously deprived the child's father, mother or parent of parental authority for the person concerned? <input type="checkbox"/> Yes <input type="checkbox"/> No		42. If you answered Yes to question 41, state the place (province or country) and year of the judgment.	
43. Has a tutor previously been legally designated for the person concerned? <input type="checkbox"/> Yes <input type="checkbox"/> No		44. If you answered Yes to question 43, state the place (province or country) and year of the designation.	

# Application to Change the Sex Designation of a Person Under 14 Years of Age Filed by his Parent or Tutor (*continued*)

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## Section 4: Object of the application

45. Sex designation requested <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)		Complete boxes 46 and 47 <b>only</b> if you are also applying to change the usual given name or the other given names of the person concerned.
46. Requested usual given name	47. Other requested given names (each given name separated by a comma)	

## Section 5: Consent of the other parent or tutor of the person concerned by the application

The change of sex designation of a minor under 14 years of age is not granted, except for a compelling reason, if the other parent or the tutor has not been informed of the application or objects to it. By signing below, the parent or tutor of the person under 14 years of age who is not the person submitting the application confirms being informed of the application and giving his consent.

For more information on consent and objection, see the "Notice of an application and consent of the parent or the tutor who is not the person submitting the application" section on page 2 of the general information leaflet.

48. Consent of the other parent or tutor	49. Date						
<input type="checkbox"/> I confirm having read and understood this application for a change of sex designation and, if applicable, given names and I consent to it.							
<b>X</b> _____ Signature of the other parent or tutor of the person concerned by the application ( <b>mandatory</b> )	<table border="1"> <tr> <td>Year</td> <td>Month</td> <td>Day</td> </tr> <tr> <td>       </td> <td>       </td> <td>       </td> </tr> </table>	Year	Month	Day			
Year	Month	Day					

## Section 6: Reasons and affidavit

Complete this section before a commissioner for oaths or any other person authorized to administer oaths. For more information, see the "Affidavit" section on page 2 of the general information section.

<b>Information on the person submitting the application</b>									
50. Surname	51. Usual given name								
<b>Reasons and affidavit</b>									
52. Statement of the parent or tutor									
I solemnly declare that*:									
<ul style="list-style-type: none"> <li>▪ The sex designation that I request for my minor child is that which best corresponds to his gender identity;</li> <li>▪ My minor child assumes that gender identity;</li> <li>▪ I understand the seriousness of my minor child's undertaking;</li> <li>▪ My undertaking for my minor child is voluntary and my consent is given in a free and enlightened manner;</li> <li>▪ To my knowledge, the information provided and the reasons given in the present application are true and complete.</li> </ul>									
<b>X</b> _____ Signature of the parent or the tutor ( <b>mandatory</b> )		<table border="1"> <tr> <td>Year</td> <td>Month</td> <td>Day</td> </tr> <tr> <td>       </td> <td>       </td> <td>       </td> </tr> </table>		Year	Month	Day			
Year	Month	Day							
<b>Information on the person authorized to administer oaths</b>									
53. Surname	54. Usual given name	55. Area code	56. Phone number						
56. Occupation (indicate professional order, if applicable)									
57. Person authorized to administer the oath			58. Authorized person's number or seal						
Solemn affirmation made before me at _____, this _____.									
<b>X</b> _____ Authorized person's signature ( <b>mandatory</b> )									

\* **Warning**  
Under sections 131 and 132 of the Criminal Code (R.S.C., 1985, c. C-46), anyone who, with intent to mislead, makes before a person who is authorized by law to permit it to be made before him a false statement under oath or solemn affirmation, by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, commits perjury and is guilty of an indictable offence.

# Application to Change the Sex Designation of a Person Under 14 Years of Age Filed by his Parent or Tutor (*continued*)

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## Section 7: Method of payment

To determine the total amount payable, if applicable, see the "Processing fees" section of the general information section. Do not complete this section of the processing of your application is free.

If the payment is made by credit card, the cardholder's signature is mandatory, even if the same person is signing the application form. If the cardholder does not sign in the space provided, the application will be rejected.

59. Total amount to be paid

\$

60.  Postal or bank money order  Cheque } To the order of Directeur de l'état civil

61. Credit card

**VISA**

**MasterCard**

Credit card number

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Expiry Date

Month	Year

I authorize the Directeur de l'état civil to charge the amount entered in Box 59 to my credit card.

