



IMPORTANT

- Read the "General Information and Instructions" document.
- Complete **all sections** of the form.
- Write in **BLOCK** letters in **black or blue ink**.
- Include a **photocopy** of a valid photo ID document.
- Include a **photocopy** of a valid proof of residence.
- **Sign and date** your application.
- Include **payment**.
- **Note that if your application is incomplete, it will be returned to you.**

i This pictogram refers you to the "General Information and Instructions" document for more information.

Section 1: Information on the applicant

1. Applicant's surname i		2. Applicant's given name	
3. Home address (number, street) i		Apartment	4. Municipality
5. Province		6. Postal code	7. Country
8. Area code	Phone number (home)	9. Area code	Phone number (other) Extension i
10. In what capacity are you filing this application? <input type="checkbox"/> Declarant of death <input type="checkbox"/> Other: Please specify: _____		11. Reason for filing the application if you checked "Other" in box 10 i	

Section 2: Information on the deceased

12. Place of death (municipality, province or country, if abroad)			13. Date of death Year Month Day		
14. Surname (for a married woman, enter the maiden name) i			15. Given name(s) (begin by usual given name, separate each given name by a comma) i		
16. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	17. Date of birth Year Month Day	18. Marital status at the time of death <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Former spouse under a civil union <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> United in civil union			
19. Place of birth (municipality, province or country, if abroad)			20. Place of registration of birth, if birth occurred before 1994 (parish, place of worship, municipality) i		
21. Father's surname		22. Father's given name		23. Mother's surname (maiden name)	
				24. Mother's given name	

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

25. Place of registration of marriage or civil union (municipality, place of worship, province or country, if abroad) i			26. Date of marriage or civil union Year Month Day		
27. Surname i			28. Given name(s) (begin by usual given name, separate each given name by a comma) i		
29. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	30. Date of birth Year Month Day	31. Place of birth (municipality, province or country, if abroad)		32. Place of registration of birth	
33. Father's surname		34. Father's given name		35. Mother's surname (maiden name)	
				36. Mother's given name	

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

Normal processing					
37. Death certificate _____ X \$15 = \$ _____		38. Copy of an act of death _____ X \$20 = \$ _____		39. Subtotal (boxes 37 to 38) _____ \$	
+ = -					
Accelerated processing					
40. Death certificate _____ X \$35 = \$ _____		41. Copy of an act of death _____ X \$35 = \$ _____		42. Subtotal (boxes 40 to 41) _____ \$	
+ = -					
Add the amounts in boxes 39 and 42 to determine the amount payable.				43. Grand total: \$ _____	

Section 4: Applicant's declaration and signature

44. I solemnly declare that, to the best of my knowledge, the information supplied is accurate and that I have the right to obtain the document(s) ordered. X i		45. Date of signature Year Month Day	
Applicant's signature (compulsory)			

Section 5: Method of payment

46. <input type="checkbox"/> Cash (at service centres) <input type="checkbox"/> Debit card (at service centres) <input type="checkbox"/> Postal or bank money order <input type="checkbox"/> Cheque* } Payable to Services Québec * A \$35 surcharge applies to cheques returned for insufficient funds		47. Credit card number <input type="checkbox"/> _____ <input type="checkbox"/> _____ I authorize Services Québec to charge the "Grand total" shown in Box 43 to my credit card. X i		48. Expiry date Month Year	
		Cardholder's signature (compulsory)			

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.

Death outside Québec

If your application concerns someone who was born in Québec but died outside Québec, the Directeur de l'état civil reserves the right to require the original act of death or a certified true copy.

Application for a certificate or copy of an act of birth or marriage or civil union

- Certificates and copies of an act for these events are obtained by using corresponding forms.
- You can apply online (www.etatcivil.gouv.qc.ca/services).
- These forms are available on our website and at our service centres, 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 death.

To ensure identity protection, a certificate or copy of an act of death 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 in box 11 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.

Checklist



To ensure that my application is processed:

- I have completed **all of the sections** of the form.
- I have completed 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 a valid 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 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. This service is easy to access and secure. Try it!



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

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

Type of document	Information contained in document
Death certificate 21.5 cm x 18.5 cm	<ul style="list-style-type: none"> Surname, given name(s), sex, date and place of death, registration number and date of issue
Copy of an act of death 21.5 cm x 26.7 cm	<ul style="list-style-type: none"> Integral reproduction of the information contained in the act

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 type	Cost per document	Delivery
NORMAL*	\$15 per certificate \$20 per copy of an act	Regular mail
ACCELERATED*	\$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 **Services Québec**.
- No post-dated cheques accepted.
- A \$35 surcharge applies to cheques returned for insufficient funds.

Postal or bank money order:

- Payable to **Services Québec**.

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 (2) different documents** to his application:

- A valid photo ID document
- and
- 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

A driver's licence is accepted as an ID document **only if it is not used as 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

A driver's licence is accepted as an ID document **only if it is not used 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 journeyperson)
- 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 11 – Reason for filing the application, if you checked "Other" in box 10

Death certificates or copies of an act of death are issued to applicants who are mentioned in the act to which their application pertains. For a death-related document, the applicant could be the person declaring the death or any other person mentioned in the act. Applicants who are not mentioned in the act must establish their interest in filing an application for a 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 deceased

Box 14 – 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 a name change, enter the surname used after adoption or after the name change.

Box 15 – Given name(s) (begin by usual given name, separate each given name by 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.

Box 20 – 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.

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

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

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

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

Box 27 – Surname

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

Box 28 – Given name(s) (begin by usual given name, separate each given name by 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.

Section 4 – Applicant's declaration and signature

Box 44 – Applicant's signature (compulsory)

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

Section 5 – Method of payment

Box 47 – 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

Website:

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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