

FAX

Date:

Send to:

Fax:

From: **Certificates Express**

Fax: **(416)962-2968**

URGENT REPLY ASAP PLEASE COMMENT PLEASE REVIEW FOR YOUR INFORMATION

Total pages, including cover: 8

Comments:

The following documents must be sent by either e-mail or fax in order to have your application sent out on an accelerated basis:

- Your birth certificate application
- Authorization Form
- Proof of Urgency
- Legible Photo I.D. (front and back)
- Bill - bearing their current home address (ex. invoice from a power, telephone, or cable company)

Please complete the form below to receive your certificates and information.

Applicant's Name - Last Name		First Name	Middle Name
Street Number	Street Name		Apt. No.
City, Town or Village		Province	Postal Code
Phone Number		E-Mail Address / Fax	

Government Fees

First Birth Certificate (includes basic information such as name, date and place of birth)	\$ 15.00	\$ _____
Replacement Birth Certificate	\$ 15.00	\$ _____
First Certified Copy (contains all registered information, including parents' information and signatures)	\$ 20.00	\$ _____
Replacement Certified Copy	\$ 20.00	\$ _____
Marriage/Death Certificate (includes basic information such as name, date and place of event)	\$ 15.00	\$ _____
Marriage/Death Long Form (includes all registered information, including signatures)	\$ 15.00	\$ _____
Urgency Service (\$20 for Certificates; \$15 for Copies)	\$ 15/20	\$ _____

Certificates Express Ltd. Fees

Accelerated Service	\$160.00	\$ _____
G.S.T. (Accelerated Service)	\$ 8.00	\$ _____
Regular Service	\$ 80.00	\$ _____
G.S.T. (Regular Service)	\$ 4.00	\$ _____
Processing (each certificate requested, includes GST)	\$ 26.25	\$ _____
Shipping to Government (includes GST)	\$ 31.50	\$ _____
Delivery (see Certificates Express website for Quebec shipping charges) (includes GST)	\$ _____	\$ _____

Total Payment

Terms and Conditions

- Certificates Express Ltd. herein referred to as "CEL" certifies that all information the applicant provides, both written and/or verbal, will be held in the strictest of confidence. All information supplied will only be used for obtaining certificate applied for on applicant's behalf and for no other purpose.
- Applicant assumes all responsibility and liability that the information on government forms is true and complete. "CEL" assumes no responsibility for any errors, omissions or incomplete or illegible information on application forms.
- Where required, all forms must have an authorized guarantor in order to process.
- Applicant must qualify based on government standards in order to receive and/or be eligible to receive certificates.
- The authorization letter provided must be accompanied in order for "CEL" and/or one of its authorized representatives to obtain certificates on your behalf.
- "CEL" assumes no responsibility and/or liability for government processing and/or producing of certificates.
- Applicant agrees to be bound by the following terms and conditions with regard to PAYMENT: a) Payments by Visa, Mastercard, debit card, other. b) All payments and transactions are final. Any requests for refunds must be made within 24 hours of placing the order. A minimum fee of \$100 + G.S.T. may apply. c) The aforementioned term and condition is in full force and effect until "CEL" has received written notification from the applicant of a cancellation in such a manner as to afford "CEL" reasonable opportunity to act on said request. d) "CEL" agrees to charge applicant only for services, government fees, G.S.T. and delivery charges, if applicable. There are no G.S.T. charges on government fees. e) "CEL" service fee is over and above any applicable government fees. f) Payments can be made in the form of a certified cheque, money order or bank draft. However, processing period will only commence upon receipt. g) The applicant agrees that "CEL" is not responsible for credit/debit authorization or approval. h) The applicant authorizes "CEL", in accordance with the following terms and conditions, to initiate credit/debit entries on their behalf.
- "CEL" provides Urgent/Rush/Accelerated Service only when the following terms and conditions are met: a) The service is offered by the jurisdiction in charge of the certificate being requested. b) Where required, a valid guarantor must be available for confirmation — this is a government requirement. c) All government terms and conditions must be met. d) The authorization letter provided must be completed and signed and must accompany application in order that the "CEL" authorized representative can process and obtain certificate documents. e) Government holidays and closures for any reason(s) voids Urgent Service. f) In some cases, proof of urgency must be provided. Please contact us for more information.
- "CEL" provides Regular Service when the following terms and conditions are met: a) Regular Service is based on standard government processing. Time frame for receipt of the requested documentation varies by jurisdiction. b) Any time frame quoted regarding the receipt of requested documents is an estimation, not a guarantee. c) In some cases, the applicant will be notified by "CEL" upon receipt of certificate from the government. In other cases, the issuing government will forward the completed document directly to the applicant. This varies by jurisdiction. d) All other terms and conditions apply.
- All applicants must be registered at their municipal registry office to be eligible for a birth certificate. Please note that there is a minimum three-month processing time for provincial records to reflect the municipal registration.

