

Le Directeur de l'état civil

At your service

BIRTH

Guide for future parents

Since January 1, 1994, the birth of every child in Québec must be declared to the Directeur de l'état civil (registrar of civil status) even if a religious ceremony has been performed. The parents* are thus responsible for registering their child in the register of civil status. This essential step makes it possible to establish the identity of the child and his or her parental ties (filiation). The Directeur de l'état civil will subsequently issue, upon request, an authentic document attesting to the birth.

How to declare a birth

Two documents are required for the Directeur de l'état civil to register the birth of a child: the **Attestation of birth** and the **Declaration of birth**.

The Attestation of birth

The accoucheur, i.e. a physician, nurse, midwife or any other person assisting the mother during delivery, is responsible for preparing the Attestation of birth. However, if the mother gives birth unassisted, she must contact a hospital or a CLSC to have the child's birth attested as soon as possible.

The hospital staff provides the parents with a copy of the Attestation (green copy) and the Declaration of birth to be completed.

The Declaration of birth: when and how to complete it

It is strongly recommended that the parents complete and sign the Declaration of birth before the mother leaves the hospital. In this way, the hospital staff can immediately forward it, along with the Attestation of birth, to the Directeur de l'état civil.

If the parents did not complete the Declaration of birth during the mother's stay in the hospital, they must send it, together with the Attestation of birth (green copy) received from the hospital staff, to the Directeur de l'état civil. **The Directeur de l'état civil must receive this Declaration within 30 days of the birth of the child. A \$50 fee will be charged for declarations received after the 30-day period and a \$100 fee will be charged for those received after one year.** If the mother did not give birth in a hospital, she should contact the office of the Directeur de l'état civil to find out how to declare the birth of her child.

The parents must record on the Declaration of birth the information set out on the Attestation and indicate the child's surname and given names, as well as the parents' marital relationship and their address. Since the child's act of birth will be based on this information, it is important to fill in the form correctly, paying particular attention to spelling and accents where applicable. For example, is the name Nelson or Nielson, Carter or Cartier, Linda or Lynda?

- ✚ Make sure you obtain the Declaration of birth in the language of your choice (English or French), since the requested birth certificate will be issued in the language of the Declaration.
- ✚ Make sure that the mother's surname and given name, the date and time of birth, and the sex of the child correspond to the information provided on the Attestation of birth by the accoucheur.
- ✚ Print all the information neatly and legibly, making sure you indicate any capital letters, accents or hyphens.
- ✚ Make sure that all the boxes have been completed properly. You must initial any corrections you make. Liquid paper is unacceptable.

Directeur de l'état civil Québec		Le Directeur de l'état civil		DEC-1 Declaration of Birth	
Please type or print in block letters. Press firmly. Read the instructions overleaf of page 2 carefully before completing the form.		TO BE COMPLETED BY THE PARENTS AND RETURNED WITHIN 30 DAYS OF THE DATE OF BIRTH. FAILURE TO COMPLY, FEES WILL BE CHARGED.		Le Directeur de l'état civil 2535, boulevard Laurier Sainte-Foy (Québec) G1V 5C5	
IDENTIFICATION OF CHILD (For the surname, usual and other given name(s), see instructions overleaf.)					
1. Surname		3. Date and time of birth		4 a. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
2. Usual given name(s)		4 b. Multiple births <input type="checkbox"/> Yes <input type="checkbox"/> No			
PLACE OF BIRTH					
5. Name of institution where birth occurred (if the child was not born in an institution, enter place where birth occurred)				6. Code of institution	
7. Exact location where birth occurred (N°, street, municipality, province or country)				Postal code	
IDENTIFICATION OF DECLARANTS (Enter the surname and the usual given name according to the Act of Birth.)					
8. Surname		10. Address of domicile (N°, street, municipality, province or country)		22. Are the parents married or in a civil union with one another? <input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Usual given name(s)		11. Date of birth		12. Telephone number where mother may be reached by day	
13. Social Insurance Number		14. Health Insurance Number		17. Address of domicile (if different from that of the biological mother)	
15. Surname		16. Usual given name(s)		18. Date of birth	
19. Telephone number (day)		20. Social Insurance Number		21. Health Insurance Number	
23. Surname		24. Usual given name		25. Telephone where declarant may be reached	
26. Address of domicile (N°, street, municipality, province or country)		27. Signature of the biological mother		28. Date of signature	
29. Signature of the father or mother		30. Signature of declarant (if other than the biological mother, father or mother and specify the quality of the declarant.)		31. Date of signature	
32. Signature of witness		33. Date of signature		34. Surname	
35. Usual given name		36. Address of domicile (N°, street, municipality, province or country)		37. Signature of witness	
38. Date of signature		39. Signature du directeur de l'état civil		40. Date de la signature	
41. N° d'inscription		42. Mentions			

