

# Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person

Version  
**2024-2025**

In effect until  
March 31, 2025

**C** FO-14-03  
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 appendix *List of Documents to Include with the Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person* to find out what 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 you and who is of the opinion that changing this designation is appropriate.

## Section 1: Information on the person between 14 and 17 years of age concerned by 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. Country		8. Postal code	
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. Sex designation before the requested change		14. Marital status			15. Date of birth	
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Non-binary (X)	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Widowed	<input type="checkbox"/> Divorced
					Year	Month
					Day	
16. Place of birth (city, town, village or municipality, province or country)			17. Have you been domiciled in Québec for at least one year?			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
18. Surname of parent		19. Usual given name of parent			20. Relationship	
					<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent	
21. Address of parent if different from that of the person concerned by the application (number, street, apartment, city, town, village or municipality, province or country)					22. Postal code	
23. Surname of the other parent		24. Usual given name of the other parent			25. Relationship	
					<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent	
26. Address of the other parent if different from that of the person concerned by the application (number, street, apartment, city, town, village or municipality, province or country)					27. Postal code	
28. Do you have children?						
<input type="checkbox"/> Yes <input type="checkbox"/> No						

➔ If you answered Yes to question 28, please fill *Information on the Children of a Person between 14 and 17 Years of Age Concerned by the Application to Change the Sex Designation* appendix.

## Section 2: Information on the spouse, if applicable

29. Date of marriage		30. Place of marriage (city, town, village or municipality, province or country)				
Year	Month	Day				
31. Surname		32. Usual given name			33. Date of birth	
					Year	Month
					Day	

## Section 3: Complementary information

34. Have you already obtained, in Québec or elsewhere, an administrative decision or judgement concerning a change of sex designation for yourself?		35. If you answered Yes to question 34, state the place (province or country) and year of the decision or judgment.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
36. Have you already obtained, in Québec or elsewhere, an administrative decision or a judgment concerning a change of name?		37. If you answered Yes to question 36, state the place (province or country) and year of the decision or judgment.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
38. Has a decision or judgment previously changed your filiation?		39. If you answered Yes to question 38, state the place (province or country) and year of the judgment.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
40. Has a judgment previously deprived your father, mother or parent of parental authority for you?		41. If you answered Yes to question 40, state the place (province or country) and year of the judgment.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
42. Has a tutor been legally designated for you?		43. If you answered Yes to question 42, state the place (province or country) and year of the designation.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No		

# Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person (*continued*)

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## Section 4: Object of the application

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

## Section 5: 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 1 of the general information section.

### Information on the person concerned by the application

47. Surname	48. Usual given name
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### Reasons and affidavit

49. Deponent (Applicant)

I solemnly declare that:\*

- The sex designation requested is the designation that best corresponds to my gender identity;
- I assume that gender identity and intend to continue doing so;
- I understand the seriousness of my undertaking;
- My undertaking is voluntary and my consent is given in a free and enlightened manner;
- To my knowledge, the information provided and the reasons given in the present application are true and complete.

X \_\_\_\_\_  
Deponent's signature (**mandatory**)

Year	Month	Day
_ _	_	_

### Information on the person authorized to administer oaths

50. Surname	51. Usual given name	52. Area code	Phone number	Extension
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53. Occupation (indicate professional order, if applicable)

54. Person authorized to administer an oath

55. Authorized person's number or seal

Solemn affirmation made before me at \_\_\_\_\_, this \_\_\_\_\_.

X \_\_\_\_\_  
Authorized person's signature (**mandatory**)

### \* 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.

## Section 6: 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.	56. Total amount to be paid \$
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57.  Postal or bank money order  Cheque } To the order of Directeur de l'état civil

58. Credit card <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	Credit card number <table border="1" style="width: 100%;"> <tr> <td style="width: 25%;"> _ _ _ _ </td> <td style="width: 25%;"> _ _ _ _ </td> <td style="width: 25%;"> _ _ _ _ </td> <td style="width: 25%;"> _ _ _ _ </td> </tr> </table> Expiry Date Month:  _    Year:  _	_ _ _ _	_ _ _ _	_ _ _ _	_ _ _ _	I authorize the Directeur de l'état civil to charge the amount entered in Box 56 to my credit card.  X _____ Cardholder's signature ( <b>mandatory</b> )
_ _ _ _	_ _ _ _	_ _ _ _	_ _ _ _			

**APPENDIX**  
**Information on the Children of a Person between 14 and 17 Years**  
**of Age Concerned by the Application to Change the Sex**  
**Designation**

**Important**

- Provide the required information for all your children.
- Write in block letters in **black** or **blue** ink.

