

CITIZEN CHECKLIST DECLARANT OF A DEATH

DIRECTEUR DE L'ÉTAT CIVIL

June 2024

1. REQUIRED DOCUMENTS

Here is a list of documents that you, as a declarant of a death, should bring to your appointment with the funeral home counsellor. You have all the information you need to fill out the declaration of death.

- A copy of the deceased's birth certificate, if the document is available
- A copy of the spouse's (or ex-spouse's) birth certificate, if the document is available
- A copy of the certificate of marriage (or a copy of the certificate of civil union), if the document is available

If the deceased was divorced: a copy of the decree absolute of divorce or certificate of divorce if the judgment was rendered in Québec (or if the deceased was an ex-spouse from a civil union: a certified true copy of the notarized joint declaration or the judgment of dissolution of the civil union)

- If the deceased was widowed: a copy of the death certificate or copy of the act of death of the spouse if death occurred in Québec, if the document is available



IMPORTANT: If the deceased was divorced or widowed, and the divorce or death occurred outside Québec, the declarant will be contacted to provide additional information or documents.

NOTE: A copy of the decree absolute of divorce or certificate of divorce (or a certified true copy of the notarized joint declaration or the judgment of dissolution of the civil union) issued **in Québec** may be submitted by fax at 418-528-9411 or by email at deces@dec.gouv.qc.ca. The deceased's surname and given name as well as the date of death must always be indicated on the document being submitted.

2. REQUIRED INFORMATION

The following information allows the Directeur de l'état civil to register the death more quickly.

2.1. Information on the deceased and the spouse or ex-spouse

- Provide the funeral home counsellor with information **in accordance** with the documents in your possession (deceased's birth certificate, certificate of marriage, spouse's or ex-spouse's birth certificate).

IMPORTANT: If the information appearing on the declaration of death is inconsistent with the information entered in the Québec register of civil status, additional delays for the registration of the death may apply.

- If the deceased was divorced, an ex-spouse from a civil union or widowed, provide the counsellor with any information, even partial, concerning the ex-spouse so that the file is

as complete as possible. By doing so, you will avoid telephone calls and additional delays for the registration of the death in the register of civil status.

- ❑ Inform the funeral home counsellor of any error detected on a document in your possession that was issued by the Directeur de l'état civil. The counsellor can mention it in a note in the file.

2.2. Marital status

- ❑ Indicate the marital status of the **last marriage or civil union** to the counsellor.

Here is a short description of the different marital statuses:

- **Single:** A person who was never married or in a civil union.
- **Married:** A person whose marriage was solemnized before an authorized officiant.
- **Civil union spouse:** A person whose civil union was solemnized before an authorized officiant. Like a marriage, a civil union is a solemn act solemnized before an authorized officiant. A certificate of civil union can be obtained to prove the union.
- **Divorced:** A person who has been married but whose marriage has been dissolved by a divorce decree. The person retains this marital status even if the death of the ex-spouse occurs and as long as the person is not married or in a civil union again.
- **Ex-spouse from a civil union:** A person who has been in a civil union and whose civil union has been dissolved by a notarized joint declaration or a judgment of dissolution of the civil union. The person retains this marital status even if the death of the ex-spouse occurs and as long as the person is not in a civil union again or married.
- **Widowed:** A person who is married and whose spouse died during the marriage.

Details

- **De facto union:** A couple can live together without marrying or forming a civil union. The couple is considered to be in a *de facto* union. Being a *de facto* spouse is not a marital status that can be indicated on an act of civil status. In such a situation, the marital status is therefore that of the person's last marriage (married, divorced or widowed) or single, if the person has never been married.
- **Judgment in separation from bed and board:** This judgment is not a divorce and does not dissolve a marriage. The deceased for whom such a judgment was issued is therefore always considered to be a **person who was married**.
- A person can also be **separated without having obtained a judgment of separation from bed and board**. This person is also considered to be a person who was married. **"Separated" is not a marital status.**

IMPORTANT: For more information about marriage, civil union or *de facto* union, visit the Québec.ca website at quebec.ca/en/family-and-support-for-individuals/marriage-civil-union-de-facto-union.

- ❑ In the case of a **divorce granted in Québec**, if the decree absolute or the certificate of divorce is not available, mention the judgment number to the counsellor who will provide

this information to the Directeur de l'état civil through a note in the file. Then, the Directeur de l'état civil registry officer will conduct research accordingly.

- If the **divorce** or the **ex-spouse's death** occurred **outside Québec**, mention it to the counsellor who will provide this information to the Directeur de l'état civil through a note in the file.

2.3. Information about the declarant of the death

- Enter the telephone number to be used to contact you easily. As a declarant, you must be able to answer certain questions regarding the deceased.

NOTE: Any change in declarant made online by the funeral home requires the handwritten signature of the new declarant and that of the previous declarant (section 110 of the Civil Code of Québec). Additional delays may be required for the registration of the death in the register of civil status.

2.4. Language

Since the *Act respecting French, the official and common language of Québec* (SQ 2022, c 14) entered into force on June 1, 2022, **all new registrations of death are made in French** even if the declaration of death is drawn up in English (section 109 of the Civil Code of Québec). The certificate or the copy of an act is drawn up in the language in which the death has been registered.



IMPORTANT: The information that will appear on the death certificate or the copy of the act of death will not necessarily reflect the information entered on the declaration of death. The Directeur de l'état civil must issue these documents in accordance with the information entered in the register of civil status.

For further information, visit the Directeur de l'état civil website at etatcivil.gouv.qc.ca.

Cannot find the information you are looking for? Do not hesitate to contact the Directeur de l'état civil.

By telephone:

Québec: 418-644-4545

Montréal: 450-644-4545

514-644-4545

Elsewhere in Québec: 1-877-644-4545 (toll free)

Outside Québec: 1-418-644-4545 (charges apply)

By email:

etatcivil@dec.gouv.qc.ca