

Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person 18 Years of Age or Over

Important

- Read the general information and instructions.
- Complete **all sections** of the form and the appendices that apply to your application.
- Write in block letters in **black** or **blue** ink.
- Read Appendix C – *List of Documents to Include with the Application to Substitute the Usual Given Name by Another Given name on the Act of Birth of a Person 18 Years of Age or Over*, to find out which documents you should send with your application.
- Include the payment.

Section 1: Information on the applicant

1. Surname		2. Usual given name before the requested change		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. Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Civil union spouse <input type="checkbox"/> Former civil union spouse			14. Date of birth Year Month Day	
15. Place of birth (city, town, village or municipality, province or country)			16. Place of birth registration, if it occurred before 1994 (parish, place of worship, city, town, village or municipality)			
17. Have you been domiciled in Québec for at least one year? <input type="checkbox"/> Yes <input type="checkbox"/> No			18. Email (only if you wish to be contacted by email)			
19. Surname of the parent		20. Usual given name of the parent		21. Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent		
22. Surname of the other parent		23. Usual given name of the other parent		24. Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent		
25. Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No ➔ If you answered Yes to question 25, complete the appendix <i>Information on the Children of the Person concerned by the Application</i> .						

Section 2: Information on the applicant's spouse

26. Date of marriage or civil union Year Month Day		27. Place of marriage or civil union (city, town, village or municipality, province or country)	
28. Surname		29. Usual given name	
30. Date of birth Year Month Day		31. Place of birth (city, town, village or municipality, province or country)	

Section 3: Previous application to substitute the applicant's usual given name

32. Have you ever filed an application to substitute your usual given name, in Québec or elsewhere? <input type="checkbox"/> Yes <input type="checkbox"/> No		33. If you answered Yes to question 32, state the place (province or country) and year of the decision or judgment.	
34. Have you previously applied in Québec or elsewhere to change your own name? <input type="checkbox"/> Yes <input type="checkbox"/> No		35. If you answered Yes to question 34, state the place (province or country) and year of the decision or judgement.	

Section 4: Requested change

Enter the usual given name you wish to use. Be sure to list all your other given names in the order you want them to appear on your act of birth, even those not affected by the requested change.

36. Requested usual given name
37. Other given names (separated by commas)



Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person 18 Years of Age or Over (continued)

Section 5: Publication of a notice to substitute the usual given name

38. Do you consent to the Directeur de l'état civil publishing a free of charge notice to substitute the usual given name on its website, as prescribed by law?

Yes No

Section 6: Payment method

If the payment is made by credit card, the cardholder's signature is mandatory, even if the same person is signing the application form. If the credit cardholder does not sign in the appropriate space, the application will be rejected.

39. Total amount to be paid

\$129.00

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

41. Credit card

VISA
 MasterCard

_____ → _____

42. Expiry date

Month Year

I authorize the Directeur de l'état civil to charge the amount entered in Box 39 to my credit card.

X _____
Cardholder's signature (mandatory)

Section 7: Declaration of the person filing the application

43. I solemnly declare that, to the best of my knowledge, the information provided in this application, Appendix C and, if applicable, Appendix A, is accurate and complete.

44. Date

X _____
Signature of the applicant (mandatory)

Year Month Day

APPENDIX A
Information on the Children of the Person Concerned by
the Application

Important

- Provide the required information requested for all the children of the person concerned by the application.
- Write in block letters in **black** or **blue** ink.

