

## Simplify your steps

For the purpose of an application to substitute the usual given name, an application for a change of name or for a change of sex designation, the Directeur de l'état civil will notify certain government departments and agencies by providing them with the required information. As a result, you will not have to notify these departments and agencies of the change, should it take effect, nor to provide them with proof.

The departments and agencies that will be notified automatically are the following:

- **Régie de l'assurance maladie du Québec**

The Régie de l'assurance maladie du Québec will substitute the usual given name, change the name or change the sex designation in the file of the person who is the subject of the application in the context of the Health Insurance Plan and, if applicable, the Public Prescription Drug Plan.

- **Retraite Québec**

Retraite Québec will substitute the usual given name, change the name or change the sex designation in the file of the person who is the subject of the application, if applicable, in the context of the Québec Pension Plan and the Family Allowance measure.

The Directeur de l'état civil will also notify the Ministère de l'Emploi et de la Solidarité sociale, Retraite Québec (for public sector pension plans), the Commission des normes, de l'équité, de la santé et de la sécurité du travail as well as the Ministère de la Sécurité publique (for the Québec Firearms Registration Service) if they are concerned by the answers you provide in this application.

**Important!** You must verify whether you have any steps to take with other departments or agencies.

### Information on the person who is the subject of the requested change

1. Surname before the requested change		2. Usual given name before the requested change	
3. Sex designation before the requested change <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)		4. Date of birth Year      Month      Day 	
		5. Social Insurance Number         -         -	

#### Régie de l'assurance maladie du Québec

6. Enter the health insurance number of the person who is the subject of the change. After being notified that the change has taken effect, **you must still contact the Régie de l'assurance maladie du Québec** to finalize the update of your file.

Health insurance number

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#### Ministère de l'Emploi et de la Solidarité sociale

7. Does the person who is the subject of the change have a file with the Ministère de l'Emploi et de la Solidarité sociale (financial assistance program, social assistance and support program, employment assistance measure or service, professional qualification program or amounts owing to the Centre de recouvrement)?

Yes  No

If you answered Yes, enter the file number with the Ministère (CP-12) and, if applicable, the professional qualification number (person 16 years of age or over).

File number with the Ministère

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Professional qualification number

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#### Retraite Québec – Public sector pension plans (RREGOP, PPMP or others)

8. Does the person who is the subject of the change receive benefits from a public sector pension plan?

Yes  No

#### Commission des normes, de l'équité, de la santé et de la sécurité du travail

9. Does the person who is the subject of the change receive benefits from the Commission des normes, de l'équité, de la santé et de la sécurité du travail (income replacement indemnities, death benefits, the reimbursement of drug costs, the payment of the cost of a hearing aid, personal home assistance allowances, care or treatment, etc.)?

Yes  No

If you answered Yes, enter the person's file number with the Commission. **The information will be sent only if the file number is entered.**

File number with the Commission

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#### Ministère de la Sécurité publique – Service d'immatriculation des armes à feu du Québec

10. Does the person who is the subject of the change own one or more non-restricted firearms registered with the Québec Firearms Registration Service?

Yes  No