

DEATH

When a person dies, there are many things to think about - carrying out the last wishes of the deceased, opening the estate, and dealing with various agencies.

A death certificate or copy of act of death is indispensable to simplify steps when settling a deceased person's estate and terminating government programs. These civil status documents can be obtained after declaring the death to the Directeur de l'état civil (registrar of civil status), who will enter it in the register of civil status and thereby establish the act of death.

Important

Proof of death is established by an act of death (Article 102 of the Civil Code of Québec). Only documents issued by the Directeur de l'état civil are legally recognized.

How to declare a death

Two documents are required to declare a death: the *Attestation of death* and the *Declaration of death*.

Attestation of death

The Attestation of death is an official confirmation of a person's death, generally prepared by a doctor. It states the name and sex of the deceased and the place, date and time of death.

The person who prepared the attestation gives two copies (pink and green) to the funeral director charged with the body of the deceased. If there is no funeral director, copies of the attestation are sent to the Directeur de l'état civil.

Declaration of death

If a funeral director takes charge of the body, he will give the Declaration of death to the person responsible for declaring the death and help that person make the declaration. If the deceased's family does not use a funeral director, they must contact the Directeur de l'état civil to obtain the Declaration of death form.

The Declaration of death transcribes all information from the Attestation of death and adds the place and date of birth of the deceased, last home address, names of father and mother, and the place and mode of disposal of the body. If the deceased was married, in a civil union or separated, the Declaration of death also gives the place and date of the union and information on the spouse - name, place and date of birth and names of spouse's father and mother.

The Declaration of death must be completed and signed by the spouse of the deceased, a close relative or, failing them, any other person able to identify the deceased.

The Declaration is made before a witness, who also signs it. The witness must be a person of full age other than the declarant.

Once the Declaration of death is completed and signed, the funeral director sends it without delay to the Directeur de l'état civil along with the two copies of the Attestation of death and the deceased's health insurance card. After verifying the documents received, the Directeur de l'état civil draws up the act of death, enters it in the register of civil status, and notes the death in the deceased's act of birth and act of marriage or civil union, where applicable. The declarant keeps the green copy of the Declaration of death.

The information entered on the Declaration of death will be used to draw up the act of death.

Documents issued by the Directeur de l'état civil

The applicant is responsible for finding out what type of document is required by organizations to which it must be presented.

The Directeur de l'état civil issues the following documents:

Death certificate

(21.5 cm x 18.5 cm format)

The death certificate states the surname, given names and sex of the deceased, the date and place of death, the registration number, date of issue and document number.

Copy of act of death

(21.5 cm x 26.7 cm format)

A copy of act of death reproduces all information in the act as it was declared or modified.

These two documents may be issued only to persons named in the act of death, that is, the father, mother or spouse of the deceased, or the person who declared the death. Any other applicant must justify his or her interest to the Directeur de l'état civil, giving the reason and presenting, for example, a will, power of attorney or other official document attesting that he is the estate liquidator.

Attestation of death

The attestation of death confirms the presence or absence in the register of an act or a mention in an act. For example, it could confirm a mention of death on an act of birth or an act of marriage or civil union. Depending on the information sought, an attestation of death can be issued to any person who requests it.

How to obtain a certificate or copy of act of death

Complete the form *Request for Certificate or Copy of Act* for death, taking care to read the instruction sheet attentively and pay the fee.

How to obtain an attestation of death

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

Where to find the forms

Internet site www.etatcivil.gouv.qc.ca*

Service counters of the Directeur de l'état civil*

Offices of Services Québec*

Courthouses

* The form *Request for attestation of an event 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
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Elsewhere in Québec

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Fax: 418 643-3255

Internet address

www.etatcivil.gouv.qc.ca

Aussi disponible en français



Directeur
de l'état civil

Québec