**X**

\_\_\_\_\_  
Cardholder's signature (**mandatory**)



# APPENDIX Notice of an Application to Change the Sex Designation of a Person Under 14 Years of Age Filed by his Parent or Tutor

## Important

You must send each person to be notified, by **registered post requiring a signature on delivery**, a photocopy of this appendix, after completing Sections 1 to 5. You must also send them a photocopy of the *Application to Change the Sex Designation of a Person Under 14 Years of Age* form and the other appendices that you have completed. When submitting your application to the Directeur de l'état civil, **do not forget to include proof of mailing as proof of delivery.**

## To the person notified

By sending you this appendix, the person designated in Section 4 has notified you that an application to change to the sex designation of the person designated in Section 2 will be submitted to the Directeur de l'état civil. As you are the non-applicant parent of the person concerned by the application, or you are that person's tutor, a photocopy of the application to change the sex designation of a person under 14 years of age is also included.

You must complete and sign Section 6 of this notice and send a photocopy to the person mentioned in Section 4. The original appendix with your signature must be sent to the Directeur de l'état civil at the address below no later than 20 days after the date of its reception. It is important to submit your reply to ensure that your rights are preserved.

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

Please keep this notice for your records.

### Section 1: Information on the person notified

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 (mobile)	10. Area code	Phone number (work) Extension

### Section 2: Information on the person concerned before the requested change

11. Surname		12. Usual given name			
13. Other given names (each given name separated by a comma)		14. Sex designation <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)		15. Date of birth Year Month Day	

### Section 3: Information on the person concerned including the requested change

16. Surname		17. Usual given name			
18. Other given names (each given name separated by a comma)		19. Sex designation <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)			

### Section 4: Information on the person submitting the application

20. Surname		21. Usual given name		22. Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent <input type="checkbox"/> Tutor	
23. Home address (number, street)		Apartment	24. City, town, village or municipality		
25. Province		26. Country		27. Postal code	

### Section 5: Signature of the person submitting the application

28. I declare that, to the best of my knowledge, all the information provided is accurate and complete.			29. Date		
X _____ Signature of the person submitting the application (mandatory)			Year Month Day _____		





## APPENDIX

# List of Documents to Include with the Application to Change the Sex Designation of a Person Under 14 Years of Age

### Important

- Check the boxes that match the situation of the person under 14 years of age concerned by the application for a list of all the documents you must include with the application for a change of sex designation.
- Please note that the surname and given names shown on the required identity documents and proof of home address must match those entered on the forms.

### Applicant's identity documents

- Include a legible photocopy of valid photo ID with signature.
- Include a legible photocopy of two proofs of home address, one dated at the most **one month** and the other at least **12 months** from the date on which you file your application. A single proof of home address is required for the person born in Québec but domiciled elsewhere.

### Document on the identity of the other parent or tutor of the person concerned by the application

- Include a legible photocopy of valid photo ID with signature of the person who signed section 5 "Consent" of the application to change the sex designation or the appendix *Notice of an Application to Change the Sex Designation of a Person Under 14 Years of Age*.

### Document on the person concerned by the application

- Include a legible photocopy of the person's Québec health insurance card.

### Other documents to enclose with your application

#### Information provided on the *Application to Change the Sex Designation of a Person Under 14 Years of Age*

- Box 23:** If you entered a place of birth outside Québec and the birth of the person concerned by the application is not entered in the Québec register of civil status, include the original copy of an act, certificate or official document certifying the birth, issued by the authorized civil status officer of the country or province where the birth of the person concerned occurred, in addition to the completed *Application for Insertion of an Act of Civil Status Made Outside Québec in the Québec Register of Civil Status* form.
- Box 35:** If you answered Yes, include a photocopy of the administrative decision or court judgment authorizing or refusing the change of sex designation. In addition, include a letter from a physician, psychologist, psychiatrist, sexologist or social worker authorized to practice in Canada or in the State in which the person concerned by the application is domiciled, who declares having evaluated or followed the person concerned by the application and who is of the opinion that the change of sex designation is appropriate having regard to the affidavit made in support of the initial application.
- Boxes 37, 39, 41 and 43:** If you answered Yes, include a **photocopy of the reference** document, either the administrative decision or court judgment authorizing or refusing the change of name, the administrative decision or court judgment modifying the filiation of the person concerned, the judgment pronouncing the deprivation of parental authority of the father, mother or parent of the person concerned or the judgment, testament or declaration filed with the Curateur public du Québec designating a tutor for the person concerned.

