



# General Information and Instructions

Please do not return this document with your application.

## What should you know?

Certificates and copies of an act are documents issued by the Directeur de l'état civil to certify events that generally occurred in Québec.

Certificates and copies of an act are comprised of the information and spelling used in the original act—not the information supplied on the application form. The language in which certificates and copies of an act are issued is the language in which the event was registered.

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

- Certificates and copies of an act for these events are obtained by using the corresponding forms.
- You can apply online ([www.etatcivil.gouv.qc.ca/services](http://www.etatcivil.gouv.qc.ca/services)).
- These forms are available on our website and at our service counters, Services Québec offices, courthouses, most Caisses Desjardins and CLSCs, or by contacting us.

## Who can be the applicant?

**The applicant** is the person requesting the certificate or copy of an act of birth.

To ensure identity protection, a birth certificate or copy of an act of birth can only be issued to persons mentioned in the act to which your application pertains (section 148 of the Québec Civil Code).

If your name does not appear in the act, you must explain why you wish to obtain a certificate or a copy of an act concerning someone else in box 10 of the form.

The Directeur de l'état civil requires the person applying for a certificate or copy of an act to supply the information and documents necessary to verify his or her identity and reasons for filing the application (section 148 of the Québec Civil Code). To find out which documents you must attach to your application, please consult page 3.

A parent mentioned in a child's act can obtain the child's birth certificate or copy of an act regardless of the child's age.

## Checklist



### To ensure that my application is processed:

- I have completed **all of the sections** of the form in black or blue ink and BLOCK letters.
- I have attached a legible photocopy of a valid photo ID document.
- I have attached a legible photocopy of proof of residence.
- I have signed and dated my application.
- I have made sure that the documents ordered correspond to the documents I require.
- I have included payment corresponding to the type of processing selected.

## Protection of personal information



The information gathered on this form will be used solely to process your application. Failure to provide this information may result in a delay or refusal of your application. Only authorized personnel can access this information. You can consult your personal information and correct it. This personal information is shared with other organizations only where permitted by law.

## Website and online services



We invite you to visit our website at [www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca) for information on our services or to download our forms.

### New!

It is now possible to apply for a certificate or copy of an act online at [www.etatcivil.gouv.qc.ca/services](http://www.etatcivil.gouv.qc.ca/services). This service is easy to access and secure. Try it!



## Which document to order: a birth certificate or a copy of an act of birth?

**Before applying**, the applicant is responsible for determining the type of document and format required by the party requesting it.

When applying for the birth certificate of a **minor**, the Directeur de l'état civil recommends using the **long-form birth certificate**, as it includes the parents' names. Moreover, the Directeur de l'état civil has been informed that certain organizations require this type of certificate in the case of minors.

Type and format	Information contained in the document
<b>Birth certificate</b> Long-form 21.5 cm x 18.5 cm	<ul style="list-style-type: none"> <li>Surname, given name(s), sex, date and place of birth, registration number and date of issue</li> <li>Father's and mother's surnames and given names</li> </ul>
<b>Birth certificate</b> Short-form 8.7 cm x 5.5 cm	<ul style="list-style-type: none"> <li>Surname, given name(s), sex, date and place of birth, registration number and date of issue</li> </ul>
<b>Copy of an act of birth</b> 21.5 cm x 26.7 cm	<ul style="list-style-type: none"> <li>Integral reproduction of the information contained in the act</li> </ul>

If the document format is not specified in the application, the long-form certificate will be issued.

## What type of processing to choose?

The Directeur de l'état civil offers **normal** and **accelerated** processing. Cost, processing time and method of delivery vary according to the type of processing selected. For information on processing times, consult our website or contact us by phone or e-mail.

Processing time	Cost per document	Delivery
<b>NORMAL*</b>	\$15 per certificate \$20 per copy of an act	Regular mail
<b>ACCELERATED*</b>	\$35 per certificate \$35 per copy of an act	Xpresspost within Canada Regular mail outside Canada

\* Costs include processing, printed document and shipping fees.

### Additional processing time

- Processing time may be extended if the event occurred recently and has not yet been registered.
- If this is your first application to the Directeur de l'état civil since its creation in 1994, study of your application may extend processing time, as additional verification is required.

## What payment methods are accepted?

### In person

Cash, debit card (Interac), credit card, cheque, postal money order, bank money order

### By mail

Credit card, cheque, postal money order, bank money order

Credit cards accepted:  Visa  MasterCard

### Cheque:

- Payable to the **Directeur de l'état civil**.
- No post-dated cheques accepted.
- A \$35 surcharge applies to cheques returned for insufficient funds.

### Postal or bank money order:

- Payable to the **Directeur de l'état civil**.

### Separate payment

To speed processing, it is preferable to attach separate payment for each application filed.

