

Change of Designation of Sex
Application for a Certificate

Important

- Read the general information and instructions.
- Complete **all sections** of the form in block letters in **black** or **blue** ink.
- Include **payment** and the two photocopies of documents issued by **two separate organizations** that will allow us to establish your identity, i.e. a **photocopy** of valid photo ID and signature and a **photocopy** of valid proof of home address.
- **Sign** and **date** Section 4.

Mail your application to the following address:
Service des modifications aux actes
et des célébrants
Directeur de l'état civil
2535, boulevard Laurier
Québec (Québec) G1V 5C6

Section 1: Information on the person submitting the application

1. Applicant's surname		2. Applicant's usual given name	
3. Home address (number, street)		Apartment	4. City, town, village or municipality
5. Province		6. Postal code	7. Country
8. Area code Phone number (home)		9. Area code Phone number (other) Extension	
10. If your application concerns someone other than yourself, please explain why you are submitting it and attach an official document supporting your reason.		11. Does the application concern someone who is deceased? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2: Information on the person concerned by the application

12. Surname		13. Usual given name	
14. Other given names (separated by commas)			
15. Sex after the change of designation of sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)		16. Date of birth Year Month Day	
17. Place of birth (city, town, village or municipality, province or country, if abroad)		18. Place of registration the birth if it occurred before 1994 (parish, place of worship, city, town, village or municipality)	
19. Was the change of designation of sex granted in Québec? <input type="checkbox"/> Yes <input type="checkbox"/> No		20. Decision number or file number appearing on the change of designation of sex certificate of the year of the change	

Section 3: Number of certificates requested – The following fees are in effect until March 31, 2025.

You can mail your application. **The certificates you order will be sent to you by mail.**

Enter the number of certificates requested and the amount to be paid.

21. Change of designation of sex certificate
_____ x \$12,80 = \$ _____

Section 4: Applicant's declaration

22. I solemnly declare that, to the best of my knowledge, the information provided is accurate and that I have the right to obtain the documents requested.		23. Date
<p>X _____ Applicant's signature (mandatory)</p>		<p>Year Month Day</p> <p>_____</p>

Section 5: Methods of payment

24. <input type="checkbox"/> Postal or bank money order <input type="checkbox"/> Cheque } Payable to Directeur de l'état civil	
25. Credit card	<p>Credit card number</p> <p>_____</p> <p>Expiry Date Month Year</p> <p>_____</p>
<p><input type="checkbox"/> VISA</p> <p><input type="checkbox"/> MasterCard</p>	<p>I authorize the Directeur de l'état civil to charge the amount entered in Box 21 to my credit card.</p> <p>X _____ Cardholder's signature (mandatory)</p>

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

We apply security measures to make sure that the person requesting a civil status document is authorized to obtain it. In order to determine your identity, we ask you to attach to your request copies of **two documents issued by two separate organizations**:

- a valid photo ID and signature
- a valid proof of home address

If you submit your application **by mail**, you must attach **photocopies**, not original documents.

Valid photo ID and signature

Only the identity documents listed below are accepted. **If you cannot provide one of these documents, contact us** to determine the solution best suited to your situation or fill out the *Declaration du répondant* form and attach it to your application. This form is available on our website.

Digital documents are not accepted as a valid photo ID.

- Driver's licence, learner's permit or probationary licence issued by Québec, another Canadian province or territory or a US state

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 issued by a Canadian province and bearing a photograph
- Canadian or foreign passport
- Canadian Citizenship Card (issued between 2002 and 2012)
- Canadian Permanent Resident Card
- US Permanent Resident Card (green card)
- Canadian immigration document **IMM 1442**
- Official IDs for members of the military, police officers or diplomats posted in Canada
- Certificate of Indian Status
- ID card issued by a Canadian province or territory

Valid proof of home address

Only the proofs of home address listed below are accepted. **If you cannot provide one of these documents, please contact us.**

Certain digital documents are accepted as a valid proof of home address:

- Driver's licence, learner's permit or probationary licence issued by Québec, another Canadian province or territory or a US state

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 (no more than one year old)
- Government postal correspondence (no more than one year old)
- Recent bill from an energy, telephone service or cable provider (no more than three months old)
- Construction competency certificate (apprentice or journey person)
- Hospital card accompanied by a health insurance card bearing a photograph
- Record of employment or pay slip (no more than three months old)
- Home or car insurance certificate or statement (no more than one year old)
- School transcript (no more than one year old)
- Bank statement (no more than three months old)
- Canada Post change of address receipt (no more than three months old)

Document validity

All documents submitted must be in effect or comply with the validity period specified. The document's validity is determined according to the date the Directeur de l'état civil receives the application.

You must send photocopies and not the original documents.

Front and back 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.

Separate photocopies

If you are submitting more than one application form at a time, attach separate photocopies to each form to speed processing.

Quality of photocopies

All photocopied documents must be legible

Language of documents

If the required 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