

Important

- Read the general information and instructions.
- Complete all sections of the form in block letters (uppercase, lowercase, accented characters), **in black or blue indelible ink**.
- Include the **payment** and two photocopies of documents issued by **two separate organizations** that will allow us to establish your identity, i.e. a **photocopy** of a valid photo ID and signature and a **photocopy** of a valid proof of home address.
- Include a photocopy of the attestation issued by the Ministère de la Santé et des Services sociaux.
- Sign** and **date** Section 5.
- Include the payment.
- Please note that we reserve the right to request additional documents if necessary.
- Note that masculine is used without any discrimination and for the sole purpose of lightening the text.

A copy of the original act of birth is a civil status document concerning the birth of an adopted person.

Section 1 : Information on the applicant

1. Surname		2. Usual given name	
3. Home address (number, street)		Apartment	4. City, town, village or municipality
5. Province		6. Postal code	7. Country
8. Area code	Phone number (home)	9. Area code	Phone number (other) Extension
10. Email (only if you wish to be contacted by email)			
11. If your application concerns someone other than yourself or your child, give the reason for your application and attach a photocopy of an official document as proof.		12. Does the application concern someone who is deceased? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 : Consent of the person concerned – Application made by a legal representative

The applicant must sign this section to indicate consent to you applying on their behalf.

13. I consent to _____, as _____, requesting a copy of the original act of birth on my behalf.

X _____
Signature of applicant (mandatory)

14. Date
Year Month Day

Section 3 : Information about the person concerned by the request after the adoption

15. Surname		16. Usual given name	
17. Other given names (each given name separated by a comma)		18. Designation of Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)	19. Date of birth Year Month Day
20. Place of birth (city, town, village or municipality, province or country, if abroad)		21. Place of registration of birth if it occurred before 1994 (parish, place of worship, city, town, village or municipality)	
Parents	22. Surname and usual given name of parent	23. Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent	
	24. Surname and usual given name of the other parent	25. Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent	

Section 4 : The rates below are in effect until March 31, 2025.

You can mail your application. The cost varies accordingly. **The documents you order will be sent to you by mail.**

26. Enter the number of documents requested and the total amount to be paid.

_____ X 61,25 = _____ \$
Number Total amount

27. <input type="checkbox"/> Postal or bank money order } Payable to Directeur de l'état civil <input type="checkbox"/> Cheque	28. Credit card <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard I authorize the Directeur de l'état civil to charge to my credit card the amount entered in box 26. X _____ Cardholder's signature (mandatory)	29. Expiry Date Month Year
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Section 5 : Applicant's declaration

30. I solemnly declare that, to the best of my knowledge, the information provided is accurate and that I have the right to obtain the documents requested.

31. Date

X _____
Applicant's signature (mandatory)

Year Month Day

General information about the application for a copy of the original act of birth

Do not return this document with your application.

What should you know?

All adoptees, including those under the age of 14 who have the consent of their parents or guardian, have the right to request a copy of their original act of birth (act of birth prior to adoption).

Applicants must prove their identity by enclosing the required documents. Please refer to page 2 of this leaflet to find out which documents are accepted.

You must enclose a **photocopy** of the attestation issued to you by the Ministère de la Santé et des Services sociaux.

You must send us your request by mail. The document you request will be sent to you by mail.

Eligibility to apply does not mean that the request for a copy of the original act of birth can be issued by the Directeur de l'état civil.

Language of issue of the copy of the original act of birth

The copy of the original act of birth is issued in the language in which the event was recorded.

Who can apply?

Only the adopted person, or his or her children if deceased, can obtain a copy of his original (pre-adoption) act of birth.

If the request is for a person under 18 years of age

Since the applicant must provide documents that a minor child may not be able to provide, it is recommended that one of the adoptive parents acts as applicant for the child.

Tutor or mandatary

If you are the tutor or mandatary of the person concerned, you must attach proof of this to the form.

Lawyer or notary

If you are a lawyer or notary applying on behalf of your client, you must enter your membership number after your family name in box 1 of the form. In box 11, you must enter your client's file number. If section 2 has not been completed and signed by the person to whom the application applies, you must enclose a document proving that you are mandated by this person.

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

Checklist



To ensure that my application will be processed without additional delay:

- I have completed **all sections** of the form.
- I have completed the form in block letters (uppercase, lowercase, accented characters), **in black or blue indelible ink**.
- I have attached a legible **photocopy** of a valid photo ID with signature.
- I have attached a legible **photocopy** of a valid proof of home address.
- I have enclosed a **photocopy** of the attestation issued by the Ministère de la Santé et des Services sociaux.
- I have **signed** and **dated** Section 4.
- I have included the **payment**.

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 within the prescribed legal framework. This personal information is shared with other organizations only where permitted by law.

Website and online services



Please visit our website at www.etatcivil.gouv.qc.ca for information about our services, to download our forms or to access our online services.

What payment methods are accepted?

By mail

Credit card (Visa and Mastercard*), cheque, postal money order, bank money order.

Cheques and postal or bank money orders must be made payable to the **Directeur de l'état civil**.

Note : * Visa and Mastercard debit cards are not accepted.

Multiple applications

If you are submitting more than one application form at a time, please send a separate payment with each form to speed processing.

How to submit the application?



By mail

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

What documents are used 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 photo ID with signature;
- a valid proof of home address.

If you submit your application, you must attach **photocopies**, not original documents.

Valid photo ID and signature

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. or fill out the *Declaration du répondant* form and attach it to your application. This form is available on our website.

Digital documents are not accepted as a valid photo ID.

- Driver's licence, learner's permit or probationary licence issued by Québec, another Canadian province or territory or a US state

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

- Health insurance card issued by a Canadian province and bearing a photograph
- Canadian or foreign passport
- Canadian Citizenship Card (issued between 2002 and 2012)
- Canadian Permanent Resident Card
- US Permanent Resident Card (green card)
- Canadian immigration document **IMM 1442**
- Official IDs for members of the military, police officers or diplomats posted in Canada
- Certificate of Indian Status

Valid proof of home address

Only the proofs of home address listed below are accepted. **If you cannot provide one of these documents, please contact us**.

Certain digital documents are accepted as a valid proof of home address:

- Driver's licence, learner's permit or probationary licence issued by Québec, another Canadian province or territory or a US state

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

- Municipal or school tax bill (no more than one year old)
- Government postal correspondence (no more than one year old)
- Recent bill from an energy, telephone service or cable provider (no more than three months old)
- Construction competency certificate (apprentice or journey person)
- Hospital card accompanied by a health insurance card bearing a photograph
- 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)
- School transcript (no more than one year old)
- Bank statement (no more than three months old)
- Canada Post change of address receipt (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.

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
E-mail: info@ottiaq.org

Quality of photocopies

All photocopied documents must be legible.

Front and back document

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.

Separate photocopies

If you are submitting more than one application form at a time, attach separate photocopies to each form to speed processing.

To reach 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

If you wish to obtain information on the processing status of an application, **you must be the person who filed the application**, and you must contact us by phone.