

Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Under 18 Years of Age Filed by his Parent or his Tutor

Important

- Read the general information and instructions.
- Complete **all sections** of the form and the appendices that apply to your application.
- Write in block letters in **black** or **blue** ink.
- Read Appendix C – *List of Documents to Include with the application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Under 18 Years of Age Filed by his Parent or his Tutor*, to find out which documents you should send with your application.
- Include the payment.

Notify a person by registered mail

By law, the following persons must be notified of your intention to apply to the Directeur de l'état civil to substitute the usual given name:

- the child's other parent or tutor, if you are one of the parents
- the child's parent or parents, if you are the tutor
- the child, if 14 years of age or over

If you can easily have the person(s) sign this form to confirm that they have been notified and to obtain their consent, use Section 5 for that purpose. If not, use Appendix B – *Notice of Application to Substitute the Usual Given Name of a Person under 18 Years of Age*.

Section 1: Information on the applicant

1. Surname		2. Usual given name		3. Other given names (separated by commas)	
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. Email (only if you wish to be contacted by email)			13. Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent <input type="checkbox"/> Tutor		
14. Date of birth Year Month Day		15. Place of birth (city, town, village or municipality, province or country)			

Section 2: Information on the person who is the subject of the application

16. Surname		17. Usual given name before the requested change		18. Other given names (each given name separated by a comma)	
19. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)		20. Date of birth Year Month Day		21. Has the person concerned been domiciled in Québec for at least one year? <input type="checkbox"/> Yes <input type="checkbox"/> No	
22. Place of birth (city, town, village or municipality, province or country)					
23. Surname of the parent		24. Usual given name of the parent		25. Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent	
26. Address of the parent if different from that of the applicant (number, street, apartment, city, town, village or municipality, province or country)					27. Postal code
28. Surname of the other parent		29. Usual given name of the other parent		30. Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent	
31. Address of the other parent if different from that of the applicant (number, street, apartment, city, town, village or municipality, province or country)					32. Postal code
33. Address of the person concerned, if different from that of the applicant (number, street, apartment, city, town, village or municipality, province or country)					34. Postal code

Section 3: Requested change

Enter the usual given name that the person concerned wishes to use. Be sure to list all their other given names in the order you want them to appear on their act of birth, even those not affected by the requested change.

35. Requested usual given name	
36. Other given names (separated by commas)	

Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Under 18 Years of Age Filed by his Parent or his Tutor (continued)

Section 4: Additional information

37. Has an application been made previously in Québec or elsewhere for the substitution of the usual given name for the person concerned? <input type="checkbox"/> Yes <input type="checkbox"/> No	38. If you answered Yes to question 37, state the place (province or country) and year of the decision or judgment.
39. Has an application been made previously in Québec or elsewhere to change the name for the person concerned? <input type="checkbox"/> Yes <input type="checkbox"/> No	40. If you answered Yes to question 39, state the place (province or country) and year of the decision or judgment.
41. Has a decision or judgment previously changed the filiation of the person concerned by the application? <input type="checkbox"/> Yes <input type="checkbox"/> No	42. If you answered Yes to question 41, state the place (province or country) and year of the judgment.
43. Has there ever been a judgment concerning the loss of parental authority of one or both parents? <input type="checkbox"/> Yes <input type="checkbox"/> No	44. If you answered Yes to question 43, state the place (province or country) and year of the judgment.
45. Has a tutor been legally designated for the person concerned? <input type="checkbox"/> Yes <input type="checkbox"/> No	46. If you answered Yes to question 45, state the place (province or country) and year of the appointment.

Section 5: Consent

By law, the parent applying to the Directeur de l'état civil to substitute the usual given name is required to notify the other parent of the intention to file the application. If the application is filed by the tutor, the child's parents must be notified. Children 14 years of age or over must also be notified.

For more information on consent and objections, see the "Consent" and "Objection" sections on page 2 of the General Information and Instructions.