Information on the children of the person concerned by the application

Child 1	1. Surname	2. Usual given name	3. Other given names (separated by commas)
	4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)	5. Date of birth Year Month Day	6. Place of birth (city, town, village or municipality, province or country)
	7. Surname of the child's parent who is not the applicant	8. Usual given name of the child's parent who is not the applicant	
Child 2	1. Surname	2. Usual given name	3. Other given names (separated by commas)
	4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)	5. Date of birth Year Month Day	6. Place of birth (city, town, village or municipality, province or country)
	7. Surname of the child's parent who is not the applicant	8. Usual given name of the child's parent who is not the applicant	
Child 3	1. Surname	2. Usual given name	3. Other given names (separated by commas)
	4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)	5. Date of birth Year Month Day	6. Place of birth (city, town, village or municipality, province or country)
	7. Surname of the child's parent who is not the applicant	8. Usual given name of the child's parent who is not the applicant	
Child 4	1. Surname	2. Usual given name	3. Other given names (separated by commas)
	4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)	5. Date of birth Year Month Day	6. Place of birth (city, town, village or municipality, province or country)
	7. Surname of the child's parent who is not the applicant	8. Usual given name of the child's parent who is not the applicant	
Child 5	1. Surname	2. Usual given name	3. Other given names (separated by commas)
	4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)	5. Date of birth Year Month Day	6. Place of birth (city, town, village or municipality, province or country)
	7. Surname of the child's parent who is not the applicant	8. Usual given name of the child's parent who is not the applicant	

Use an extra sheet if required.



APPENDIX C

List of documents to include with the Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person 18 Years of Age or Over

Important

- Check the boxes that correspond to your situation for a list of all the documents you need to include with the Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person 18 Years of Age or Over.
- Also include this appendix with your application.

Documents on the applicant's identity

- Include a legible photocopy of a valid photo ID and signature.

Include a legible photocopy of two proofs of address.

- The first document must be dated **less than one month** from the date your application is submitted.
- The second document must be dated **twelve months or more** from the date your application is submitted.

Other documents to included with your application

Information provided in the form *Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person 18 Years of Age or Over*

- Box 15:** If you entered a place of birth outside Québec and if the birth is not entered in the Québec register of civil status, include an original copy of an act, certificate or official document certifying the birth, issued by the authorized civil status officer of the country or province where the birth took place.
- Box 27:** If you entered a place of marriage or civil union outside Québec and if the event is not entered in the Québec register of civil status, include an original copy of an act, certificate or official document certifying the marriage or civil union issued by the authorized civil status officer of the country or province where the marriage or civil union took place.
- Box 32 or 34:** If you answered Yes, include a photocopy of the administrative decision or court judgment authorizing or refusing the change of name.

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

| | | | - | | | | - | | | |

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

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

| | | | | | | | | |

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

General Information concerning an Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth

Do not submit this document with your application.

What should you know?

If you or the person for whom you are applying to substitute the usual given name was born outside of Québec and the birth is not registered in the Québec register of civil status, you must ask the Directeur de l'état civil to insert the birth certificate in the register so that the application to substitute the usual given name can be processed. If this is the case, fill out the *Application for Insertion of an Act of Civil Status Made Outside Québec in the Québec Register of Civil Status* form. You can obtain this form on our website or by contacting us.

The fact that your application is admissible does not mean that the substitution of the usual given name will be authorized by the Directeur de l'état civil.

Also, if you have already obtained a substitution of the usual given name, you should know that you must submit an application for a change of name if you wish to change your usual given name again.

Who can apply to substitute the usual given name?

A person 14 years of age or over may apply for themselves. The father, mother, parent or tutor of a person under 18 years of age may also apply for that person. For further details, read the information that applies to your situation in the next section.

It is mandatory for the applicant to prove their identity and that of the person who is the subject of the application, if applicable, by including the required documents with the application. Please refer to page 4 of this information sheet to find out which documents are accepted.

What documents do you need to complete?

The application to substitute the usual given name consists of the application form, several appendices and this general information sheet. You must fill out the documents corresponding to your situation.

Along with your application, please remember to include all the documents listed in the Appendix C that applies to your situation. Failure to provide a required document may result in a delay or rejection of the application.