## How to file this application?



### In person:

#### Québec:

2535, boulevard Laurier  
Ground floor  
Québec

#### Montréal:

2050, rue De Bleury  
Ground floor  
Montréal



### By mail:

Le Directeur de l'état civil  
2535, boulevard Laurier, local RC.01  
Québec (Québec) G1V 5C6

If it is impossible to file your application using the accepted means, please contact us by phone. We will take appropriate action based on your circumstances.

## Which two compulsory documents must be included with your application?

The Directeur de l'état civil applies security measures to ensure that the person requesting a civil status document is authorized to obtain it. The applicant must attach **two different documents** to his application:

- **A valid photo ID document**
- **A proof of residence**

### A valid photo ID document

The applicant must attach a photocopy of a valid ID document. Only the documents listed below are accepted. **If it is impossible for you to provide one of these documents, please contact us.**

- Québec or Ontario health insurance card bearing a photograph
- Driver's licence issued by Québec, another Canadian province or a US state (if not presented as a proof of residence)
- Canadian or foreign passport
- Canadian citizenship card (issued since 2002)
- Canadian Permanent Resident Card
- US Permanent Resident Card ("green card")
- Federal immigration documents (IMM 1442, for one of the situations covered by this document)
- Official ID for members of the military, police officers or diplomats posted in Canada
- Certificate of Indian Status
- ID card issued by a Canadian province

### A proof of residence

The applicant must attach a photocopy of a valid document showing his or her current home address. The document(s) ordered will be sent to this address. Only the proofs of residence listed below are accepted. **If it is impossible for you to provide proof of residence, please contact us.**

- Driver's licence issued by Québec, another Canadian province or a US state (if not presented as a valid photo ID)
- Municipal or school tax bill (one year or less)
- Government postal correspondence (one year or less)
- Recent invoice from energy, telephone service or cable supplier (three months or less)
- Construction competency certificate (apprentice or journeyman)
- Hospital card accompanied by health insurance card bearing a photograph
- Record of employment or pay stub (three months or less)
- Home or car insurance certificate or statement (one year or less)
- School transcript (one year or less)
- Bank statement (three months or less)
- Canada Post change of address receipt (three months or less)

The document's validity is determined according to the date it is received by the Directeur de l'état civil.

## Further information on documents to present

### Document validity

All documents submitted must be IN EFFECT or comply with the validity period specified.

### Original documents

Do not send an original photo ID document or proof of residence.

### Document front and back

Remember to include the back of a document when required, particularly if it shows a change of address.

### Language of documents

If the documents submitted are in a language other than French or English, you must attach a translation provided by a member of the Ordre professionnel des traducteurs, des terminologues et interprètes agréés du Québec.

### Quality of photocopies


All photocopied documents must be legible.

### Separate photocopies

To speed processing, it is preferable to attach separate photocopies for each application filed.

## Instructions



This section is a reference tool. The "Information" pictogram  is placed in certain boxes on the form. It corresponds to information designed to help you fill out the form correctly.

### Section 1 – Information on the applicant

#### Box 1 – Applicant's surname

Enter the applicant's last name. This name should correspond to the name indicated on the submitted photo ID document and proof of residence.

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

The address must correspond to the address indicated on the proof of residence submitted. The document(s) ordered will be sent to this address.

#### Box 9 – Phone number (other)

It is important to include a phone number where you can be reached during the day or where we can leave a message, if necessary.

#### Box 10 – If the application concerns someone other than yourself or your child, please explain why you are filing the application.

Certificates or copies of an act of birth are issued to applicants who are mentioned in the act to which their application pertains. For a birth-related document, the applicant may apply for himself or for his child. Applicants applying for someone else must establish their interest in filing for the certificate or copy of an act and **supply one or more supporting documents**, if necessary. The Directeur de l'état civil will assess the reason(s) provided. An extra sheet may be used if more space is required.

### Section 2 – Information on the birth of the person concerned

#### Box 12 – Surname (for a married woman, enter the maiden name)

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

#### Box 18 – Place of registration of birth, if birth occurred before 1994 (parish, place of worship, municipality)

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

### Section 4 – Applicant's declaration and signature

#### Box 32 – Applicant's signature (compulsory)

The applicant's signature is compulsory. Unsigned applications will be refused.

### Section 5 – Method of payment

#### Box 35 – Cardholder's signature (compulsory)

The credit card holder's signature is compulsory even if he or she also signed as the applicant. Without the cardholder's signature, the application will be refused.

## To reach us



#### By phone:

Québec: 418 643-3900  
Montréal: 514 864-3900  
Elsewhere in Québec: 1 800 567-3900



#### By mail:

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



#### By e-mail:

[etatcivil@dec.gouv.qc.ca](mailto:etatcivil@dec.gouv.qc.ca)

#### Website:

[www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca)

Information on the status of an application can only be given to the applicant and only by phone.



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