

**If you are the person concerned by the application**

- Read the general information following the form.
- Complete all sections of the form in block letters (uppercase, lowercase, accented characters), **in black or blue indelible ink**.
- Include the **payment**. If you wish to pay by credit card, enter your credit card information in section 5.
- Include photocopies of two documents issued by **two separate organizations** that will allow us to verify your identity, i.e. photocopies of a valid photo ID with signature, and of a valid proof of home address.
- Sign and date** section 6.

A detailed attestation does not replace a certificate or a copy of an act.

**If you are a legal representative (lawyer, notary, other)**

Read the general information following the form.

**Section 1: Subject of the application**

1.  Information contained in the copy of the attestation of birth  Nature of the changes made to the act of birth  Information contained in the copy of the attestation of birth and nature of the changes made to the act of birth

**Section 2: Information about the person submitting the application (must be completed)**

2. Surname  3. Usual given name

4. Home address (number, street, apartment, city or town, province and country)  Apartment  5. Postal code

6. Area code  Phone number  7. Area code  Phone number (work)  Extension  8. Email (only if you wish to be contacted by email)

9. Who is concerned by this application?  
 Myself  Another person. Specify:

10. If you are a lawyer or a notary, please provide your client's file number.

**Section 3: Information about the person concerned by the application**

11. Surname  12. Usual given name  13. Other given names (each given name separated by a comma)

14. Sex designation  
 Male  Female  Non-binary (X)

15. Date of birth  
 Year  Month  Day

16. Place of birth (city, town, village or municipality, province or country)

17. Surname of a parent  18. Usual given name of a parent  19. Relationship  
 Father  Mother  Parent

20. Other parent's surname  21. Other parent's usual given name  22. Relationship  
 Father  Mother  Parent

**Section 4: Consent of the person concerned – Application submitted by a legal representative**

The person concerned by the application must sign this section to indicate that they consent to you submitting the application on their behalf.

23. I consent that \_\_\_\_\_, in their capacity as \_\_\_\_\_, submits an application for a detailed attestation on my behalf.

**X** \_\_\_\_\_  
Signature of the person concerned by the application (**mandatory**)

24. Date  
 Year  Month  Day

**Section 5: Method of payment**

The cost and processing time vary according to the type of processing (normal or accelerated) you choose.

25. Type of processing and cost  
**Normal** processing (10 business days):  \$26.50  
**Accelerated** processing (3 business days):  \$63.50

26.  Postal or bank money order  Cheque } Payable to the Directeur de l'état civil

27. Credit card  
 **VISA**  
 **MasterCard**

Credit card number

Expiry date  
 Month  Year

I authorize the Directeur de l'état civil to charge to my credit card the amount selected in box 25.  
**X** \_\_\_\_\_  
Cardholder's signature (**mandatory**)

**Section 6: Signature of the person submitting the application**

28. **X** \_\_\_\_\_  
Signature of the person submitting the application (**mandatory**)

29. Date  
 Year  Month  Day

## General Information about the Detailed Attestation

Do not send this document with the application.

### What is a detailed attestation?

A detailed attestation is a document which deals with the information found in the copy of the attestation of birth and with the nature of the changes made, if any, to the act of birth of the person concerned by the application.

Here are some examples of the changes that can be made to an act of birth:

- Change of given names or surname
- Change of designation of sex
- Change related to a tardy declaration of filiation

### Who may apply for a detailed attestation?

The following persons may apply for a detailed attestation:

- The person directly concerned by the application
- The person's legal representative

To protect the identity of the persons registered in the Québec register of civil status, the detailed attestation can only be issued to one of those persons.

#### Person under the age of 18 years

An application concerning a person under the age of 18 years can be made by one of their parents or their tutor.

#### Tutor or mandatary

If you are the tutor or the mandatary of the person concerned by the application, you must enclose documented proof with the form.

#### Lawyer or notary

If you are a lawyer or a notary and are submitting the application on behalf of your client, you must enter your membership number beside your surname in box 2 of the form. In box 10, you must enter your client's file number. If section 4 has not been completed and signed by the person concerned by this application, you must enclose a document proving that you have been appointed to represent them.

You must enclose a photocopy of your membership card of the Chambre des notaires du Québec or the Barreau du Québec

### What documents enable us to establish a person's identity?

We apply security measures to make sure that the person requesting a civil status document is authorized to obtain it. In order to determine your identity, we ask you to attach to your request copies of **two documents issued by two separate organizations**:

- a valid photo ID with signature
- a valid proof of home address

You must send photocopies, not the original documents.

### List of accepted documents

Only the identity documents and proofs of home address listed below are accepted. **If you cannot provide one of these documents, please contact us** to determine the solution best suited to your situation.

#### Valid photo ID with signature

- Driver's licence  
The driver's licence is accepted as photo ID **only if it is not submitted as proof of home address.**
- Health insurance card
- Canadian or foreign passport
- Certificate of Indian Status

#### Valid proof of home address

- Driver's licence  
The driver's licence is accepted as proof of home address **only if it is not submitted as photo ID.**
- Government postal correspondence (no more than one year old)
- Bill from an energy, telephone service or cable provider (no more than three months old)
- Record of employment or pay slip (no more than three months old)
- Home or car insurance certificate or statement (no more than one year old)
- Bank statement (no more than three months old)

#### Document validity

All documents submitted must be in effect or comply with the validity period specified. The document's validity is determined according to the date the Directeur de l'état civil receives the application. You must send photocopies and not the original documents.

#### Front and back of documents

Remember to include the photocopy of the back of a document when it includes important information, particularly if it shows a new address or an expiry date.

#### Quality of photocopies

All photocopied documents must be legible.

#### Language of documents

If the required documents are written in a language other than French or English, attach to the photocopy a French translation done or certified true by a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec.

#### To contact the Ordre des traducteurs, terminologues et interprètes agréés du Québec

Website: [www.ottiaq.org](http://www.ottiaq.org)  
Email: [info@ottiaq.org](mailto:info@ottiaq.org)

### What are the cost and processing time?

The cost and processing time vary according to the type of processing (normal or accelerated) you choose.

If you choose normal processing, the document will be sent by regular mail. If you choose accelerated processing, the document will be sent to you via Xpresspost (for delivery in Canada only).

#### Type of processing and cost \*

<b>Normal</b> processing (10 business days):	\$26.50
<b>Accelerated</b> processing (3 business days):	\$63.50

\* Processing time does not include the time for entering the event in the register (if recent) and the delivery time. The amounts are in Canadian dollars and will be effective until March 31, 2025.

### What methods of payment are accepted?

The following methods of payment are accepted:

- Visa or Mastercard credit card (Visa and Mastercard debit cards are not accepted)
- Cheque
- Postal money order or bank money order

**Important**

- Postdated cheques are not accepted. The form and cheque will be returned to the person who submitted the application.
- Payment by cheque may extend the processing time.

### How to submit this application



#### By mail

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

### Contact us



#### By phone

Québec: 418 644-4545  
Montréal: 450 644-4545  
514 644-4545  
Elsewhere in Québec: 1 877 644-4545

#### By mail

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



#### By email

etatcivil@dec.gouv.qc.ca

#### Website

www.etatcivil.gouv.qc.ca