Situation 1: Substitution of the Usual Given Name by Another Given Name on the Act of Birth of a Person 18 Years of Age or Over

The person who is the subject of the application to substitute the usual given name must be the one submitting it. The applicant must not only be 18 years of age or over but must also have been domiciled in Québec for at least one year. The following documents must be filled out:

- The *Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person 18 Years of Age or Over* form
- Appendix A – *Information on the Children of the Person concerned by the Application*, if applicable
- Appendix C – *List of documents to include with the Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person 18 Years of Age or Over*
- The *Application for the Simplified Forwarding of Information Following a Change to the Act of Birth* form

Situation 2: Substitution of the Usual Given Name by Another Given Name on the Act of Birth of a Person Between 14 and 17 Years of Age Filed by that Person

The person who is the subject of the application to substitute the usual given name must be the one submitting it. The applicant must not only be between 14 and 17 years of age but must also have been domiciled in Québec for at least one year. The following documents must be filled out:

- The *Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Between 14 and 17 Years of Age Filed by that Person* form
- Appendix A – *Information on the Children of the Person concerned by the Application*, if applicable
- Appendix B – *Notice of Application to Substitute the Usual Given Name of a Person Under 18 Years of Age*
- Appendix C – *List of Documents to include with the Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Between 14 and 17 Years of Age Filed by that Person*
- The *Application for the Simplified Forwarding of Information Following a Change to the Act of Birth* form

Situation 3: Substitution of the Usual Given Name by Another Given Name on the Act of Birth of a Person Under 18 Years of Age Filed by his Parent or Tutor

The application to substitute the usual given name must be filed by the father, mother, parent or tutor of the child who is the subject of the application. The person who is the subject of the application must have been domiciled in Québec for at least one year. The following documents must be filled out:

- The *Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Under 18 Years of Age Filed by his Parent or Tutor* form
- Appendix A – *Information on the Children of the Person concerned by the Application*, if applicable
- Appendix B – *Notice of Application to Substitute the Usual Given Name of a Person Under 18 Years of Age*
- Appendix C – *List of documents to include with the Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Under 18 Years of Age Filed by his Parent or his Tutor*
- The *Application for the Simplified Forwarding of Information Following a Change to the Act of Birth* form

Fees and processing time

The fees for processing an application to substitute a usual given name are set out in the table below. These fees are in effect until March 31, 2025.

Type of application	Fees
Application to substitute the usual given name by another given name on the act of birth.	\$129

In most cases, the Directeur de l'état civil will process the file within 60 working days of receiving the application to substitute the usual given name if all the required documents are provided and comply with the requirements.

Consent

Consent of the other parent or tutor of the person who is not the applicant

When the application to substitute the usual given name is for a person under 18 years of age, the other parent or tutor must be notified that an application to substitute the usual given name for that person will be submitted to the Directeur de l'état civil. By signing in the space provided in section 5 of the form *Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Under 18 Years of Age Filed by Their Parent or Tutor*, the parent or tutor confirms that they have read the application and agree to it.

Consent of the parents or tutor for a person between 14 and 17 years of age (application filed by that person)

When the application to substitute the usual given name is for a person between 14 and 17 years of age, the parents or tutor must be notified that an application to substitute the usual given name for that person will be submitted to the Directeur de l'état civil. By signing in the space provided in section 5 of the *Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Between 14 and 17 Years of Age Filed by that Person* form, the parents or tutor confirms that they have read the application and agree to it.

Consent of the person between 14 and 17 years of age (application filed by his parent or tutor)

When the application to substitute the usual given name is presented by the parent or tutor of the person who is the subject of that application, as applicable, must be notified that an application to substitute their usual given name will be submitted to the Directeur de l'état civil. By signing in the space provided in section 5 of the form *Application to Substitute the Usual Given Name by Another Given Name on the Act of Birth of a Person Under 18 Years of Age Filed by Their Parent or Tutor*, the person concerned confirms that they have read the application and agree to it.

Notify a person by registered mail

If you cannot have the Application to Substitute the Usual Given Name of a Person Under 18 Years of Age form signed by the child's other parent or tutor and, if applicable, by the child who is 14 years of age or over, you must send each person to be notified a photocopy of Schedule B **by registered mail with signature upon delivery**, after filling out sections 1 to 5. You must also send them a photocopy of the application form to substitute the usual given name and other appendices that you have filled out. When sending your application to the Directeur de l'état civil, **remember to include the notice of transmission as proof of delivery**. It is also possible to serve the form by bailiff.