47. Consent of the child's parent or tutor who is not the person filing the application. <input type="checkbox"/> I confirm that I have read this application to substitute the usual given name and I agree to it. X _____ Signature of the parent or tutor of the child (mandatory)	48. Date Year Month Day _ _ _ _ _ _
49. Consent of the child 14 years of age or older <input type="checkbox"/> I confirm that I have read this application to substitute the usual given name and I agree to it. X _____ Signature of the child 14 years or older (mandatory)	50. Date Year Month Day _ _ _ _ _ _

Section 6: Publication of a notice to substitute the usual given name

51. Do you consent to the Directeur de l'état civil publishing a notice to substitute the usual given name, as prescribed by the Act, free of charge on its website?
 Yes No

Section 7: Payment method

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 credit cardholder does not sign in the appropriate space, the application will be rejected.

53. <input type="checkbox"/> Postal or bank money order <input type="checkbox"/> Cheque } Payable to the Directeur de l'état civil	54. Credit card <input type="checkbox"/> VISA _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ → <input type="checkbox"/> MasterCard I authorize the Directeur de l'état civil to charge the amount entered in Box 52 to my credit card. X _____ Cardholder signature (mandatory)	52. Total amount to be paid \$129.00 55. Expiry date Month Year _ _ _ _
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Section 8: Declaration of the applicant

56. I solemnly declare that, to the best of my knowledge, the information provided and the reasons set out in this application, Appendix C and, if applicable, Appendices A and B, are accurate and complete.

X _____
Signature of the applicant (mandatory)

57. Date

Year Month Day
|_|_| |_|_| |_|_|

APPENDIX A
Information on the Children of the Person Concerned by
the Application

Important

- Provide the required information requested for all the children of the person concerned by the application.
- Write in block letters in **black** or **blue** ink.

Information on the children of the person concerned by the application

Child 1	1. Surname	2. Usual given name	3. Other given names (separated by commas)
	4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)	5. Date of birth Year Month Day	6. Place of birth (city, town, village or municipality, province or country)
	7. Surname of the child's parent who is not the applicant	8. Usual given name of the child's parent who is not the applicant	
Child 2	1. Surname	2. Usual given name	3. Other given names (separated by commas)
	4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)	5. Date of birth Year Month Day	6. Place of birth (city, town, village or municipality, province or country)
	7. Surname of the child's parent who is not the applicant	8. Usual given name of the child's parent who is not the applicant	
Child 3	1. Surname	2. Usual given name	3. Other given names (separated by commas)
	4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)	5. Date of birth Year Month Day	6. Place of birth (city, town, village or municipality, province or country)
	7. Surname of the child's parent who is not the applicant	8. Usual given name of the child's parent who is not the applicant	
Child 4	1. Surname	2. Usual given name	3. Other given names (separated by commas)
	4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)	5. Date of birth Year Month Day	6. Place of birth (city, town, village or municipality, province or country)
	7. Surname of the child's parent who is not the applicant	8. Usual given name of the child's parent who is not the applicant	
Child 5	1. Surname	2. Usual given name	3. Other given names (separated by commas)
	4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)	5. Date of birth Year Month Day	6. Place of birth (city, town, village or municipality, province or country)
	7. Surname of the child's parent who is not the applicant	8. Usual given name of the child's parent who is not the applicant	

Use an extra sheet if required.

APPENDIX B
Notice of Application to Substitute the Usual Given Name
of a Person Under 18 Years of Age

For the applicant

After having completed sections 1 to 5 of this appendix, you must send a photocopy of it by registered mail with signature upon delivery to each person to be notified. You must also send them a photocopy of the application form to substitute the usual given name by another given name on the act of birth and the other appendices that you have completed. When sending your application to the Directeur de l'état civil, remember to include the notice of transmission as proof of delivery.

For the person being notified

By sending you this appendix, the person named in section 4 is informing you that they will submit to the Directeur de l'état civil an application to substitute the usual given name by another given name on the act of birth of the person named in section 2. As you are the parent or tutor of this person or the person between 14 and 17 years of age who is the subject of the application, a photocopy of the application to substitute the usual given name by another given on the act of birth is also being sent to you.

You must complete and sign section 6 of this notice and send a photocopy to the person designated in section 4. The original of the appendix with your signature and a photocopy of a valid piece of identity with your signature must be sent to the Directeur de l'état civil at the address below, not later than the **20th day** following its date of receipt. It is important that you submit your response to ensure that your rights are protected.

Service des modifications aux actes et des célébrants
Directeur de l'état civil
2535, boulevard Laurier
Québec (Québec) G1V 5C6

Please retain this notice for your records.

