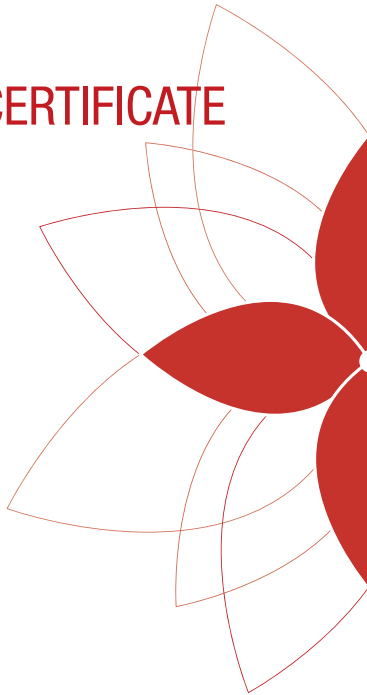


# Le Directeur de l'état civil

## At your service

### BIRTH CERTIFICATE



A birth certificate is often required; don't wait until the last minute to apply for one.

At various times in our lives, a birth certificate will be needed in order to:

- ✦ establish our identify
- ✦ apply for a passport, travel outside the country or cross a border
- ✦ claim Canada or Québec pension plan benefits
- ✦ obtain a health insurance card, a social insurance card or a first driver's licence
- ✦ enroll a child in primary or secondary school
- ✦ apply to a CEGEP or university
- ✦ apply for a scholarship

In short, you'll need your birth certificate on many occasions, so don't wait until the last minute to apply for it.

In Québec, the Directeur de l'état civil (registrar of civil status) is responsible for preparing and amending acts of civil status and issuing certificates or copies of acts.

#### Who may request a certificate?

Normally, only the person whose name is mentioned on the act may request a certificate. However, when the document requested concerns someone other than the applicant, applicants must establish interest to the Directeur de l'état civil by submitting a proxy or a judgement.

#### Compulsory identification of the applicant

Applicants must provide two identification documents bearing at least one photograph and their home address.

*Examples of acceptable identification documents: Québec health insurance card, driver's licence recognized in Québec, Canadian passport, certificate of Canadian citizenship, 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, tax bill from a municipal or educational body, bill from a power supply, telephone or cable company or beneficiary card for Natives. If it is impossible to provide two of the main documents accepted, the applicant must send photocopies of items that can identify him or her. The Directeur de l'état civil reserves the right to accept other documents to confirm his or her identity.*

#### Documents issued by the Directeur de l'état civil

The Directeur de l'état civil issues the following documents: the birth certificate and the copy of act of birth.

##### Birth certificate (full-sized or abridged)

**Before requesting a certificate, applicants are responsible for verifying the format accepted by the organization requiring the certificate.** For minors, the Directeur de l'état civil recommends using the full-sized certificate.

**Full-sized** birth certificates contain the name, sex, and date 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 parents' names.**

Cost: \$15 each - Accelerated processing: \$35 per document

##### Copy of act of birth

A copy of an act reproduces the entire contents of the act as declared. It may be issued only to persons mentioned in the act and to those who justify their interest.

Cost: \$20 each - Accelerated processing: \$35 per document

#### Where to obtain the form *Request for certificate or copy of act*

Internet site: [www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca)

Counters of the Directeur de l'état civil

Offices of Services Québec

CLSCs

Courthouses

Majority of Caisses Desjardins branches

## Delivery time for a certificate or copy of act

For a regular request, the birth certificate or copy of act of birth is issued in 5 weeks or more, excluding mailing time.

Cost: \$15 per certificate, \$20 per copy of act

For a justified accelerated processing request, the document is delivered in 6 business days or more, not including Xpresspost delivery time. (Note that Canada Post ordinary mail will be used to send the document outside Canada.)

Cost: \$35 per document

These time periods may be longer if volume is heavy or in-depth research is needed. Here are situations that could lengthen the time taken to process an application:

- ✦ This is the first request for a civil status document since 1994.
- ✦ The information on the request differs from the data in the register of civil status.
- ✦ The event occurred recently and is not yet recorded in the register (registration time must be taken into account).
- ✦ The identification documents presented do not comply with the requirements listed on the *Request for certificate or copy of act* form.

## Request for accelerated processing

In certain special cases<sup>1</sup>, the Directeur de l'état civil may process a request for a certificate on an accelerated basis for a fee of \$35 per document.

<sup>1</sup> *Examples of special cases that may justify accelerated processing:*

- ✦ a need to quickly replace a document that has been stolen, lost or destroyed in a disaster
- ✦ a sudden departure owing to an unforeseen event abroad (death, illness, etc.)
- ✦ travel abroad for the purpose of maintaining public safety, negotiating a business contract or working in another country
- ✦ any other reason judged pertinent by the Directeur de l'état civil

## Obtaining a birth certificate

1. Complete the form *Request for certificate or copy of act for birth*.

To avoid errors and delivery delays, make sure you carefully read the instructions attached to the form.

Also make sure you:

- ✦ use a separate form for each person on whose behalf the documents are being requested
- ✦ in the Applicant section, correctly record the applicant's complete address and postal code
- ✦ in the Birth section, correctly spell the information concerning the person in whose name the documents are requested

*Examples: If you live in Saint-Alexis-des-Monts, write out the name in full because there is also a Saint-Alexis-de-Matapédia in Québec. If you were registered and baptized in St. Joseph's parish, you should also indicate the name of the municipality because there are a number of St. Joseph parishes in Québec.*

*Example: St. Joseph, Montréal*

2. Mail or fax the form or hand it in at one of the counters of the Directeur de l'état civil either in the city of Québec or in Montréal, along with the required identification and supporting documents.

3. Enclose the payment with your application.

- ✦ By mail: cheque, postal/bank money order or credit card (Visa or MasterCard only)
- ✦ By fax: credit card (Visa or MasterCard only)
- ✦ At the counter: cash, debit or credit card (Visa or MasterCard only), cheque or postal/bank money order

## 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

Le Directeur de l'état civil  
2535, boulevard Laurier, ground floor  
Québec (Québec) G1V 5C5

Telephone: 418 643-3900  
Fax: 418 646-4563

### Montréal

Le Directeur de l'état civil  
2050, rue De Bleury, ground floor  
Montréal (Québec) H3A 2J5  
(métro Place-des-Arts)

Telephone: 514 864-3900  
Fax: 514 864-4563

### Elsewhere in Québec

Telephone: 1 800 567-3900 (toll free)  
Fax: 418 646-3255  
E-mail: [etatcivil@dec.gouv.qc.ca](mailto:etatcivil@dec.gouv.qc.ca)

### Internet address

[www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca)

Aussi disponible en français



Directeur  
de l'état civil

Québec