

**To the applicant**

- Read the general information that accompanies this form.
- Complete all sections meeting your situation.
- Write in block letters in **black** or **blue** ink.
- Sign and date your application.

**Section 1: Object of the application**

1.  **Change of name application of a person 14 years of age or over filed by that person**  
→ Complete sections 2, 4 and 5.

**Change of name application of a person 14 years of age or over filed by that person and name change of one or more of his or her children under 18 years of age**  
→ Complete sections 2 to 5.

**Change of name application of a person under 18 years of age filed by one of the parents or the tutor**  
→ Complete sections 2 to 5.

**Section 2: Information on the applicant**

2. Surname		3. Usual given name		4. Other given names (separated by commas)	
5. Home address (number, street)			Apartment	6. City, town, village or municipality	
7. Province			8. Postal code	9. Country	
10. Area code	Phone number (home)		11. Area code	Phone number (other)	
12. Area code		Phone number (work)		Extension	
13. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		14. Date of birth Year    Month    Day		15. Place of birth (city, town, village or municipality, province or country)	
16. Have you been domiciled in Québec for at least one year? <input type="checkbox"/> Yes <input type="checkbox"/> No		17. Do you hold Canadian citizenship? <input type="checkbox"/> Yes <input type="checkbox"/> No		18. Date Year    Month    Day	
19. Surname of parent		20. Given name of parent		21. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother	
22. Surname of other parent		23. Given name of other parent		24. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother	

→ If you are applying for a change of name for yourself, answer questions 16 to 24.

**Section 3: Information on the child under 18 years of age for whom a change of name is requested**

25. Surname		26. Usual given name		27. Other given names (separated by commas)	
28. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		29. Date of birth Year    Month    Day		30. Place of birth (city, town, village or municipality, province or country)	
31. The child lives at the same address as <input type="checkbox"/> His father <input type="checkbox"/> His mother <input type="checkbox"/> His tutor		32. Has the child been domiciled in Québec for at least one year? <input type="checkbox"/> Yes <input type="checkbox"/> No		33. Does the child hold Canadian citizenship? <input type="checkbox"/> Yes <input type="checkbox"/> No	
34. Date Year    Month    Day		35. Information on the child's parent who is not the applicant		36. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother	

**Information on the child's parent who is not the applicant**

35. Surname		36. Given name		37. Capacity of parent <input type="checkbox"/> Father <input type="checkbox"/> Mother	
38. Home address if different from that of the applicant (number, street)			Apartment	39. City, town, village or municipality	
40. Province			41. Postal code	42. Country	
43. Area code	Phone number (home)		44. Area code	Phone number (cellular)	
45. Area code		Phone number (work)		Extension	
46. Has a tutor been legally designated for the child? <input type="checkbox"/> Yes <input type="checkbox"/> No			47. Will you be able to notify the child's other parent or his or her tutor of your intention to file an application for a change of name with the Directeur de l'état civil? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Do not forget to complete page 2 of the form.

Section 4: Modifications requested

48. Surname | 49. Usual given name | 50. Other given names (separated by commas) | 51. Reasons for requesting the change

Section 5: Applicant's signature

52. I solemnly declare that, to the best of my knowledge, the information provided is accurate and complete. | 53. Date (Year, Month, Day) | Applicant's signature (mandatory)

Do not forget to complete page 1 of the form.

Do not return this document with your application

## What should you know?

A preliminary analysis enables the Directeur de l'état civil to verify a person's eligibility for a change of name application, and to determine whether that step is appropriate to his or her situation.

If you or the person concerned by the request for preliminary analysis are eligible for a change of name application, the Directeur de l'état civil will send you, by mail, all the documents necessary to apply. Otherwise, we will inform you of the solution appropriate to the situation.

### Important

Eligibility for a change of name application does not mean that the change of name will be authorized by the Directeur de l'état civil.

### Who can apply?

You can apply for a change of name for yourself if you are 14 years of age or over, are a Canadian citizen and have been domiciled in Québec for at least one year.

You can apply to change the name of a person under 18 years of age if you are the father, mother or tutor, as long as that person is a Canadian citizen and has been domiciled in Québec for at least one year.

### Notification and objection

Except for a compelling reason, the Directeur de l'état civil **cannot grant** the name change of a person under 14 years of age if the father and mother or tutor, if applicable, have not been notified of the application or if they object.

Similarly, except for a compelling reason, the Directeur de l'état civil **cannot grant** the name change of a person between 14 and 17 years of age if the father and mother, tutor, if applicable, or the person concerned have not been notified of the application. The same is true if one of these people objects to the application, unless the request is to add to the surname one of the surnames of the father or mother, in which case the right to object is reserved to the person between 14 and 17 years of age.

### Application for one or more children under 18 years of age

If the application is for more than one child, you must complete a form for each child. Complete all of the sections of the first form and sections 1, 3 and 4 only of each additional form, if the information for the other sections is the same.

### Person born outside Québec

If you or the person concerned by the application for preliminary analysis were born outside Québec and the birth **is not entered** in the Québec register of civil status, you must apply to the Directeur de l'état civil to have the act of birth inserted in the register so the application for a change of name can be processed.

In that case, complete the form *Application for Insertion of an Act of Civil Status Made Outside Québec into the Québec Register of Civil Status*. You can obtain that form at one of our service counters, on our website or by contacting us.

You must submit that form to us, along with the required documents, in the same envelope as the *Application Preliminary Analysis for a Change of Name*.

Furthermore, if the person to whom the application pertains is eligible to apply for a change of name and was **born outside Canada**, the Directeur de l'état civil will require a copy of both sides of his or her Canadian Citizenship Card or Certificate when submitting the change of name application. If you are not in possession of this document, you must apply to obtain a Canadian Citizenship Certificate from Citizenship and Immigration Canada before submitting the change of name application.

## How to submit the application?



### At a service counter

#### Québec

Ground floor  
2535, boulevard Laurier

#### Montréal

RC 01  
2050, rue De Bleury



### By mail

Preliminary analysis for a change of name  
Directeur de l'état civil  
2535, boulevard Laurier  
Québec (Québec) G1V 5C6

You can **only** submit your application for a change of name at the offices of the Directeur de l'état civil.

## To reach us



### By phone

Québec: 418 644-4545  
Montréal: 514 644-4545  
Elsewhere in Québec: 1 877 644-4545  
Teletypewriter (TTY): 1 800 361-9596



### By mail

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