Directeur de l'état civil
Québec

BIRTH

Application for a Certificate or Copy of an Act

Version 2026-2027
In effect until March 31, 2027

N FO–11–13 20260610

Important

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

ⓘ This pictogram refers you to page 4 of the general information and instructions.

Before starting | Print the form | Delete data entered

Section 1: Information on the applicant

1. Surname ⓘ
2. Usual given name
3. Home address (number, street) ⓘ
Apartment
4. City, town, village or municipality
5. Province
6. Postal code
7. Country
8. Area code Phone number (home)
9. Area code Phone number (other) Extension ⓘ
Email (only if you wish to be contacted by email)
10. If your application concerns someone other than yourself or your child, give the reason for your application and attach a photocopy of an official document as proof. ⓘ
11. Does the application concern someone who is deceased? ⓘ
☐ Yes ☐ No

Section 2: Information on the person concerned by the application

12. Surname ⓘ
13. Usual given name ⓘ
14. Other given names (each given name separated by a comma)
15. Sex designation
☐ Male ☐ Female ☐ 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 of birth if it occurred before 1994 (parish, place of worship, city, town, village or municipality) ⓘ

Parents

19. Surname and usual given name of parent
20. Relationship
☐ Father ☐ Mother ☐ Parent
21. Surname and usual given name of the other parent
22. Relationship
☐ Father ☐ Mother ☐ Parent

Section 3: Documents requested – The following fees are in effect until March 31, 2027.

You can mail your application. The cost varies accordingly. **The documents you order will be sent to you by mail.**

Normal processing – Enter the number of documents requested.

23. Certificate
_____ x $55.00 = $ _____ ⓘ
(+)
24. Copy of an act
_____ x $64.25 = $ _____ ⓘ
(=)
27. **Total**
$ CA _____ ⓘ

Accelerated processing – Enter the number of documents requested.

25. Certificate
_____ x $82.25 = $ _____ ⓘ
(+)
26. Copy of an act
_____ x $82.25 = $ _____ ⓘ
(=)

Please ensure that the total amount due is entered in Box 27.

Section 4: Applicant's declaration

28. 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.

X The application must be signed and dated. ⓘ
Applicant's signature (**mandatory**)

29. Date
Year Month Day

Section 5: Methods of payment

30. ☐ Postal or bank money order ☐ Cheque } Payable to Directeur de l'état civil ⓘ

31. Credit card
☐ VISA
☐ MasterCard

Credit card number ⓘ

Expiry Date ➔ Month Year

I authorize the Directeur de l'état civil to charge to my credit card the **amount entered in boxe 27**. ⓘ

X If you are paying by credit card, the cardholder must sign the form.
Cardholder's signature (**mandatory**)

Directeur de l'état civil
Québec

General Information and Instructions
for an Application for a Certificate or Copy of an Act

Do not return this document with your application.

What should you know?

Certificates and copies of acts are official and distinct documents issued by the Directeur de l'état civil relating to births, marriages, civil unions or deaths entered in the Québec register of civil status.

These documents show the information that appears in the original act, exactly as entered and spelled in the register, **and not the information provided in the *Application for a Certificate or a Copy of an Act***. Moreover, certificates and copies of acts are issued in the same language that the event was registered.

Application for a certificate or copy of an act of birth, marriage, civil union or death

- Certificates and copies of an act for each of these events are obtained by using the corresponding form.
- Ensure that you have a version of the form that is up–to–date in order to avoid any delay in processing your application.
- The version of the form is indicated in the upper right–hand corner, next to its title.
  The forms are available on our website or by contacting us.
- You can submit your application using one of our online services, at **www.etatcivil.gouv.qc.ca**. In doing so, you will pay a lesser fee for your documents, as well as avoid postal delivery times.

Entering a civil status event in the register

It is important to point out that, for a civil status document to be issued regarding a birth, it must first be entered in the Québec register of civil status. An application for a certificate or copy of an act, or an attestation for that event can be processed only once registration is completed. To find out the time limit for entering an event in the register, see our website or contact us.

Cancelling or modifying an *Application for a Certificate or Copy of an Act*

An *Application for a Certificate or Copy of an Act* **cannot be cancelled or modified**.

Application from outside Canada

For any application originating from outside the country and sent by a private carrier, the declared value of the shipment must be $0. Otherwise, the delivery will be refused.

Who can be the applicant?

The applicant is the person who requests the certificate or copy of an act of birth.

To protect the identity of the persons entered in the Québec civil status register, a birth certificate or copy of an act of birth can only be issued to persons mentioned in the act in question or to those who establish their interest.

If the application concerns someone other than yourself or your child

If the application concerns someone other than yourself or your child, your name will not appear in the act in question. You must therefore establish your interest by providing a reason supported by a document, as per the instructions on page 4. The Directeur de l'état civil will assess the reason given.