Objection

If the application is for a person under 18 years of age, the objection can only be filed by the father, the mother, the parent, the tutor or the child if 14 years of age or over. Any objection must be served in writing to the Directeur de l'état civil no later than the 20th day following the notification.

If the Directeur de l'état civil receives an objection regarding the application, it will be forwarded to you. You will also have 15 days to respond in writing to the Directeur de l'état civil.

Publication of the notice to substitute the usual given name

The person who files an application to substitute the usual given name to the Directeur de l'état civil is required to make public their intention to have their usual given name substituted in accordance with the Civil Code of Québec. To comply with this requirement, a notice must be published on the website of the Directeur de l'état civil, free of charge. This publication will allow interested persons to be made aware of the application to substitute the usual given name.

Be sure to check the box authorizing publication of your notice on the website of the Directeur de l'état civil, otherwise your application may be rejected.

Exemption from publication

In the following cases, no publication notice is required:

- The requested change clearly relates to a change in a person's gender identity.
- The person whose usual given name is being substituted is a child under 6 months of age at the time the application is received by the Directeur de l'état civil.

For other situations, under exceptional circumstances, the Directeur de l'état civil may also grant a special exemption from publication for reasons of public interest. Please contact us for more information.

Effective date of the usual given name

The substitution of the usual given name takes effect on the day following the period during which the notice is published on the website of the Directeur de l'état civil.

However, the substitution takes effect on the day of the change in the Québec register of civil status in the following situations where publication is not required:

- A special exemption from publication was granted.
- The requested change clearly relates to a change in the person's gender identity.
- The change requested is for a child under 6 months of age.

Simplified forwarding of information related to the change

When the substitution of the usual given name takes effect, it is your responsibility to have the usual given name changed in any files held by government departments or agencies concerning that person. You will generally have to provide a new birth certificate as proof of the change. However, the Directeur de l'état civil can notify certain departments or agencies of the change and save you the trouble of providing this document. To this end, you must complete the *Application for the Simplified Forwarding of Information Following a Change to the Act of Birth* appendix.

Information is forwarded as provided for in agreements with government departments and agencies that authorize the Directeur de l'état civil to provide them with the information they require to apply the laws and programs they administer. These agreements provide for procedures that comply with applicable legislation, in particular concerning the protection of personal information. For further details or to access the information concerning you, or to have that information corrected, contact the department or agency in question.

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

We apply security measures to ensure that the person filing the application to substitute a usual given name is authorized to do so. For us to establish the identity of the person filing the application and of the person who is the subject of the application to substitute the usual given name, if they are not the same person, we require that they include the following documents with their application, according to their situation.

List of accepted documents

Only the identity documents and proofs of address listed below will be accepted. If you are unable to provide such a document, contact us to determine the best solution for your situation.

A valid identity document with photo and signature

- Québec driver's licence
The driver's licence is accepted as an identity document **only if it is not submitted as proof of home address**
- Québec 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.

Two proofs of home address in Québec

You may submit **two** similar or distinct **documents**, provided that one of the documents submitted is dated within **one month** and the second document at least **twelve months** from the date of submitting your application to the Directeur de l'état civil.

- Québec driver's licence
The driver's licence is accepted as a proof of address **only if it is not submitted as photo ID.**
- Government postal correspondence
- Invoice from an energy, telephone service or cable provider
- Record of employment or pay slip
- Home or car insurance certificate or statement
- Bank statement

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 a photocopy of the back of a document when it contains important information, such as 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.

Quality of photocopies

All photocopied documents must be legible.

Language of documents

If any of 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

Payment method

By mail

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

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

Protection of personal information



The information gathered on this form is used solely to process your application. Failure to provide this information could result in a delay or the rejection of your application. Only our authorized personnel can access this information. You can consult your personal information and correct it. The personal information is shared with other organizations only where permitted by law.

Website and online services



We invite you to access our website at www.etatcivil.gouv.qc.ca for more information, use our online services or download our forms.

DEClic!

Thanks to the *DEClic!* online service you can request a certificate or a copy of an act via the Internet. Try it out!

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

Service des modifications aux actes
et des célébrants
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