

**Fax form Back to: 416-640-2650**

Immigroup, 1180 Danforth Ave.  
Toronto, Ontario M4J 1M3, Canada  
[www.canadianbirthcertificate.com](http://www.canadianbirthcertificate.com) /  
[info@canadianbirthcertificate.com](mailto:info@canadianbirthcertificate.com)  
Phone: 416-962-2623  
Fax: 416-640-2650

**QUEBEC MARRIAGE  
CERTIFICATE**

**Instructions**

1. Fill out your invoice, application and Third Party Authorization Form.
2. Include with your application one **copy front and back of a photo ID** (Drivers License, Green card and Heath Card) **including one bill** (Phone, utility bill, statement form any corporate or governmental institution) that **has your full name and address on it**.
3. Fax all forms back to us at 416-640-2650 – you may use this invoice as a fax cover. (We may ask you to scan and email your photo ID to us if the quality of the fax is poor).
4. Once we have received your application we will call you before filing your request.
5. Receive your certificate by courier.

Return Address (to return your birth certificate) \* leave blank if you are picking it up in person at our Toronto office.

Overnight Courier within Canada \$30

Overnight Courier to a US address \$40 OR

Your FedEX or Purolator account (if application – package will be sent at your own expense) \_\_\_\_\_

Name of Receiver: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Secondary ( \_\_\_\_\_ ) \_\_\_\_\_

**Additional Information & Disclaimer**

I have read and agreed to the terms and conditions listed on [www.immigroup.com/disclaimer.asp](http://www.immigroup.com/disclaimer.asp). Immigroup is not responsible for documents or passports lost by courier companies or any government office. All fees are not refundable once applications are submitted to the consulate.

**Fees:** We accept Visa/Mastercard or bank draft/money order payable to Immigroup.

**All fees include: Government fees, Service fee and GST.**

**Low Urgency 3-4 week \$238.40**

**Mid Urgency 10-15 business days \$286.40**

**High Urgency 6-9 business days \$348.94**

\* Any days less then 5 business days please call our head office at 416-962-2623

Form of Payment:  Visa  MasterCard  Bank Draft/Money Order

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Place your signature here:

\_\_\_\_\_

**MARRIAGE or CIVIL UNION  
Request for Certificate or Copy of Act**

**IMPORTANT**

- Read the "Instructions" section before filling out the form.
- Please print in **black or blue ink**.
- Include photocopies of the required identity documents.

For office use only

**Section 1: Applicant – Contact information. Include photocopies of the required identity documents.**

|   |                     |   |                     |
|---|---------------------|---|---------------------|
| 1. Applicant's surname  |                     | 2. Applicant's given name                                   |                     |
| 3. Home address (number, street, apartment)   |                     | 4. Municipality   |                     |
| 5. Province   |                     | 6. Country  | 7. Postal code      |
| 8. Area code  | Phone number (home) | 9. Area code  | Phone number (cell) |
| 10. Area code   | Phone number (work) | Ext.  |                     |
| 11. Who are you filling out the document(s) for?<br><input type="checkbox"/> Myself <input type="checkbox"/> Other: _____ |                     | 12. If you checked "Other" in box 11, explain your request. |                     |

**Section 2: Marriage or civil union – Person for whom you are requesting the document(s)**

|   |  |   |   |  |  |
|---|--|---|---|--|--|
| 13. Type of union<br><input type="checkbox"/> Marriage <input type="checkbox"/> Civil union       |  | 14. Place of registration of marriage or civil union (municipality, place of worship, province, or country if abroad) |   | 15. Date of marriage or civil union<br>Year   Month   Day                |  |
| <b>Spouse</b>   |  |   | <b>Spouse</b>   |  |  |
| 16. Surname   |  |   | 26. Surname   |  |  |
| 17. Given name(s) (starting with usual first name; use comma to separate names)                   |  |   | 27. Given name(s) (starting with usual first name; use comma to separate names)                   |  |  |
| 18. Sex<br><input type="checkbox"/> Male <input type="checkbox"/> Female                          |  | 19. Date of birth<br>Year   Month   Day   |   | 28. Sex<br><input type="checkbox"/> Male <input type="checkbox"/> Female |  |
| 20. Place of birth (municipality, province, or country if abroad)                                 |  | 29. Date of birth<br>Year   Month   Day   |   | 30. Place of birth (municipality, province, or country if abroad)        |  |
| 21. Place of registration of birth, if before 1994 (parish, place of worship, municipality, etc.) |  |   | 31. Place of registration of birth, if before 1994 (parish, place of worship, municipality, etc.) |  |  |
| 22. Father's surname  |  | 23. Father's given name   |   | 32. Father's surname   |  |
| 24. Mother's maiden name  |  | 25. Mother's given name   |   | 33. Father's given name  |  |
|   |  |   |   | 34. Mother's maiden name   |  |
|   |  |   |   | 35. Mother's given name  |  |