#### Other documents to include

- Letter from a physician, psychologist, psychiatrist, sexologist or social worker authorized to practice in Canada or in the State in which the person concerned by the application is domiciled, who declares having evaluated or followed the person concerned by the application and who is of the opinion that the change of this designation is appropriate;
- The *Notice of an Application to Change the Sex Designation of a Person Under 14 Years of Age* appendix and proof of mailing as proof of delivery, if applicable;
- The *Application for the Simplified Forwarding of Information Following a Change to the Act of Birth*;
- The *List of Documents to Include with the Application to Change the Sex Designation of Person Under 14 Years of Age* appendix.

## Simplify your steps

For the purpose of an application to substitute the usual given name, an application for a change of name or for a change of sex designation, the Directeur de l'état civil will notify certain government departments and agencies by providing them with the required information. As a result, you will not have to notify these departments and agencies of the change, should it take effect, nor to provide them with proof.

The departments and agencies that will be notified automatically are the following:

▪ **Régie de l'assurance maladie du Québec**

The Régie de l'assurance maladie du Québec will substitute the usual given name, change the name or change the sex designation in the file of the person who is the subject of the application in the context of the Health Insurance Plan and, if applicable, the Public Prescription Drug Plan.

▪ **Retraite Québec**

Retraite Québec will substitute the usual given name, change the name or change the sex designation in the file of the person who is the subject of the application, if applicable, in the context of the Québec Pension Plan and the Family Allowance measure.

The Directeur de l'état civil will also notify the Ministère de l'Emploi et de la Solidarité sociale, Retraite Québec (for public sector pension plans), the Commission des normes, de l'équité, de la santé et de la sécurité du travail as well as the Ministère de la Sécurité publique (for the Québec Firearms Registration Service) if they are concerned by the answers you provide in this application.

**Important!** You must verify whether you have any steps to take with other departments or agencies.

### Information on the person who is the subject of the requested change

1. Surname before the requested change		2. Usual given name before the requested change	
3. Sex designation before the requested change <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)		4. Date of birth Year      Month      Day 	
5. Social Insurance Number         -         -			
<b>Régie de l'assurance maladie du Québec</b>			
6. Enter the health insurance number of the person who is the subject of the change. After being notified that the change has taken effect, <b>you must still contact the Régie de l'assurance maladie du Québec</b> to finalize the update of your file. Health insurance number         -         -			
<b>Ministère de l'Emploi et de la Solidarité sociale</b>			
7. Does the person who is the subject of the change have a file with the Ministère de l'Emploi et de la Solidarité sociale (financial assistance program, social assistance and support program, employment assistance measure or service, professional qualification program or amounts owing to the Centre de recouvrement)? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered Yes, enter the file number with the Ministère (CP-12) and, if applicable, the professional qualification number (person 16 years of age or over). File number with the Ministère      Professional qualification number 			
<b>Retraite Québec – Public sector pension plans (RREGOP, PPMP or others)</b>			
8. Does the person who is the subject of the change receive benefits from a public sector pension plan? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Commission des normes, de l'équité, de la santé et de la sécurité du travail</b>			
9. Does the person who is the subject of the change receive benefits from the Commission des normes, de l'équité, de la santé et de la sécurité du travail (income replacement indemnities, death benefits, the reimbursement of drug costs, the payment of the cost of a hearing aid, personal home assistance allowances, care or treatment, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered Yes, enter the person's file number with the Commission. <b>The information will be sent only if the file number is entered.</b> File number with the Commission 			
<b>Ministère de la Sécurité publique – Service d'immatriculation des armes à feu du Québec</b>			
10. Does the person who is the subject of the change own one or more non-restricted firearms registered with the Québec Firearms Registration Service? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## General Information About the Application to Change the Sex Designation of a Person Under 14 Years of Age

Do not include this document with the application.

### What should you know?

To submit an application to change the sex designation of a person under 14 years of age, you must be the father, mother, parent or tutor of that person. The person concerned by the application must be domiciled in Québec for at least one year. However, the Directeur de l'état civil can change the sex designation on the act of birth of the person concerned by the application if that person was born in Québec but is not domiciled in Québec as long as such a change is not possible in the country or province where the person is domiciled. In this situation, it is your responsibility to show that it is impossible to obtain the change in the country or province in which the person concerned is domiciled. For more information, contact us.

You must support the application with the affidavit found in Section 6 of the *Application to Change the Sex Designation of a Person Under 14 Years of Age* form.

