

# DEATH Request for Certificate or Copy of Act

## IMPORTANT

- Read the "Instructions" section before filling out the form.
- Please print in **black or blue ink**.
- Include photocopies of the required identity documents.

For office use only

### Section 1: Applicant – Contact information. Include photocopies of the required identity documents.

1. Applicant's surname		2. Applicant's given name	
3. Home address (number, street, apartment)		4. Municipality	
5. Province		6. Country	7. Postal code
8. Area code	Phone number (home)	9. Area code	Phone number (cell)
10. Area code	Phone number (work)	Ext.	
11. Who are you filling out the document(s) for? <input type="checkbox"/> Spouse <input type="checkbox"/> Father or mother <input type="checkbox"/> Declarant <input type="checkbox"/> Other: _____		12. If you checked "Other" in box 11, explain your request.	

### Section 2: Death – Information regarding the deceased

13. Place of death (municipality, province, or country if abroad)		14. Date of death Year Month Day	
15. Surname		16. Given name(s) (starting with usual first name; use comma to separate names)	
17. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	18. Date of birth Year Month Day	19. Marital status at death <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Former civil union spouse <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Civil union	
20. Place of birth (municipality, province, or country if abroad)		21. Place of registration of birth, if before 1994 (parish, place of worship, municipality, etc.)	
22. Father's surname	23. Father's given name	24. Mother's maiden name	25. Mother's given name



### Spouse – Complete only if the deceased was married, in a civil union, or separated.

26. Place of registration of marriage or civil union (municipality, place of worship, province, or country if abroad)		27. Date of marriage or civil union Year Month Day	
28. Surname		29. Given name(s) (starting with usual first name; use comma to separate names)	
30. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	31. Date of birth Year Month Day	32. Place of birth (municipality, province, or country if abroad)	33. Place of registration of birth
34. Father's surname	35. Father's given name	36. Mother's maiden name	37. Mother's given name

### Section 3: Document(s) requested – Indicate the number of documents and type of processing.

<b>Regular processing</b>	
38. Death certificate _____ X \$15 = \$ _____	39. Copy of act of death _____ X \$20 = \$ _____
40. Subtotal (boxes 38 to 39) = \$ _____	
<b>Accelerated processing</b>	
41. Death certificate _____ X \$35 = \$ _____	42. Copy of act of death _____ X \$35 = \$ _____
43. Subtotal (boxes 41 to 42) = \$ _____	
44. <b>Grand total:</b> \$ _____	
45. Reason for accelerated processing	

### Section 4: Method of payment

46. <input type="checkbox"/> Cash (service counter only) <input type="checkbox"/> Debit card (service counter only) <input type="checkbox"/> Postal or bank money order <input type="checkbox"/> Cheque * * An additional \$35 fee applies to cheques returned for insufficient funds.		47. Credit card number <input type="checkbox"/>  <input type="checkbox"/> 		48. Expiry Month Year <input type="text"/> <input type="text"/> → <input type="text"/> <input type="text"/>	
To the order of the Directeur de l'état civil		I authorize the Directeur de l'état civil to charge the "Grand total" shown in box 44 to my credit card. <b>X</b> _____ Cardholder's signature			

### Section 5: Applicant's declaration and signature

49. I hereby declare that, to the best of my knowledge, the information herein is correct. I certify I have verified that the document or documents requested are those I require and that I am entitled to receive them. <b>X</b> _____ Applicant's signature		50. Date of signing Year Month Day <input type="text"/> <input type="text"/> <input type="text"/>	
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### 1. Which form do I need?

Attached is the *Death* form. You will need a separate form for each individual on whose behalf you are requesting the document(s). **Be sure to complete all sections of the form.**

If you wish to obtain a certificate or copy of act of birth, marriage, or civil union, you must obtain the *Birth or Marriage or Civil Union* forms. These forms are available on our website and at our service counters, Communication-Québec offices, CLSCs, courthouses, and the majority of Caisses Desjardins branches, or by contacting the Directeur de l'état civil.

### 2. Who can request a certificate or copy of act?

A certificate or copy of act of death can only be issued to individuals mentioned in the act of death, i.e., the father, mother, spouse, or declarant of the deceased.