Section 1: Information on the person notified

1. Surname		2. Usual given name			
3. Home address (number, street)		Apartment	4. City, town, village or municipality		
5. Province		6. Country		7. Postal code	
8. Area code	Phone number (home)	9. Area code	Phone number (cellular)	10. Area code	Phone number (work)
					Extension

Section 2: Information on the person concerned by the application before the requested change

11. Surname		12. Usual given name			
13. Other given names (separated by commas)				14. Date of birth	
				Year	Month
				Day	

Section 3: Information on the person concerned by the application including the requested change

15. Surname		16. Usual given name			
17. Other given names (separated by commas)					

Section 4: Information on the applicant (if the application is filed by the parent or tutor)

18. Surname		19. Usual given name		20. Relationship	
				<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent <input type="checkbox"/> Tutor	
21. Home address (number, street)		Apartment	22. City, town, village or municipality		
23. Province		24. Country		25. Postal code	

Section 5: Signature of the applicant

26. I declare that, to the best of my knowledge, the information provided is accurate and complete.				27. Date	
X _____ Applicant's signature (mandatory)				Year	Month
				Day	



APPENDIX C

List of Documents to Include with the Application to substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Under 18 Years of Age Filed by his Parent or his Tutor

Important

- Check the boxes that correspond to your situation for a list of all the documents you need to include with the Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Under 18 Years of Age Filed by his Parent or his Tutor.
- Also include this appendix with your application.

Documents on the applicant's identity

- Include a legible photocopy of a valid photo ID and signature

Include a legible photocopy of two proofs of address.

- The first document must be dated **less than one month** from the date your application is submitted.
- The second document must be dated **twelve months or more** from the date your application is submitted.

Documents on the identity of the non-applicant parent of the person concerned, or the tutor

- Include a legible photocopy of a valid identity document bearing the photo and signature of the person who signed Section 5, *Consent*, of the application form to substitute the usual given name of a person under 18 years of age.

Other documents to be included with your application

Information on the identity of the person concerned by the application

- Include a legible photocopy of their health insurance card (from Québec).

Information provided in the form *Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Under 18 Years of Age Filed by Their Parent or Tutor*

- Box 22:** If you entered a place of birth outside Québec and if the birth is not entered in the Québec register of civil status, include an 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 took place.
- Boxes 37, 39, 41, 43 or 45:** If you answered Yes, include a **photocopy of the reference document**, that is, the administrative decision, the judgment by which the change of name or substitution of the usual given name was authorized or refused, the administrative decision or judgment modifying the filiation of the person who is the subject of the application, the judgment pronouncing the forfeiture of your father's, mother's or parent's parental authority, or the judgment, will or declaration filed with the Curateur public du Québec designating a tutor for the person who is the subject of the application.

Information provided in Appendix B – *Notice to substitute the Usual Given Name of a Person under 18 Years of Age*

- If you have submitted Appendix B – *Notice to Substitute the Usual Given Name of a Person Under 18 Years of Age* by registered mail, include a photocopy of this appendix and the notice of transmission as proof of delivery.

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 Substitute the Usual Given Name by Another Given Name on the Act of Birth

Do not submit this document with your application.

What should you know?

If you or the person for whom you are applying to substitute the usual given name was born outside of Québec and the birth is not registered in the Québec register of civil status, you must ask the Directeur de l'état civil to insert the birth certificate in the register so that the application to substitute the usual given name can be processed. If this is the case, fill out the *Application for Insertion of an Act of Civil Status Made Outside Québec in the Québec Register of Civil Status* form. You can obtain this form on our website or by contacting us.

The fact that your application is admissible does not mean that the substitution of the usual given name will be authorized by the Directeur de l'état civil.

Also, if you have already obtained a substitution of the usual given name, you should know that you must submit an application for a change of name if you wish to change your usual given name again.

Who can apply to substitute the usual given name?

A person 14 years of age or over may apply for themselves. The father, mother, parent or tutor of a person under 18 years of age may also apply for that person. For further details, read the information that applies to your situation in the next section.

It is mandatory for the applicant to prove their identity and that of the person who is the subject of the application, if applicable, by including the required documents with the application. Please refer to page 4 of this information sheet to find out which documents are accepted.

What documents do you need to complete?

The application to substitute the usual given name consists of the application form, several appendices and this general information sheet. You must fill out the documents corresponding to your situation.