<b>Information on your children</b>		
child	1. Do you want to change to the act of birth of your child so that your designation as father, mother or parent corresponds to the change of your sex designation? <input type="checkbox"/> Yes <input type="checkbox"/> No	2. If you answered Yes to question 1, please indicate the requested designation <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent
	3. Surname	4. Usual given name
	5. Other given names (each given name separated by a comma)	
	6. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)	7. Date of birth Year         Month     Day
	8. Place of birth (city, town, village or municipality, province or country)	
9. Surname of the child's parent or tutor who is not the applicant		10. Usual given name of the child's parent or tutor who is not the applicant
child	1. Do you want to change to the act of birth of your child so that your designation as father, mother or parent corresponds to the change of your sex designation? <input type="checkbox"/> Yes <input type="checkbox"/> No	2. If you answered Yes to question 1, please indicate the requested designation <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent
	3. Surname	4. Usual given name
	5. Other given names (each given name separated by a comma)	
	6. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)	7. Date of birth Year         Month     Day
	8. Place of birth (city, town, village or municipality, province or country)	
9. Surname of the child's parent or tutor who is not the applicant		10. Usual given name of the child's parent or tutor who is not the applicant
child	1. Do you want to change to the act of birth of your child so that your designation as father, mother or parent corresponds to the change of your sex designation? <input type="checkbox"/> Yes <input type="checkbox"/> No	2. If you answered Yes to question 1, please indicate the requested designation <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent
	3. Surname	4. Usual given name
	5. Other given names (each given name separated by a comma)	
	6. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)	7. Date of birth Year         Month     Day
	8. Place of birth (city, town, village or municipality, province or country)	
9. Surname of the child's parent or tutor who is not the applicant		10. Usual given name of the child's parent or tutor who is not the applicant

You can use an extra sheet if necessary.



## APPENDIX

# List of Documents to Include with the Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person

### Important

- Check the boxes that match your situation for a list of all the documents you must include with the *Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person* appendix.
- 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.

### Identity documents of the person concerned by the application

- 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 a person born in Québec but domiciled elsewhere.

### Other documents to enclose with your application

#### Information provided on the *Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person*

- Box 14:** If you checked "Divorced", include a copy of the final judgment or certificate of divorce. If you checked "Widow" and the death of your spouse occurred outside Québec, include the original copy of an act, certificate or official document certifying the death issued by the authorized civil status officer of the country or province in which the death occurred.
- Box 16:** If you entered a place of birth outside Québec and your birth is not entered in the Québec register of civil status, include the original copy of an act, certificate or official document certifying your birth, issued by the authorized civil status officer of the country or province where you were born, 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 30:** If you entered a place of marriage outside Québec and if the event is not entered in the Québec register of civil status, include an original copy of an act, certificate or official document certifying the marriage, issued by the authorized civil status officer of the country or province where the marriage took place.
- Box 34:** 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 you are domiciled, who declares having evaluated or followed you and who is of the opinion that the change of sex designation is appropriate in view of the affidavit you made in support of your initial application.
- Boxes 36, 38, 40 and 42:** 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 your filiation, the judgment pronouncing the deprivation of parental authority of your father, mother or parent or the judgment, testament or declaration filed with the Curateur public du Québec designating a tutor for you.

#### Other documents to include

- The letter from a physician, psychologist, psychiatrist, sexologist or social worker authorized to practice in Canada or in the State in which you are domiciled, who declares having evaluated or followed you and who is of the opinion that this change of designation is appropriate;
- The appendix *Information on the Children of a Person between 14 and 17 Years of Age Concerned by the Application to Change the Sex Designation* appendix, if applicable;
- The appendix *Application for the Simplified Forwarding of Information Following a Change to the Act of Birth*;
- The appendix *List of Documents to Include with the Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person*;
- The *Application for a Change of Parental Designation* form, if applicable.

## 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         -         -	

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

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, **you must still contact the Régie de l'assurance maladie du Québec** to finalize the update of your file.