BOX 1
Child's surname (if compound, preferably joined by a hyphen)

BOX 2
Record the usual given name on the first line, followed by the others, separated by a comma, on the second line.

BOXES 5-6-7
Name, code and address of hospital

BOXES 8 to 14
Biological mother's identity according to her act of birth

BOXES 15 to 21
Identity of child's other parent (father or mother)

BOXES 23 to 26 and 32
To be completed if the declarant is neither the father nor the mother (adoption, foster care).

BOXES 28 to 33
To be completed to obtain the newborn's health insurance card without taking other steps if the Régie de l'assurance maladie accepts the child's eligibility and to receive Child assistance from the Régie des rentes of Québec.

BOXES 39 to 42
Reserved for the use of the Directeur de l'état civil. Please do not write or attach anything here.

BOX 3
Date and time of birth

BOX 4
Indicate the sex of the child and if it is a multiple birth (twins, etc.).

BOX 22
IMPORTANT
Are the parents married to or in a civil union with each other?

BOX 28
IMPORTANT
Mother's signature, especially if the parents are not married to or in a civil union with each other

BOX 30
IMPORTANT
Father's signature, especially if the parents are not married to or in a civil union with each other, or the signature of the mother's spouse when applicable

BOXES 34 to 38
The witness (a friend, a nurse or anyone at least 18 years old) attests that the declaration was made in his or her presence.

* To reflect the changes introduced by the Act instituting civil unions and establishing new rules of filiation (2002, S.Q. c.6), and unless otherwise indicated, the term "parents" includes persons of the same or opposite sex.

How to complete the Declaration of birth

Surname (Box 1)

The child's surname is derived from the parents surnames. Parents may choose either a single surname or a two-part (compound) surname preferably joined by a hyphen, based on their surnames. For example, the child may bear the father's name (Davis), the mother's name (Stewart) or the name of both (Davis-Stewart or Stewart-Davis).

The rule also applies if parents already have compound surnames.

For example: Albert Redmond-Blair and Laurie Fisher-Duncan may name their child one of the following names.

Redmond	Redmond-Fisher
Blair	Redmond-Duncan
Fisher	Blair-Fisher
Duncan	Blair-Duncan
Redmond-Blair	Duncan-Redmond
Fisher-Duncan	Duncan-Blair
Blair-Redmond	Fisher-Redmond
Duncan-Fisher	Fisher-Blair

- ✦ If only one parental tie (filiation) is established, the child may bear all or part of the surname of the parent whose filiation is declared in the act.
- ✦ An initial or a number may not be part of a surname. However, it may be included in the child's given names.
- ✦ The parent's surname that has not been used may be included in the child's given names. It may never be attributed to a child as a surname.
- ✦ The given name of one of the parents may never be attributed to the child as a surname.

Given names (Box 2)

The usual given name (the name used on a daily basis) selected for the child must be recorded in Box 2 of the Declaration of birth. The other names should be recorded in the appropriate box, separated by a comma.

A compound given name may be joined by a hyphen.

A limit of four given names is recommended.