All other applicants must justify their request to the Directeur de l'état civil by explaining the reason in box 12 of the form.

### 3. What identification do I have to provide?

**Applicants must provide photocopies of two documents to confirm their identities:**

- One document bearing their current home address
- One piece of photo ID

#### MAIN DOCUMENTS ACCEPTED

- Québec Health Insurance Card
- Driver's licence recognized in Québec
- Canadian passport or Canadian citizenship certificate
- ID card issued by a Québec school board, CEGEP or university, or a private educational institution recognized by the Ministère de l'Éducation, du Loisir et du Sport
- Municipal or school tax bill
- Invoice from a power, telephone, or cable company
- Beneficiary card for Natives

**Important: To avoid delays in processing your application, please make sure all photocopies are legible.**

If you cannot provide **two** of the main documents accepted, send photocopies of other identifying documents. The Directeur de l'état civil reserves the right to accept alternative documents to confirm your identity.

If you cannot provide a piece of photo ID, you will have to obtain the declaration of an authorized guarantor who has known you for at least two years. To do so, use the *Guarantor's Declaration* form available on our website, at our service counters, or by contacting the Directeur de l'état civil.

### 4. Which document do I need: a certificate or a copy of act?

Applicant's are responsible for determining the type and size of the document required by the organization requesting it.

Type of document	Information contained in the document	Size
Certificate of death	Surname, given name(s), sex, date and place of death, registration number, date of issue, and document number	21.5 cm x 18.5 cm
Copy of act of death	Complete reproduction of all information contained in the act registering the event and the document number	21.5 cm x 26.7 cm

## 5. What type of processing should I choose?

The Directeur de l'état civil offers **regular** and **accelerated** processing. Cost, processing time, and method of delivery vary according to the type of service you choose.

<b>REGULAR*</b>	\$15 per certificate \$20 per copy of act	Delivery by regular mail
<b>ACCELERATED*</b>	\$35 per certificate or copy of act	Delivery by Xpresspost within Canada Delivery by regular mail outside Canada
* Fee includes processing, printing, and delivery.		

**Important:** If you choose accelerated processing, please provide justification in Section 3 of the form.

For **processing times** for each type of service, please see our website or communicate with us by phone or email.

## 6. What payment methods are accepted?

Depending on how you submit your request, the following payment methods are accepted:

Service counter	Credit card, cheque, postal money order, bank money order, debit card, cash
By mail	Credit card, cheque, postal money order, bank money order
By fax	Credit card

Credit card:

- **Visa** and **MasterCard** only.
- The cardholder **must** sign in the space provided at the bottom of the "Method of payment" section of the request form.

Cheque:

- Cheques must be made payable to the **Directeur de l'état civil**.
- An additional \$35 fee applies to cheques returned for insufficient funds.
- **Postdated cheques are not accepted.** The request and cheque will be returned to sender.
- Payment by cheque may **extend the processing time**.

Postal or bank money order: ▪ Money orders must be made payable to the **Directeur de l'état civil**.

## 7. How do I submit my request and photocopies of my ID?

In person, at one of our service counters	City of Québec: Le Directeur de l'état civil 2535, boul. Laurier, Ground Floor Québec	Montréal: Le Directeur de l'état civil 2050, rue De Bleury, Ground Floor Montréal
By mail	Le Directeur de l'état civil 2535, boul. Laurier Québec (Québec) G1V 5C6	
By Fax	(418) 646-3255  <b>Note</b> If you fax your request, the documents may not be clear and your ID may be illegible. If this occurs, we will be unable to process your request and additional delays must be anticipated.	

## 8. How to contact us?

For information, please contact the Directeur de l'état civil:

Phone: City of Québec: (418) 643-3900  
Montréal: (514) 864-3900  
Toll free Québec: 1 800 567-3900

Mail: Le Directeur de l'état civil  
2535, boul. Laurier  
Québec (Québec) G1V 5C6

Email: [etatcivil@dec.gouv.qc.ca](mailto:etatcivil@dec.gouv.qc.ca)

**Important:** Only the applicant may obtain information on the status of a request. To do so, call our office.

Visit our website ([www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca)) for general information or to download our Request for Certificate or Copy of Act forms. You may fill out the forms on screen, then print, sign and date them, and send them in.



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