Health insurance number  
| | | | - | | | | - | | | |

**Ministère de l'Emploi et de la Solidarité sociale**

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)?  
 Yes  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  
| | | | | | | | | | | |      | | | | | | | | | | | |

**Retraite Québec – Public sector pension plans (RREGOP, PPMP or others)**

8. Does the person who is the subject of the change receive benefits from a public sector pension plan?  
 Yes  No

**Commission des normes, de l'équité, de la santé et de la sécurité du travail**

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.)?  
 Yes  No

If you answered Yes, enter the person's file number with the Commission. **The information will be sent only if the file number is entered.**

File number with the Commission  
| | | | | | | | | | | |

**Ministère de la Sécurité publique – Service d'immatriculation des armes à feu du Québec**

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?  
 Yes  No

## General Information About the *Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person*

Do not include this document with your application.

### What should you know?

To file an application to change your own sex designation, you must be 14 years of age or older and be domiciled in Québec for at least one year. However, the Directeur de l'état civil can change the sex designation on your act of birth if you were born in Québec but are not domiciled in Québec if such a change is not possible in the country or province where you are domiciled. In this situation, it is your responsibility to show that it is impossible to obtain the change in the country or province where you are domiciled. Contact us for more information on this subject.

You must support your application with the affidavit found in Section 5 of the *Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person* form.

Your 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 you are domiciled, who declares having evaluated or followed you and who is of the opinion that the requested change of sex designation is appropriate. If you have already obtained a change of sex designation in the past, this letter must also state that the requested 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 of your given names to reflect your new gender identity. However, you cannot use the application for a change of sex designation to change your surname. For that purpose, you must submit an application for a change of name. Contact us for information on the steps involved.

#### Amendings your acts of birth and marriage

The change of sex designation and, if applicable, your given names will be made to your act of birth and, if applicable, to your act of marriage.

#### Changing your given name on your children's act of birth

If you have children, the change of your given name will be made on the act of birth of your children identified in the appendix *Information on the Children of a Person between 14 and 17 Years of Age Concerned by the Application to Change the Sex Designation*.

#### Person born outside Québec

If you were born outside Québec and your birth is not entered in the Québec register of civil status, you must apply to the Directeur de l'état civil to insert your act of birth in the register to enable us to process your 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.

### Changing your parental designation

Your children must be informed of the change that will be made to their act of birth regarding your designation as father, mother or parent, whichever the case may be. The process varies according to your child's age.

If you have children, you can ask for your designation as "father" or "mother" found on the act of birth of your children to match the change requested or you can ask that it be changed to "parent".

#### Child under the age of 14

The change of parental designation will be made on the act of birth of the children identified in the appendix *Information on the Children of a Person between 14 and 17 Years of Age Concerned by the Application to Change the Sex Designation*. You must be the person who informs your children under the age of 14 about the change that will be made to their act of birth.

### What forms must you complete?

The following documents must be completed:

- The appendix *Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by that Person* form;
- The *information on the Children of a Person between 14 and 17 Years of Age Concerned by the Application to Change the Sex Designation*, if applicable;
- The appendix *Application for the Simplified Forwarding of Information Following a Change to the Act of Birth*;
- The appendix *List of Documents to Include with the Application to Change the Sex Designation of Person between 14 and 17 Years of Age Filed by that Person*;
- The *Application for a Change of Parental Designation* form, if applicable.

Remember to include 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 between 14 and 17 Years of Age Filed by that Person*. Omitting a document could result in delay or in the rejection of your application.

### Affidavit

You must support your application with the affidavit laid out in Section 5 of the form. In Québec, an affidavit must be made before a commissioner for oaths or a person authorized to administer oaths (justice of the peace, attorney, notary, court clerk or deputy clerk, mayor, councilor, 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 oaths on a specific date or in a specific judicial district, see the website of the Register of Commissioners for Oaths or call the Ministère de la Justice du Québec at one of the phone numbers below. If you have difficulty finding a commissioner for oaths or if you are domiciled outside Québec, you can also contact us.

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

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

## 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-day 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.

## 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 your sex designation or given names amended in any files held by government departments or agencies concerning you. 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.

Information is forwarded as provided for in 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.

## 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 applicant 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.

## 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 a 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

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

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

- one valid photo identification document with photo and signature for the person concerned by the application.
- two proofs of home address for the person concerned by 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  
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.

### 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 of submitting your application to the Directeur de l'état civil.

- Driver's licence, learner's permit or probationary licence issued by Québec  
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
- Government postal correspondence
- Recent 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)

## 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 email

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

### Website

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