

Important

- Read the general information.
- Complete **all sections** of the form.
- Write in block letters in **black** or **blue** ink.
- Include a photocopy of a valid identity document with photo and signature of the person submitting the application.
- Include a photocopy of a valid proof of home address of the person submitting the application.

Section 1: Information about the applicant

1. Surname		2. Usual given name		3. Other given names (separated by commas)	
4. Home address (number, street)			Apartment	5. City, town, village or municipality	
6. Province			7. Country		8. Postal code
9. Area code	Phone number (home)		10. Area code	Phone number (mobile)	
11. Area code		Phone number (work)		Extension	
12. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)		13. Date of birth Year Month Day		14. Place of birth (city, town, village or municipality, province or country)	
15. Parent's surname		16. Parent's usual given name		17. Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent	
18. Other parent's surname		19. Other parent's usual given name		20. Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent	
21. Have you previously received an administrative or court decision granting you a change of sex designation for yourself, in Québec or elsewhere? <input type="checkbox"/> Yes <input type="checkbox"/> No			22. If you answered Yes to question 21, specify the place (province or country) and year of the decision.		

Section 2: Information about your child

23. Surname		24. Usual given name	
25. Other given names (separated by commas)			26. Area code phone number (if applicable)
27. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)		28. Date of birth Year Month Day	
29. Place of birth (city, town, village or municipality, province or country)			
30. Surname of the child's parent who is not the applicant		31. Usual given name of the child's parent who is not the applicant	
32. Requested parental designation <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent			
33. Consent of the child aged 14 or over <input type="checkbox"/> I consent that the change regarding my parent's designation be made on my act of birth. <input type="checkbox"/> I am opposed to the change regarding my parent's designation being made on my act of birth.			
X _____ Child's signature (mandatory)		Year Month Day	
If you have more than one child, fill out a form for each child.			

Section 3: Applicant's signature

34. I solemnly declare that, to the best of my knowledge, the information provided is accurate and complete.		35. Date	
X _____ Signature of the applicant (mandatory)		Year Month Day	

General information about the application for a change of parental designation

Do not return this document with your application.

What you need to know?

You must be the parent concerned by the change of parental designation to submit an application.

The change of parental designation will be made on the act of birth of the child identified in the form. If you have more than one child, you must fill out a form for each child.

Your children must be informed about the change that will be made to their act of birth about your designation as a father, mother or parent, depending on the case that applies.

Child under the age of 14

You must be the person who informs your child under the age of 14 about the change that will be made to their act of birth.

Child aged 14 or over

You must inform your child about your application and about the change that will be made to their act of birth. If they consent to the change, they must sign box 33 of the form and add the date of their signature.

If your child aged 14 or over disagrees with the change, they must indicate in box 33 of section 2 of the *Application for a Change of Parental Designation* form that they oppose the change of designation of their parent and add their signature and the date in the appropriate box. The child has **20 days** following the date on which they received this form to do so. In such a case, the "parent" designation will be the one granted.

Example, if you wish to change your designation on your child's act of birth from "mother" to "father", but they are opposed to the change, the "parent" designation will be the one indicated on the act of birth.

Which documents must be included with your application?

The following documents must be included with your application:

- The Application for Change of Parental Designation form, filled out and signed
- A photocopy of a valid identity document with photo and signature
- A photocopy of a valid proof of home address
- A photocopy of a valid identity document with photo and signature of the child aged 14 or over, if applicable
- The proof of service, if applicable

A missing document could lead to a delay in processing the application or cause it to be rejected.

Objection

If a child aged 14 or over wishes to oppose the change to their act of birth, they must do it by writing and send their written opposition to the Directeur de l'état civil as well as to the parent who is submitting the application within **20 days** following the date on which they received the *Application for a Change of Parental Designation* form filled by their parent. In such a case, the "parent" designation will be granted.

Notification

If you are unable to present the *Application for Change of Parental Designation* form in person to your child aged 14 or over, you must serve them a photocopy of the form. The notification can take place by mail and a proof of receipt with signature is required. It is also possible to serve the form by bailiff. Following receipt of the form, your child will have **20 days** to express their disagreement.

No reply from the child

When there is no opposition or consent from the child aged 14 or over, the Directeur de l'état civil will authorize the requested change, provided there is proof of service.

Protection of personal information



The information gathered on this form is used solely to process your application. Failure to provide this information may result in delay or the refusal of your application. Only our 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.

How to submit your application



By mail

Service des modifications aux actes et des célébrants
Directeur de l'état civil
2535, boulevard Laurier
Québec (Québec) G1V 5C6

What documents enable us to establish the applicant'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 identity document with photo and signature
- a valid proof of home address

List of accepted documents

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

Valid identity document with photo and signature

- Driver's licence, learner's permit or probationary licence issued by Québec

The driver's licence, learner's permit or probationary licence issued by Québec 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

Note

In the case of a minor aged 17 or under, a health insurance card without a photo is accepted as a valid identity document.

Valid proof of home address

- Driver's licence, learner's permit or probationary licence issued by Québec

The driver's licence, learner's permit or probationary licence issued by Québec is accepted as proof of home address only if it is not submitted as photo ID.

- Municipal or school tax bill
- Government postal correspondence
- Recent bill from an energy, telephone service or cable provider
- Construction competency certificate (apprentice or journeyperson)
- Record of employment or pay slip
- Home or car insurance certificate or statement
- School transcript
- Bank statement
- A statement of account for medication from a pharmacy

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 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 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

Email: info@ottiaq.org

Contact us



By phone

Québec: 418 644-4545

Montréal: 450 644-4545

514 644-4545

Elsewhere in Québec: 1 877 644-4545



By mail

Service des modifications aux actes et des célébrants

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etatcivil@dec.gouv.qc.ca

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