

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**.

Who can be the applicant?

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

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

If you are not the spouse of the deceased, his or her parent or the person declaring the death, you are not mentioned in the act in question. You must therefore establish your interest in applying by providing a reason that is supported by a document, as per the instructions on page 4. The Directeur de l'état civil will evaluate the reason given.

However, if you are the child or sibling of the deceased, 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.

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 11 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.
- 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** 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 *DEClic!* or *DEClic! 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!

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

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.

Type of document	Information contained in the document*
Death certificate 21.5 cm x 18.5 cm	Surname, given names, sex, place of death, date and time of death, date of birth (on every certificate issued since February 2012), registration number, document number (since March 29, 2005) and date of issue.
Copy of an act of death 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.

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) *		Application for accelerated processing (3 business days) *	
	Cost per certificate	Cost per copy of an act	Cost per certificate	Cost per copy of an act
Online	\$34.75	\$42.00	\$67.50	\$67.50
By mail	\$49.50	\$57.75	\$73.75	\$73.75
At a Services Québec offices that provides Directeur de l'état civil services by means of the online service <i>DEClic!</i> Comptoir	\$34.75	\$42.00	\$67.50	\$67.50

* Excluding event registration time (if recent event) and delivery time.
The amounts are in Canadian dollars and are in effect until March 31, 2023.

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 postal or bank money orders must be made payable to 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
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
Teletypewriter (TTY): 1 800 361-9596



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

Only you, as the applicant, can obtain information on the status of your application. You must contact us by phone.

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

The Directeur de l'état civil applies security measures to ensure that a person who applies for a civil status document is authorized to obtain it. To establish the **identity** of applicants, we require that they attach **two documents issued by two separate organizations**:

- a valid photo ID
- 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

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 journeyperson)
- 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.

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

Quality of photocopies

All photocopied documents must be legible.

Front and back document

Remember to include the photocopy of the back of a document when required, particularly if it shows a change of 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 fill out the form correctly.

Section 1: Information on the applicant

Box 1 – Applicant's surname and given name

Enter your surname and given name. This name must match the family name indicated on the photo ID 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.

Box 11 – Give the reason for your application if you checked "Other" in Box 10 and attach the photocopy of an official document supporting the reason.

If you are not mentioned in the act, you must establish why you wish to obtain a certificate or copy of an act concerning the deceased and **provide a photocopy of an official document as proof**. An extra sheet may be used if more space is required. However, if you are the child or sibling of the deceased, 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 deceased

Box 14 – Surname

Use the family name 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 name change.

Box 15 – Given names (Begin with the usual given name; separate each given name with a comma.)

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.

Information on the spouse if the deceased was married or in a civil union

You do not have to complete this section if the deceased was single, living in a de facto union, a widow or widower, divorced or the former spouse under a civil union.

Box 25 – Place of registration of marriage or civil union (city, town, village or municipality, place of worship, province or country, if abroad)

For a religious marriage, enter the name of the place of worship and the municipality (city, town or village). For a civil marriage or civil union, enter the name of the municipality (city, town or village). Do not enter the place where the reception was held following the marriage or civil union.

Box 20 – Place of registration 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.

Box 27 – Surname

Use the family name 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 name change.

Box 28 – Given names (Begin with the usual given name; separate each given name with a comma.)

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.

Section 4: Applicant's declaration

Box 42 – 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 45 – 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.