Along with your application, please remember to include all the documents listed in the Appendix C that applies to your situation. Failure to provide a required document may result in a delay or rejection of the application.

Situation 1: Substitution of the Usual Given Name by Another Given Name on the Act of Birth of a Person 18 Years of Age or Over

The person who is the subject of the application to substitute the usual given name must be the one submitting it. The applicant must not only be 18 years of age or over but must also have been domiciled in Québec for at least one year. The following documents must be filled out:

- The *Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person 18 Years of Age or Over* form
- Appendix A – *Information on the Children of the Person concerned by the Application*, if applicable
- Appendix C – *List of documents to include with the Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person 18 Years of Age or Over*
- The *Application for the Simplified Forwarding of Information Following a Change to the Act of Birth* form

Situation 2: Substitution of the Usual Given Name by Another Given Name on the Act of Birth of a Person Between 14 and 17 Years of Age Filed by that Person

The person who is the subject of the application to substitute the usual given name must be the one submitting it. The applicant must not only be between 14 and 17 years of age but must also have been domiciled in Québec for at least one year. The following documents must be filled out:

- The *Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Between 14 and 17 Years of Age Filed by that Person* form
- Appendix A – *Information on the Children of the Person concerned by the Application*, if applicable
- Appendix B – *Notice of Application to Substitute the Usual Given Name of a Person Under 18 Years of Age*
- Appendix C – *List of Documents to include with the Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Between 14 and 17 Years of Age Filed by that Person*
- The *Application for the Simplified Forwarding of Information Following a Change to the Act of Birth* form

Situation 3: Substitution of the Usual Given Name by Another Given Name on the Act of Birth of a Person Under 18 Years of Age Filed by his Parent or Tutor

The application to substitute the usual given name must be filed by the father, mother, parent or tutor of the child who is the subject of the application. The person who is the subject of the application must have been domiciled in Québec for at least one year. The following documents must be filled out:

- The *Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Under 18 Years of Age Filed by his Parent or Tutor* form
- Appendix A – *Information on the Children of the Person concerned by the Application*, if applicable
- Appendix B – *Notice of Application to Substitute the Usual Given Name of a Person Under 18 Years of Age*
- Appendix C – *List of documents to include with the Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Under 18 Years of Age Filed by his Parent or his Tutor*
- The *Application for the Simplified Forwarding of Information Following a Change to the Act of Birth* form

Fees and processing time

The fees for processing an application to substitute a usual given name are set out in the table below. These fees are in effect until March 31, 2025.

Type of application	Fees
Application to substitute the usual given name by another given name on the act of birth.	\$129

In most cases, the Directeur de l'état civil will process the file within 60 working days of receiving the application to substitute the usual given name if all the required documents are provided and comply with the requirements.

Consent

Consent of the other parent or tutor of the person who is not the applicant

When the application to substitute the usual given name is for a person under 18 years of age, the other parent or tutor must be notified that an application to substitute the usual given name for that person will be submitted to the Directeur de l'état civil. By signing in the space provided in section 5 of the form *Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Under 18 Years of Age Filed by Their Parent or Tutor*, the parent or tutor confirms that they have read the application and agree to it.

Consent of the parents or tutor for a person between 14 and 17 years of age (application filed by that person)

When the application to substitute the usual given name is for a person between 14 and 17 years of age, the parents or tutor must be notified that an application to substitute the usual given name for that person will be submitted to the Directeur de l'état civil. By signing in the space provided in section 5 of the *Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Between 14 and 17 Years of Age Filed by that Person* form, the parents or tutor confirms that they have read the application and agree to it.

Consent of the person between 14 and 17 years of age (application filed by his parent or tutor)

When the application to substitute the usual given name is presented by the parent or tutor of the person who is the subject of that application, as applicable, must be notified that an application to substitute their usual given name will be submitted to the Directeur de l'état civil. By signing in the space provided in section 5 of the form *Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Under 18 Years of Age Filed by Their Parent or Tutor*, the person concerned confirms that they have read the application and agree to it.

