

BIRTH 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. This request is for <input type="checkbox"/> Myself <input type="checkbox"/> My child <input type="checkbox"/> Other: _____		12. If you checked "Other" in box 11, explain your request.	



Section 2: Birth – Person for whom you are requesting the document(s)

13. Surname		14. Usual first name	
15. Other given names (separated by commas)		16. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	17. Date of Birth Year Month Day
18. Place of birth (municipality, province, or country if abroad)		19. Place of registration of birth, if before 1994 (parish, place of worship, municipality, etc.)	
20. Father's surname		21. Father's given name	
22. Mother's maiden name		23. Mother's given name	

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

Regular processing			
24. Abridged birth certificate _____ X \$15 = \$ _____	25. Birth certificate _____ X \$15 = \$ _____	26. Copy of act of birth _____ X \$20 = \$ _____	27. Subtotal (boxes 24 to 26) \$ _____
Accelerated processing			
28. Abridged birth certificate _____ X \$35 = \$ _____	29. Birth certificate _____ X \$35 = \$ _____	30. Copy of act of birth _____ X \$35 = \$ _____	31. Subtotal (boxes 28 to 30) \$ _____
Add the amounts in boxes 27 and 31 to determine the amount due.			32. Grand total: \$ _____
33. Reason for accelerated processing			

Section 4: Method of payment

34. <input type="checkbox"/> Cash (service counter only) <input type="checkbox"/> Debit card (service counter only) <input type="checkbox"/> Postal or bank money order <input type="checkbox"/> Cheque * * An additional \$35 fee applies to cheques returned for insufficient funds.		35. Credit card number <input type="checkbox"/>  <input type="checkbox"/> 		36. Expiry Month Year	
To the order of the Directeur de l'état civil		I authorize the Directeur de l'état civil to charge the "Grand total" shown in box 32 to my credit card. X _____ Cardholder's signature			

Section 5: Applicant's declaration and signature

37. 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. X _____ Applicant's signature		38. Date of signing Year Month Day	
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1. Which form do I need?

Attached are two forms: **Birth** and **Marriage 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

5. What type of processing should I choose?

The Directeur de l'état civil offers **regular** and **accelerated** processing. Cost, processing time, and method of delivery vary according to the type of service you choose.

REGULAR*	\$15 per certificate \$20 per copy of act	Delivery by regular mail
ACCELERATED*	\$35 per certificate or copy of act	Delivery by Xpresspost within Canada Delivery by regular mail outside Canada
* Fee includes processing, printing, and delivery.		

Important: If you choose accelerated processing, please provide justification in Section 3 of the form.

For **processing times** for each type of service, please see our website or communicate with us by phone or email.

6. What payment methods are accepted?

Depending on how you submit your request, the following payment methods are accepted:

Service counter	Credit card, cheque, postal money order, bank money order, debit card, cash
By mail	Credit card, cheque, postal money order, bank money order
By fax	Credit card

Credit card:

- **Visa** and **MasterCard** only.
- The cardholder **must** sign in the space provided at the bottom of the "Method of payment" section of the request form.

Cheque:

- Cheques must be made payable to the **Directeur de l'état civil**.
- An additional \$35 fee applies to cheques returned for insufficient funds.
- **Postdated cheques are not accepted.** The request and cheque will be returned to sender.
- Payment by cheque may **extend the processing time**.

Postal or bank money order: ▪ Money orders must be made payable to the **Directeur de l'état civil**.

7. How do I submit my request and photocopies of my ID?

In person, at one of our service counters	City of Québec: Le Directeur de l'état civil 2535, boul. Laurier, Ground Floor Québec	Montréal: Le Directeur de l'état civil 2050, rue De Bleury, Ground Floor Montréal
By mail	Le Directeur de l'état civil 2535, boul. Laurier Québec (Québec) G1V 5C6	
By Fax	(418) 646-3255 Note If you fax your request, the documents may not be clear and your ID may be illegible. If this occurs, we will be unable to process your request and additional delays must be anticipated.	

8. How to contact us?

For information, please contact the Directeur de l'état civil:

Phone: City of Québec: (418) 643-3900
Montréal: (514) 864-3900
Toll free Québec: 1 800 567-3900

Mail: Le Directeur de l'état civil
2535, boul. Laurier
Québec (Québec) G1V 5C6

Email: etacivil@dec.gouv.qc.ca

Important: Only the applicant may obtain information on the status of a request. To do so, call our office.

Visit our website (www.etacivil.gouv.qc.ca) for general information or to download our Request for Certificate or Copy of Act forms. You may fill out the forms on screen, then print, sign and date them, and send them in.



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