If the application concerns someone who is deceased

If the application concerns someone who is deceased, the certificate or copy of the act may be issued to the deceased's spouse (by marriage or civil union), son or daughter, or brother or sister, even if they are not mentioned in the act, without having to provide a document supporting the reason given. However, as per the instructions on page 4, they must allow the Directeur de l'état civil to validate their relationship with the deceased.

If the application concerns a minor child

Since the applicant must submit documents that a minor child may not be able to provide, it is recommended that one of the parents act as applicant on the child's behalf.

A parent mentioned in his or her child's act of birth may apply for a birth certificate or a copy of the act of birth regardless of the child's age.

Lawyers and notaries

If you are a lawyer or notary and are completing an application on behalf of your client, you must enter your member number following your surname in Box 1 of the form, as well as your client's file number in Box 10 of the form.

Checklist

To ensure that my application will be processed without additional delay:

- ☐ I have completed **all sections** of the form.
- ☐ I have completed the form in block letters (uppercase, lowercase, accented characters), **in black or blue indelible ink**.
- ☐ I have attached a legible **photocopy** of a valid photo ID with signature
- ☐ I have attached a legible **photocopy** of a valid proof of home address.
- ☐ I have **signed** and **dated** Section 4.
- ☐ I have ensured that the documents requested are the ones I require.
- ☐ I have included the **payment in Canadian dollars ($ CA)** corresponding to the type of processing selected.

Protection of personal information

The information gathered on this form is used solely to process your application. Failure to provide this information may result in delay or the refusal of your application. Only our authorized personnel can access this information.

You can consult your personal information and correct it within the prescribed legal framework. This personal information is shared with other organizations only where permitted by law.

Website and online services

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

Save up by filing your application online!

Use DE*Clic!* or DE*Clic!* Express (certain conditions apply) to apply for a certificate or a copy of an act online. You will pay a lesser fee for such documents as compared to an application sent by mail. Try it!

Ministère de l'Emploi et de la Solidarité sociale

Naissance FO–11–13 (2026–06–10)

Return to form

Which document to request: the certificate or the copy of an act of birth?

Before applying for a certificate or a copy of an act, inquire about the type and format of the document required by the organization to which it must be submitted.

The certificate features the most important information required by the majority of organizations, as found on the act entered in the register. It is delivered at a lower cost, when standard processing is requested.

Type and format	Information contained in the document *
Birth certificate 21.5 cm x 18.5 cm	Surname, given names, sex, date, time and place of birth, registration number, surnames and given names of the parents, document number (since March 29, 2005), date of issue and, where applicable, notation entered in the act since it was drawn up.
Copy of an act of birth 21.5 cm x 26.7 cm	Integral reproduction of the information contained in the act, document number (since March 29, 2005) and date of issue. Note: This document may show information pertaining to several civil status events.

* Information may be missing if the event occurred before 1994.

If the format is not indicated in the application, the birth certificate will be issued.

Fees and processing time

The fee charged to issue a document varies according to how the application is submitted and the type of processing selected. We offer normal and accelerated processing.

If you choose normal processing, the document will be sent by regular mail. If you choose accelerated processing, the document will be mailed to you via Xpresspost (available only if the delivery address is in Canada).

Fees and processing time *

Method used to file your application	Application for normal processing (10 business days) * Also factor in the time needed to enter a recent civil status event in the register.		Application for accelerated processing (3 business days) * Also factor in the time needed to enter a recent civil status event in the register.	
	Cost per certificate	Cost per copy of an act	Cost per certificate	Cost per copy of an act
Online	$38.50	$46.75	$75.00	$75.00
By mail	$55.00	$64.25	$82.25	$82.25
At any of the Services Québec offices that provide Directeur de l'état civil services–using the following means:				
The DE*Clic!* Comptoir online service	$38.50	$46.75	$75.00	$75.00
The print application form	$55.00	$64.25	$82.25	$82.25

* Excluding event registration time (if recent event) and delivery time.
The amounts are in Canadian dollars and are in effect until March 31, 2027.

Processing time to register a civil status event in the register

The processing time to enter a new event in the register varies according to the number of events to be entered and the complexity of the files. For information on the processing time needed to enter an event in the register, see our website or contact us.

What payment methods are accepted?

By mail

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

Cheques and bank or postal money orders must be in Canadian dollars ($ CA) and made out to the order of the **Directeur de l'état civil**.

* Visa and Mastercard debit cards are not accepted.

Multiple applications

If you are submitting more than one application form at a time, please send a separate payment with each form to speed processing.

How to submit the application?

By mail

Directeur de l'état civil
Demande de documents (DCCA)
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

Directeur de l'état civil
2535, boulevard Laurier
Québec (Québec) G1V 5C6

By email

etatcivil@dec.gouv.qc.ca

Website

www.etatcivil.gouv.qc.ca

If you wish to obtain information on the processing status of an application, you must be the person who filed the application, and you must contact us by phone.

