

Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by his Parent or Tutor

2024-2025

In effect until
March 31, 2025

C FO-14-04
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 his Parent or Tutor* 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 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 Date		15. Place of birth (city, town, village or municipality, province or country)			

Section 2: Information on the person between 14 and 17 years of age 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. Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced		23. Date of birth Year Month Day	
24. Place of birth (city, town, village or municipality, province or country)					
25. Has the person concerned been domiciled in Québec for at least one year? <input type="checkbox"/> Yes <input type="checkbox"/> No					
26. Surname of the parent if different from that of the person submitting the application		27. Usual given name of the parent if different from that of the person submitting the application		28. Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent	
29. Address of the parent if different from that of the person submitting the application (number, street, apartment, city, town, village or municipality, province or country)					30. Postal code
31. Surname of the other parent		32. Usual given name of the other parent		33. Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent	
34. Address of the other parent if different from that of the person submitting the application (number, street, apartment, city, town, village or municipality, province or country)					35. Postal code
36. Does the person concerned have children? <input type="checkbox"/> Yes <input type="checkbox"/> No → If you answered Yes to question 36, complete the appendix <i>Information on the Children of a Person between 14 and 17 Years of Age Concerned by the Application to Change the Sex Designation</i> .					

Section 3: Information on the spouse of the person concerned by the application, if applicable

37. Date of marriage Year Month Day			38. Place of marriage (city, town, village or municipality, province or country)		
39. Surname		40. Usual given name		41. Date of birth Year Month Day	

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Section 4: Complementary information on the person concerned by the application

42. Has the person concerned already obtained an administrative decision or a judgment in Québec or elsewhere regarding a change of sex designation? <input type="checkbox"/> Yes <input type="checkbox"/> No	43. If you answered Yes to question 42, state the place (province or country) and year of the decision or judgment.
44. Has the person concerned already obtained an administrative decision or a judgment in Québec or elsewhere regarding a change of name? <input type="checkbox"/> Yes <input type="checkbox"/> No	45. If you answered Yes to question 44, state the place (province or country) and year of the decision or judgment.
46. Has a decision or judgment already changed the filiation of the person concerned? <input type="checkbox"/> Yes <input type="checkbox"/> No	47. If you answered Yes to question 46, state the place (province or country) and year of the judgment.
48. Has a judgment deprived the father, mother or parent of parental authority for the person concerned? <input type="checkbox"/> Yes <input type="checkbox"/> No	49. If you answered Yes to question 48, state the place (province or country) and year of the judgment.
50. Has a tutor been legally designated for the person concerned? <input type="checkbox"/> Yes <input type="checkbox"/> No	51. If you answered Yes to question 50, state the place (province or country) and year of the designation.

Section 5: Object of the application

52. Sex designation requested <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)	Complete boxes 53 and 54 only if you are also applying to change the usual given name or other given names of the person concerned by the application.
53. Usual given name requested	54. Other given names (each given name separated by a comma)

Section 6: Consent of the person concerned by the application

An application to change the sex designation of a person between 14 and 17 years of age cannot be presented by one of his parents or his tutor without the consent of the person concerned. For more information on consent, see the "Consent of the person between 14 and 17 years of age" section on page 2 of the general information leaflet.

55. Consent of the person concerned by the application <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.	56. Date Year Month Day _ _ _ _ _ _ _ _
X _____ Signature of the person concerned by the application (mandatory)	

Section 7: 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.

Information on the person submitting the application	
57. Surname	58. Usual given name

Reasons and affidavit
59. Statement of the parent or tutor I solemnly affirm that:* <ul style="list-style-type: none"> ▪ The sex designation that I request for my minor child is that which best corresponds to his gender identity; ▪ My minor child assumes that gender identity; ▪ I understand the seriousness of my minor child's undertaking; ▪ My undertaking for my minor child 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 _____ Signature of the parent or the tutor (mandatory)
Year Month Day _ _ _ _ _ _ _ _

Information on the person authorized to administer oaths				
60. Surname	61. Given name	62. Area code	Phone number	Extension
63. Occupation (indicate professional order, if applicable)				
64. Person authorized to administer the oath Solemn affirmation made before me at _____, this _____.				65. Authorized person's number or seal
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.

Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by his Parent or Tutor (*continued*)

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Section 8: 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.

66. Total amount payable

\$

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

68. Credit card

VISA

MasterCard

Credit card number

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Expiry Date

Month	Year
<input type="text"/>	<input type="text"/>

I authorize the Directeur de l'état civil to charge the amount entered in Box 66 to my credit card.

X

Cardholder's signature (**mandatory**)



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.

Information on the children of the person concerned by the application

child	1. Do you wish to change your child's act of birth 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 wish to change your child's act of birth 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 wish to change your child's act of birth 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 his Parent or Tutor

Important

- Check the boxes that match your situation for a list of all the documents you must include with the application for a change of sex designation of a person between 14 and 17 years of age.
- 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.

Documents on the applicant's identity

- Include a legible photocopy of valid photo ID with signature for the parent or tutor of the person concerned by the application.
- 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.

Document on the person concerned by the application

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

Other documents to include with the application

Information provided on the *Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by his Parent or Tutor*

- Box 22:** If you checked "Divorced", include a copy of the final judgment or certificate of divorce. If you checked "Widow" and the death of his 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 24:** 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 38:** If you entered a place of marriage outside Québec and if the event is not entered in the Québec register of civil status, include the 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 42:** 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 requested change of sex designation is appropriate in view of the affidavit made in support of the initial application.
- Boxes 44, 46, 48 and 50:** 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 this change of designation is appropriate;
- The appendix *Notice of an Application to Change the Sex Designation of a Person between 14 and 17 Years of Age* and proof of mailing as proof of delivery, 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*;
- 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)? <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 			
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? <input type="checkbox"/> Yes <input type="checkbox"/> 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.)? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No			

General Information Concerning an Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by his Parent or Tutor

Do not include this document with your application.

What should you know?

To submit an application to change the sex designation of a person between 14 and 17 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 not domiciled there, 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 where the person concerned is domiciled. Contact us for more information on this subject.

You must support your application with the affidavit laid out in Section 7 of the *Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by his Parent or Tutor* 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 the person concerned is domiciled, who declares having evaluated or followed the person concerned by the application and who is of the opinion that the requested change of sex designation 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 apply to change his surname by means of the application for a change of sex designation. For that purpose, you must submit an application for a change of name. Contact us for information on the steps involved.

Amendings acts of birth and marriage

The change of sex designation and, if applicable, the given names of the person concerned by the application will be made to the act of birth and, if applicable, to the act of marriage.

Changing the given name on the children's act of birth

If the person concerned by the application has children, the change of the given name 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*.

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.

Changing the parental designation

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

If the person concerned has children, they can ask for the designation as "father" or "mother" found on the act of birth of the children to match the change requested or they 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* appendix. They must be the person who informs their child under the age of 14 about the change that will be made to their act of birth.

What forms must you complete?

The following forms must be completed:

- Form – *Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by his Parent or Tutor*;
- Appendix – *Information on the Children of a Person between 14 and 17 Years of Age Concerned by the Application of Sex Designation*, if applicable;
- Appendix – *Application for the Simplified Forwarding of Information Following a Change to the Act of Birth*;
- 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 his Parent or Tutor*.
- The *Application for a Change of Parental Designation* form, if applicable.

Don't forget to include with your application all the documents meeting your situation as indicated in 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 his Parent or Tutor*. Omitting a document could result in delay or in the rejection of your application.

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 applicant.

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.

Upon expiry of the 30 days, 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.

Consent of the person between 14 and 17 years of age

An application to change the sex designation of a person between 14 and 17 years of age cannot be filed by one of his parents or his tutor unless the person concerned consents to the application. By signing in the space provided in Section 6 of the *Application to Change the Sex Designation of a Person between 14 and 17 Years of Age Filed by his Parent or Tutor*, the person concerned by the application confirms having read and understood the application and consents to it.

Affidavit

You must support your application with the affidavit laid out in Section 7 of the form. In Québec, 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 the offices of Services Québec.

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 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

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

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. To this end, the following documents must be included with the application:

- One valid photo identification document 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 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 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 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 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 journeyperson)
- 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
E-mail: info@ottiaq.org

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 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 covered by this service.

Information is forwarded in the context of agreements with government departments and agencies that authorize the Directeur de l'état civil to communicate to them 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 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.

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
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