For example:

Usual given name(s)	Carol-Anne
Other given name(s)	Leanne, Amelia, Louise

Identification and parents' signature (Boxes 8 to 22)

The surnames and given names of the parents must be recorded in full and spelled correctly (Boxes 8 to 22). The office of the Directeur de l'état civil may require identification documents.

If the parents are married to or in a civil union with each other, the date of the marriage or civil union must be specified in Box 22; one of the parents simply has to complete and sign the document in the presence of a witness.

- ✦ If the parents are not married to or in a civil union with each other, both parents must sign the Declaration of birth to establish their parental ties. If one of the parents fails to sign the document, his or her name will not be recorded on the act of birth (unless a proxy has been signed). The "Undeclared" notation will appear on the child's civil status documents.

The witness (Boxes 34 to 38)

The witness (someone other than either parent) is a person 18 years of age or over who attests to the parents' signature on the Declaration of birth.

The witness must identify him or herself by filling in the appropriate boxes and dating and signing the Declaration where indicated.

What should you do with the Declaration of birth?

We suggest that you leave the Declaration of birth at the hospital rather than send it yourself to the Directeur de l'état civil.

Once the Declaration of birth has been received, the Directeur de l'état civil registers the child in the register of civil status. At the same time, the Directeur de l'état civil will send the information required for the newborn to benefit from the different plans to the Régie de l'assurance maladie du Québec and the Régie des rentes du Québec on confidential basis.

Confirmation of registration

Once the birth has been recorded in the register of civil status, the Directeur de l'état civil sends the parents a confirmation of registration. Carefully read over your child's confirmation of registration and immediately inform the Directeur de l'état civil if it contains any errors.

Please wait until you have received the confirmation of registration before applying for a birth certificate

- ✦ No request to amend the information recorded on the Declaration of birth document that has been completed and signed by the parents may be filed after the 30-day period following the child's date of birth. For example, the parents of a child born on January 10, 2004 had until February 8, 2004 to request an amendment from the Directeur de l'état civil.
- ✦ If a religious ceremony is subsequently performed, the same given names and surname should be used as in the confirmation of registration.

Documents issued by the Directeur de l'état civil

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

Full-sized birth certificate contains the name, sex, and date, place and time of birth as well as the parents' names. The time is indicated only for births that have occurred since January 1, 1994.

An abridged version of the certificate is also available. However, it does not give the parent's names.

Copy of act of birth

A copy of act of birth reproduces all the information in the act as it was declared.

Note: Normally, only persons whose name is mentioned on the act can request a certificate and copy of an act. When the request concerns another person, the requester must justify his or her interest to the Directeur de l'état civil.

Attestation of an act of birth

The attestation of birth confirms the presence or absence in the register of an act of birth or a mention on such an act.

How to obtain a certificate or copy of act

Complete the form *Request for certificate or copy of act* for birth, taking care to read the instruction sheet attentively and pay the fee.

How to obtain an attestation of an act of birth

Complete the form *Request for attestation of an act in the register*, paying special attention to the instruction sheet and fee payment.

Where to obtain the forms

Internet address www.etatcivil.gouv.qc.ca *
Service counters of the Directeur de l'état civil*
Offices of Services Québec*
Courthouses
CLSCs
Majority of Caisses Desjardins branches

* The form *Request for attestation of an act in the register* is only available in these places.

How to contact the offices of the Directeur de l'état civil

Business hours

Monday to Friday
From 8:30 a.m. to 4:30 p.m.

City of Québec

Directeur de l'état civil
2535, boulevard Laurier, ground floor
Québec (Québec) G1V 5C5
Telephone: 418 643-3900
Fax: 418 646-3255

Montréal

Directeur de l'état civil
2050, rue De Bleury, ground floor
Montréal (Québec) H3A 2J5
(Place-des-Arts metro)
Telephone: 514 864-3900
Fax: 514 864-4563

Elsewhere in Québec

Telephone: 1 800 567-3900 (toll free)
E-mail: etatcivil@dec.gouv.qc.ca
Fax: 418 643-3255

Internet address

www.etatcivil.gouv.qc.ca

Aussi disponible en français