Return to form

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 with signature**
- **a valid proof of home address**

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

If you submit your application or request a document **at a Services Québec regional office**, you must present **original documents**, not photocopies, to the clerk.

Valid photo ID and signature

Only the identity documents and proofs of home address listed below are accepted. **If you cannot provide one of these documents**, **please 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 or learner's permit issued by Québec, another Canadian province or territory or a U.S. 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 bearing a photograph
- Identity card issued by a province or Canadian territory bearing a photograph
- Canadian permanent resident card
- U.S. permanent resident card (green card)
- Canadian citizenship certificate, in laminated wall–sized format, issued between 2002 and 2012 inclusively
- Certificate of Indian Status
- Aviation document issued by Transport Canada
- Immigration document **IMM–1442**, issued by the Government of Canada
- Canadian or foreign passport
- Official ID for members of the military or diplomats posted in Canada

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 or learner's permit issued by Québec, another Canadian province or territory or a U.S. 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**.

- Government correspondence (no more than one year old), including but not limited to one of the following:
  - a letter from the Directeur de l'état civil
  - a restricted licence issued by the SAAQ
  - Emploi Québec Proof of residence form, if stamped by Emploi Québec
  - income tax slips, for example, Relevé 1, T2, T3, T4, etc. (admissible until June 1 of the current year)
  - notice of confirmation of Entry on the permanent list of electors issued by the Chief Electoral Officer to a person who has just obtained Canadian citizenship (no more than one year old)
  - notice of confirmation of Entry on the permanent list of electors issued by the Chief Electoral Officer to a person who has just turned 18 years of age (no more than one year old)
- Municipal or school tax bill (no more than one year old)
- Home or car insurance certificate or statement (no more than one year old)
- Change of address receipt from Canada Post (no more than three months old)
- Recent bill from an energy or telephone service or cable provider (no more than three months old)
- Record of employment or pay slip (no more than three months old)
- School transcript (no more than one year old)
- Bank statement (no more than three months old)

Quality of photocopies

All photocopied documents must be legible.

Language of documents

If the required document is written in a language other than English or French, submit a photocopy of the document and a French translation. The translation must be official to be accepted by the Directeur de l'état civil.
It may be necessary to analyze the translation to determine whether it is acceptable.

In Québec, contact the Ordre des traducteurs, terminologues et interprètes agréés du Québec to find a translator.

Website: www.ottiaq.org
Email: info@ottiaq.org

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 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.

Instructions

This section is a reference tool. The "Information" pictogram appears in certain boxes on the form. It indicates that particular information is provided to help you complete the form correctly.

Section 1: Information on the applicant

Boxes 1 and 2 – **Applicant's surname and usual given name**

Enter your surname and usual given name. This name must match the family name indicated on the photo ID and signature and proof of home address submitted.

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

The address must match the address indicated on the proof of home address submitted. The documents requested will be sent to this address.

Box 9 – **Phone number (other)**

Indicate a phone number where we can reach you **during the day** or where we can leave a message, if necessary.

Boxes 10 and 11 – **If the application concerns someone other than yourself or your child, explain why you are applying and attach the photocopy of an official document as proof.**

As you are not mentioned in the act of birth in question, you must establish why you wish to obtain a certificate or a copy of an act concerning this person and provide a photocopy of an official document to prove the reason given. Use an extra sheet if you need more space to state your reason. However, if the document for which you are applying concerns someone who is deceased and you are that person's spouse, child or sibling, you do not have to provide a photocopy of an official document establishing your reason. Rather, you must enter your date of birth in Box 10, if you were born in Québec, or attach a photocopy of a civil status document proving your family ties to the deceased, if you were not born in Québec.

Section 2: Information on the birth of the person concerned

Box 12 – **Surname**

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

Box 13 – **Usual given name**

The usual given name is a name that, in addition to being mentioned in the act, is used on a daily basis to identify the person and confirm his or her identity.

Box 14 – **Place of registration of the birth if it occurred before 1994 (parish, place of worship, city, town, village or municipality)**

Complete this box only if the person was born **before 1994**. Enter the name of the place of worship or parish and municipality (city, town or village) where the religious registration took place, or the name of the municipality in the case of a civil registration.

Section 3: Requested documents

Number of documents ordered

There are inherent risks that come with having several outstanding certificates or copies of an act. Consequently, when you apply for a large number of certificates or copies of an act or when these documents are the subject of repeated applications, the Directeur de l'état civil may require additional information or documents to justify these applications.

Furthermore, in order to avoid having to file several applications for a certificate or a copy of an act with the Directeur de l'état civil, you may ask the organization to which you provide a certificate or copy of an act to return this document so you can use it again.

Section 4: Applicant's declaration

Box 28 – **Applicant's signature**

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

Section 5: Methods of payment

Box 31 – **Credit card**

The cardholder's signature is mandatory even if he or she also signed as the applicant. Without the cardholder's signature in the appropriate place, the application will be refused.