The application must also be supported by a letter from a physician, psychologist, psychiatrist, sexologist or social worker authorized to practice in Canada or in the State in which the person concerned by the application is domiciled, who declares having evaluated or followed the person concerned by the application and who is of the opinion that the change is appropriate. If the person concerned by the application has already obtained a change of sex designation, this letter must also state that the change is appropriate having regard to the affidavit made in support of the initial application.

#### Changing given names

In addition to the change of sex designation, you may apply to change one or several given names of the person concerned by the application to reflect the person's new gender identity. However, you cannot use the application for a change of sex designation to change the surname of the person concerned. For that purpose, you must submit an application for a change of name. Contact us for information about the steps involved.

#### Amending act of birth

When the change of sex designation and, if applicable, given names take effect, the required amendment will be made automatically, in the register of civil status, to the act of birth of the person concerned by the application.

#### Person born outside Québec

If the person concerned was born outside Québec and the act of birth is not entered in the Québec register of civil status, you must apply to the Directeur de l'état civil to insert the act of birth in the register to enable us to process the application for a change of sex designation. In that case, complete the *Application for Insertion of an Act of Civil Status Made Outside Québec in the Québec Register of Civil Status* form, available on our website or by contacting us. You must submit this form along with all required documents in the same envelope as the application for a change of sex designation.

### What documents should you complete?

The following forms must be completed:

- The *Application to Change the Sex Designation of a Person Under 14 Years of Age* form;
- The *Notice of an Application to Change the Sex Designation of a Person Under 14 Years of Age* appendix, if applicable;
- The *Application for the Simplified Forwarding of Information Following a Change to the Act of Birth*;
- The *List of Documents to Include with the Application to Change the Sex Designation of a Person Under 14 Years of Age* appendix.

Remember to join all the documents that apply to your situation with your application, as indicated in the *List of Documents to Include with the Application to Change the Sex Designation of a Person Under 14 Years of Age*. Omitting a document could result in a delay or in the rejection of your application.

### Processing fees

The fees for processing an application for a change of sex designation or to obtain a change of sex designation certificate are set out in the table below. These fees are in effect until March 31, 2025.

Application	Rate
First application for a change of sex designation	Free
Second or subsequent application for a change of sex designation, in order to obtain the Male or Female designation	\$157.00
Issuance of a supplementary certificate *	\$12.80

\* A change of sex designation certificate (French only) or a change of sex designation and name certificate (French only) is issued to the person submitting the application when the Directeur de l'état civil renders a favorable decision. If you wish to obtain an extra certificate, you must add the amount payable for the issuance of the extra certificate to the total amount payable.

Processing an application for a change of sex designation generally takes 90 business days, provided the application is complete upon receipt.



## Decision rendered by the Directeur de l'état civil

After analyzing an application for a change of sex designation, the Directeur de l'état civil issues a written decision setting out the reasons for accepting or rejecting the application. The decision is sent to the person submitting the application.

Only the court may review the decision. A person who is not satisfied with a decision rendered by the Directeur de l'état civil may, within 30 days of receiving the decision, file a motion with the court to request a review.

After the end of the 30-days period, if the decision by the Directeur de l'état civil is favorable and if no motion to review the decision is submitted to the court, the change takes effect. The Directeur de l'état civil then sends a change of sex designation certificate (French only) or a change of sex designation and name certificate (French only) to the person concerned by the application for a change of sex designation.

## Notice of an application and consent of the other parent or tutor

Note that the change of sex designation of a minor under 14 years of age will not be granted, except for a compelling reason, if the other parent or the tutor has not been notified of the application or objects to it.

Therefore, by signing in the space provided in Section 5 of the *Application to Change the Sex Designation of a Person Under 14 Years of Age* form, the parent or tutor who is not the person submitting the application confirms having read and understood the application and consents to it.

### Notifying a person by registered mail

If you cannot have the *Application to Change the Sex Designation of a Person Under 14 Years of Age* form signed by the child's other parent or tutor, you must send the person to be notified, by registered mail requiring a signature on delivery, a photocopy of the *Notice of an Application to Change the Sex Designation of a Person Under 14 Years of Age* appendix, after completing Sections 1 to 5. You must also send them a photocopy of the *Application to Change the Sex Designation of a Person Under 14 Years of Age* form and the other appendices that you completed. When filing your application with the Directeur de l'état civil, do not forget to include proof of mailing as proof of delivery. It is also possible to serve the form by bailiff.