Payment: Visa Mastercard Cheque Debit Other (specify):

Name of Cardholder _____ Signature of Cardholder _____

Card Number _____ Expiry Date (Month/Year) _____

Date: _____

To Whom It May Concern:

I, the undersigned, hereby authorize _____ of
Certificates Express Ltd. to apply for and receive a copy of my
_____ certificate.

Signed,

Signature: _____

Print Name: _____

General Information and Instructions

Please do not return this document with your application.

What should you know?

Certificates and copies of an act are documents issued by the Directeur de l'état civil to certify events that generally occurred in Québec.

Certificates and copies of an act are comprised of the information and spelling used in the original act—not the information supplied on the application form. The language in which certificates and copies of an act are issued is the language in which the event was registered.

Application for a certificate or copy of an act of marriage, civil union or death

- Certificates and copies of an act for these events are obtained by using the corresponding forms.
- You can apply online (www.etatcivil.gouv.qc.ca/services).
- These forms are available on our website and at our service counters, Services Québec offices, courthouses, most Caisses Desjardins and CLSCs, or by contacting us.

Who can be the applicant?

The applicant is the person requesting the certificate or copy of an act of birth.

To ensure identity protection, a birth certificate or copy of an act of birth can only be issued to persons mentioned in the act to which your application pertains (section 148 of the Québec Civil Code).

If your name does not appear in the act, you must explain why you wish to obtain a certificate or a copy of an act concerning someone else in box 10 of the form.

The Directeur de l'état civil requires the person applying for a certificate or copy of an act to supply the information and documents necessary to verify his or her identity and reasons for filing the application (section 148 of the Québec Civil Code). To find out which documents you must attach to your application, please consult page 3.

A parent mentioned in a child's act can obtain the child's birth certificate or copy of an act regardless of the child's age.

Checklist



To ensure that my application is processed:

- I have completed **all of the sections** of the form in black or blue ink and BLOCK letters.
- I have attached a legible photocopy of a valid photo ID document.
- I have attached a legible photocopy of proof of residence.
- I have signed and dated my application.
- I have made sure that the documents ordered correspond to the documents I require.
- I have included payment corresponding to the type of processing selected.

Protection of personal information



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

Website and online services



We invite you to visit our website at www.etatcivil.gouv.qc.ca for information on our services or to download our forms.

New!

It is now possible to apply for a certificate or copy of an act online at www.etatcivil.gouv.qc.ca/services. This service is easy to access and secure. Try it!



Which document to order: a birth certificate or a copy of an act of birth?

Before applying, the applicant is responsible for determining the type of document and format required by the party requesting it.

When applying for the birth certificate of a **minor**, the Directeur de l'état civil recommends using the **long-form birth certificate**, as it includes the parents' names. Moreover, the Directeur de l'état civil has been informed that certain organizations require this type of certificate in the case of minors.

Type and format	Information contained in the document
Birth certificate Long-form 21.5 cm x 18.5 cm	<ul style="list-style-type: none"> Surname, given name(s), sex, date and place of birth, registration number and date of issue Father's and mother's surnames and given names
Birth certificate Short-form 8.7 cm x 5.5 cm	<ul style="list-style-type: none"> Surname, given name(s), sex, date and place of birth, registration number and date of issue
Copy of an act of birth 21.5 cm x 26.7 cm	<ul style="list-style-type: none"> Integral reproduction of the information contained in the act

If the document format is not specified in the application, the long-form certificate will be issued.

What type of processing to choose?

The Directeur de l'état civil offers **normal** and **accelerated** processing. Cost, processing time and method of delivery vary according to the type of processing selected. For information on processing times, consult our website or contact us by phone or e-mail.

Processing time	Cost per document	Delivery
NORMAL*	\$15 per certificate \$20 per copy of an act	Regular mail
ACCELERATED*	\$35 per certificate \$35 per copy of an act	Xpresspost within Canada Regular mail outside Canada

* Costs include processing, printed document and shipping fees.

Additional processing time

- Processing time may be extended if the event occurred recently and has not yet been registered.
- If this is your first application to the Directeur de l'état civil since its creation in 1994, study of your application may extend processing time, as additional verification is required.

What payment methods are accepted?

In person

Cash, debit card (Interac), credit card, cheque, postal money order, bank money order

By mail

Credit card, cheque, postal money order, bank money order

Credit cards accepted:  Visa  MasterCard

Cheque:

- Payable to the **Directeur de l'état civil**.
- No post-dated cheques accepted.
- A \$35 surcharge applies to cheques returned for insufficient funds.