Notify a person by registered mail

If you cannot have the Application to Substitute the Usual Given Name of a Person Under 18 Years of Age form signed by the child's other parent or tutor and, if applicable, by the child who is 14 years of age or over, you must send each person to be notified a photocopy of Schedule B **by registered mail with signature upon delivery**, after filling out sections 1 to 5. You must also send them a photocopy of the application form to substitute the usual given name and other appendices that you have filled out. When sending your application to the Directeur de l'état civil, **remember to include the notice of transmission as proof of delivery**. It is also possible to serve the form by bailiff.

Objection

If the application is for a person under 18 years of age, the objection can only be filed by the father, the mother, the parent, the tutor or the child if 14 years of age or over. Any objection must be served in writing to the Directeur de l'état civil no later than the 20th day following the notification.

If the Directeur de l'état civil receives an objection regarding the application, it will be forwarded to you. You will also have 15 days to respond in writing to the Directeur de l'état civil.

Publication of the notice to substitute the usual given name

The person who files an application to substitute the usual given name to the Directeur de l'état civil is required to make public their intention to have their usual given name substituted in accordance with the Civil Code of Québec. To comply with this requirement, a notice must be published on the website of the Directeur de l'état civil, free of charge. This publication will allow interested persons to be made aware of the application to substitute the usual given name.

Be sure to check the box authorizing publication of your notice on the website of the Directeur de l'état civil, otherwise your application may be rejected.

Exemption from publication

In the following cases, no publication notice is required:

- The requested change clearly relates to a change in a person's gender identity.
- The person whose usual given name is being substituted is a child under 6 months of age at the time the application is received by the Directeur de l'état civil.

For other situations, under exceptional circumstances, the Directeur de l'état civil may also grant a special exemption from publication for reasons of public interest. Please contact us for more information.

Effective date of the usual given name

The substitution of the usual given name takes effect on the day following the period during which the notice is published on the website of the Directeur de l'état civil.

However, the substitution takes effect on the day of the change in the Québec register of civil status in the following situations where publication is not required:

- A special exemption from publication was granted.
- The requested change clearly relates to a change in the person's gender identity.
- The change requested is for a child under 6 months of age.

Simplified forwarding of information related to the change

When the substitution of the usual given name takes effect, it is your responsibility to have the usual given name changed in any files held by government departments or agencies concerning that person. You will generally have to provide a new birth certificate as proof of the change. However, the Directeur de l'état civil can notify certain departments or agencies of the change and save you the trouble of providing this document. To this end, you must complete the *Application for the Simplified Forwarding of Information Following a Change to the Act of Birth* appendix.

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.

What documents enable us to establish a person's identity?

We apply security measures to ensure that the person filing the application to substitute a usual given name is authorized to do so. For us to establish the identity of the person filing the application and of the person who is the subject of the application to substitute the usual given name, if they are not the same person, we require that they include the following documents with their application, according to their situation.

List of accepted documents

Only the identity documents and proofs of address listed below will be accepted. If you are unable to provide such a document, contact us to determine the best solution for your situation.

A valid identity document with photo and signature

- Québec driver's licence
The driver's licence is accepted as an identity document **only if it is not submitted as proof of home address**
- Québec 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 in Québec

You may submit **two** similar or distinct **documents**, provided that one of the documents submitted is dated within **one month** and the second document at least **twelve months** from the date of submitting your application to the Directeur de l'état civil.

- Québec driver's licence
The driver's licence is accepted as a proof of address **only if it is not submitted as photo ID.**
- Government postal correspondence
- Invoice from an energy, telephone service or cable provider
- Record of employment or pay slip
- Home or car insurance certificate or statement
- Bank statement

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 of documents

Remember to include a photocopy of the back of a document when it contains important information, such as 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.

Quality of photocopies

All photocopied documents must be legible.

Language of documents

If any of 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

Payment method

By mail

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**.

Note: *Visa and Mastercard debit cards are not accepted

How to submit your application



By mail

Service des modifications aux actes et des célébrants
Directeur de l'état civil
2535, boulevard Laurier
Québec (Québec) G1V 5C6

Protection of personal information



The information gathered on this form is used solely to process your application. Failure to provide this information could result in a delay or the rejection of your application. Only our 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.

Website and online services



We invite you to access our website at www.etatcivil.gouv.qc.ca for more information, use our online services or download our forms.

DEClic!

Thanks to the *DEClic!* online service you can request a certificate or a copy of an act via the Internet. Try it out!

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

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et des célébrants
Directeur de l'état civil
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By email

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Website

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