### Objection

One of the parents or the tutor of the child under 14 years of age may object to the application to change the sex designation. If the Directeur de l'état civil receives an objection concerning the application, it will be forwarded to you. You will also have 15 days in which to respond in writing to the Directeur de l'état civil.

### Prior objection of one of the parents or the tutor

If the other parent or the tutor objects, you may file a motion before the court to change the sex designation of a minor under 14 years of age before filing an application with the Directeur de l'état civil to obtain the change.

## Affidavit

You must support your application with the affidavit laid out in Section 6 of the form. In Québec, an affidavit must be made before a commissioner for oaths or a person authorized to administer oaths (e.g., justice of the peace, attorney, notary, court clerk or deputy clerk, mayor, councillor, clerk or secretary-treasurer of a municipality, the Secretary General, the associate secretaries general and the associate secretaries of the National Assembly of Québec). The person who administers your affidavit cannot be your father, mother, brother, sister, spouse or child.

Affidavits can be made free of charge at Services Québec offices.

To find out more about commissioners for oaths, to locate a commissioner or to check whether a commissioner is authorized to administer affidavits on a specific date or in a specific judicial district, see the website of the Register of Commissioners for Oaths at the address below or call the Ministère de la Justice du Québec at a phone number below. If you have difficulty finding a commissioner for oaths or if you are not domiciled in Québec, you can also contact us.

Website: [www.assermentation.justice.gouv.qc.ca](http://www.assermentation.justice.gouv.qc.ca)

Phone: Québec: 418 528-5761  
Montréal: 514 864-5761  
Elsewhere in Québec: 1 855 297-5761

## Simplified forwarding of information relative to the change

When a change of sex designation and, if applicable, of given names takes effect, it is your responsibility to have the sex designation or given names amended in any files held by government departments or agencies regarding the person concerned. These steps generally entail providing a change of sex designation and name certificate and a new birth certificate. However, the Directeur de l'état civil can notify certain departments or agencies of the change on your behalf, eliminating the need for you to provide them with these documents. To this end, you must complete the *Application for the Simplified Forwarding of Information Following a Change to the Act of Birth* appendix, included with this application. This form shows a list of the departments and agencies as well as the programs concerned by this service.

Information is forwarded as provided for agreements with government departments and agencies that authorize the Directeur de l'état civil to provide them with the information they require to apply the laws and programs they administer. These agreements provide for procedures that comply with applicable legislation, in particular concerning the protection of personal information. For further details or to access the information concerning you, or to have that information corrected, contact the department or agency in question.

## What documents are used to establish the applicant's identity?

We apply security measures to accurately determine the identity of the person submitting the application and of the person concerned by the application. To this end, the following documents must be included with the application:

- one valid photo identification document with photo and signature for the person submitting the application and another for the person concerned by the application.
- two proofs of home address for the person submitting the application. (A single proof of home address is required for the person born in Québec but domiciled elsewhere).

## 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.

### An identity document bearing a photo and signature

- Driver's licence, learner's permit or probationary licence issued by Québec

A driver's licence, learner's permit or probationary licence is accepted as identification **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.

### Two proofs of home address

You may present **two similar or distinct documents** on the condition that one of the documents submitted is dated at the most one month and the second document at least **twelve months** from the date on which you file your application with the Directeur de l'état civil.

- Driver's licence, learner's permit or probationary licence issued by Québec  
A driver's licence, learner's permit or probationary licence is accepted as proof of home residence **only if it is not submitted as a photo identity document.**
- Municipal or school tax bill
- Government postal correspondence
- Bill from an energy, telephone service or cable provider
- Construction competency certificate (apprentice or journeyman)
- Record of employment or pay slip
- Home or car insurance certificate or statement
- School transcript
- 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.

### Both sides of a document

Remember to include the photocopy of the back of a document when it includes important information, particularly if it shows a new address or an 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)  
E-mail: [info@ottiaq.org](mailto:info@ottiaq.org)

## Protection of personal information



The information provided on this form is used solely to process your application. Failure to provide this information could result in delay or in the rejection of your application. Only 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.

## Payment method

Credit card (Visa and Mastercard\*), cheque, postal money order, bank money order

Cheques and postal or bank money orders must be made payable to the **Directeur de l'état civil**.

\* Visa and Mastercard debit cards are not accepted.

## 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  
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### By e-mail

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

### Website

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