**Section 3: Document(s) requested – Indicate the number of documents and type of processing.**

| Marriage  |  | Civil union  |   |   |
|---|--|--|---|---|
| Regular processing  |  | Regular processing                                     |   |   |
| 36. Marriage certificate<br>_____ X \$15 = \$ _____             | 37. Copy of act of marriage<br>_____ X \$20 = \$ _____ | 38. Civil union certificate<br>_____ X \$15 = \$ _____ | 39. Copy of act of civil union<br>_____ X \$20 = \$ _____ | 40. Subtotal (boxes 36 to 39)<br>\$ _____ |
| Accelerated processing  |  | Accelerated processing                                 |   |   |
| 41. Marriage certificate<br>_____ X \$35 = \$ _____             | 42. Copy of act of marriage<br>_____ X \$35 = \$ _____ | 43. Civil union certificate<br>_____ X \$35 = \$ _____ | 44. Copy of act of civil union<br>_____ X \$35 = \$ _____ | 45. Subtotal (boxes 41 to 44)<br>\$ _____ |
| Add the amounts in boxes 40 and 45 to determine the amount due. |  |  |   | 46. <b>Grand total:</b> \$ _____          |
| 47. Reason for accelerated processing                           |  |  |   |   |

**Section 4: Method of payment**

|  |  |  |                                     |
|--|--|--|-------------------------------------|
| 48. <input type="checkbox"/> Cash (service counter only)<br><input type="checkbox"/> Debit card (service counter only)<br><input type="checkbox"/> Postal or bank money order<br><input type="checkbox"/> Cheque * | } To the order of the<br>Directeur de l'état civil | 49. Credit card number<br><input type="checkbox"/> <input type="checkbox"/><br>_____                     | 50. Expiry<br>_____ → _____ / _____ |
|  |  | I authorize the Directeur de l'état civil to charge the "Grand total" shown in box 46 to my credit card. |                                     |
| * An additional \$35 fee applies to cheques returned for insufficient funds.   |  | X _____<br>Cardholder's signature  |                                     |

**Section 5: Applicant's declaration and signature**

|   |  |
|---|--|
| 51. I hereby declare that, to the best of my knowledge, the information herein is correct. I certify I have verified that the document or documents requested are those I require and that I am entitled to receive them.<br><br>X _____<br>Applicant's signature | 52. Date of signing<br>Year   Month   Day<br>_____ / _____ / _____ |
|---|--|

### 1. Which form do I need?

Attached are two forms: **Birth** and **Mariage or Civil union**. Only fill out the form or forms that apply to you.

Examples: To obtain a certificate or copy of an act of birth, only fill out the *Birth* form.

To obtain a certificate or copy of an act of marriage or civil union, only fill out the *Marriage or Civil union* form.

To obtain certificates or copies of acts of birth and marriage or civil union, complete both the *Birth* and *Marriage or Civil union* forms.

You will need a separated form for each individual on whose behalf you are requesting the document(s). **Be sure to complete all sections of the form.**

If you wish to obtain a certificate or copy of act of death, you must obtain the *Death* form from our website, one of our service counters, Communication-Québec offices, courthouses or by contacting the Directeur de l'état civil.

### 2. Who can request a certificate or a copy of act?

A certificate or a copy of act can **only** be issued to the individuals whose names appear on the act used to record the event in the register.

If your name does not appear on the act requested, you must explain why you wish to obtain a certificate or a copy of act for another person in box 12 of the form.

### 3. What identification do I have to provide?

**Applicants must provide photocopies of two documents to confirm their identities:**

- One document bearing their current home address
- One piece of photo ID

#### MAIN DOCUMENTS ACCEPTED

- Québec Health Insurance Card
- Driver's licence recognized in Québec
- Canadian passport or Canadian citizenship certificate
- ID card issued by a Québec school board, CEGEP or university, or a private educational institution recognized by the Ministère de l'Éducation, du Loisir et du Sport
- Municipal or school tax bill
- Invoice from a power, telephone, or cable company
- Beneficiary card for Natives

**Important: To avoid delays in processing your application, please make sure all photocopies are legible.**

If you cannot provide **two** of the main documents accepted, send photocopies of other identifying documents. The Directeur de l'état civil reserves the right to accept alternative documents to confirm your identity.

If you cannot provide a piece of photo ID, you will have to obtain the declaration of an authorized guarantor who has known you for at least two years. To do so, use the *Guarantor's Declaration* form available on our website, at our service counters, or by contacting the Directeur de l'état civil.

### 4. Which document do I need: a certificate or a copy of act?

Applicant's are responsible for determining the type and size of the document required by the organization requesting it.

| Type of document                               | Information contained in the document   | Size              |
|--|---|-------------------|
| Abridged birth certificate                     | Surname, given name(s), sex, date and place of birth, registration number, date of issue, and document number   | 8.7 cm x 5.5 cm   |
| Birth certificate                              | Surname, given name(s), sex, date and place of birth, father's and mother's surnames and given names, registration number, date of issue, and document number | 21.5 cm x 18.5 cm |
| Marriage certificate                           | Surnames and given name(s) of spouses, sex of spouses, date and place of marriage, registration number, date of issue, and document number                    | 21.5 cm x 18.5 cm |
| Civil union certificate                        | Surnames and given names of spouses, sex of spouses, date and place of civil union, registration number, date of issue, and document number                   | 21.5 cm x 18.5 cm |
| Copy of act of birth, marriage, or civil union | Complete reproduction of all information contained in the act registering the event and the document number   | 21.5 cm x 26.7 cm |



Date: \_\_\_\_\_

To Whom It May Concern:

I, the undersigned, hereby authorize \_\_\_\_\_ of  
\_\_\_\_\_ to apply for and receive a copy of my  
\_\_\_\_\_ certificate.

Signed,

Sign: \_\_\_\_\_

Print: \_\_\_\_\_