Postal or bank money order:

- Payable to the **Directeur de l'état civil**.

Separate payment

To speed processing, it is preferable to attach separate payment for each application filed.

How to file this application?



In person:

Québec:

2535, boulevard Laurier
Ground floor
Québec

Montréal:

2050, rue De Bleury
Ground floor
Montréal



By mail:

Le Directeur de l'état civil
2535, boulevard Laurier, local RC.01
Québec (Québec) G1V 5C6

If it is impossible to file your application using the accepted means, please contact us by phone. We will take appropriate action based on your circumstances.

Which two compulsory documents must be included with your application?

The Directeur de l'état civil applies security measures to ensure that the person requesting a civil status document is authorized to obtain it. The applicant must attach **two different documents** to his application:

- **A valid photo ID document**
- **A proof of residence**

A valid photo ID document

The applicant must attach a photocopy of a valid ID document. Only the documents listed below are accepted. **If it is impossible for you to provide one of these documents, please contact us.**

- Québec or Ontario health insurance card bearing a photograph
- Driver's licence issued by Québec, another Canadian province or a US state (if not presented as a proof of residence)
- Canadian or foreign passport
- Canadian citizenship card (issued since 2002)
- Canadian Permanent Resident Card
- US Permanent Resident Card ("green card")
- Federal immigration documents (IMM 1442, for one of the situations covered by this document)
- Official ID for members of the military, police officers or diplomats posted in Canada
- Certificate of Indian Status
- ID card issued by a Canadian province

A proof of residence

The applicant must attach a photocopy of a valid document showing his or her current home address. The document(s) ordered will be sent to this address. Only the proofs of residence listed below are accepted. **If it is impossible for you to provide proof of residence, please contact us.**

- Driver's licence issued by Québec, another Canadian province or a US state (if not presented as a valid photo ID)
- Municipal or school tax bill (one year or less)
- Government postal correspondence (one year or less)
- Recent invoice from energy, telephone service or cable supplier (three months or less)
- Construction competency certificate (apprentice or journeyman)
- Hospital card accompanied by health insurance card bearing a photograph
- Record of employment or pay stub (three months or less)
- Home or car insurance certificate or statement (one year or less)
- School transcript (one year or less)
- Bank statement (three months or less)
- Canada Post change of address receipt (three months or less)

The document's validity is determined according to the date it is received by the Directeur de l'état civil.

Further information on documents to present

Document validity

All documents submitted must be IN EFFECT or comply with the validity period specified.

Original documents

Do not send an original photo ID document or proof of residence.

Document front and back

Remember to include the back of a document when required, particularly if it shows a change of address.

Language of documents

If the documents submitted are in a language other than French or English, you must attach a translation provided by a member of the Ordre professionnel des traducteurs, des terminologues et interprètes agréés du Québec.

Quality of photocopies


All photocopied documents must be legible.

Separate photocopies

To speed processing, it is preferable to attach separate photocopies for each application filed.

Instructions



This section is a reference tool. The "Information" pictogram  is placed in certain boxes on the form. It corresponds to information designed to help you fill out the form correctly.

Section 1 – Information on the applicant

Box 1 – Applicant's surname

Enter the applicant's last name. This name should correspond to the name indicated on the submitted photo ID document and proof of residence.

Box 3 – Home address (number, street, apartment)

The address must correspond to the address indicated on the proof of residence submitted. The document(s) ordered will be sent to this address.

Box 9 – Phone number (other)

It is important to include a phone number where you can be reached during the day or where we can leave a message, if necessary.

Box 10 – If the application concerns someone other than yourself or your child, please explain why you are filing the application.

Certificates or copies of an act of birth are issued to applicants who are mentioned in the act to which their application pertains. For a birth-related document, the applicant may apply for himself or for his child. Applicants applying for someone else must establish their interest in filing for the certificate or copy of an act and **supply one or more supporting documents**, if necessary. The Directeur de l'état civil will assess the reason(s) provided. An extra sheet may be used if more space is required.

Section 2 – Information on the birth of the person concerned

Box 12 – Surname (for a married woman, enter the maiden name)

Use the last name as indicated on the act used to register the birth in the registry. In cases involving adoption or name change, enter the surname used after adoption or after the name change.

Box 13 – Usual given name

The usual given name is a name that, in addition to being mentioned in the act, is used on a daily basis to identify the person.

Box 18 – Place of registration of birth, if birth occurred before 1994 (parish, place of worship, municipality)

Complete this box only if the person was born before 1994. Enter the name of the place of worship or parish and municipality where the religious registration took place, or the name of the municipality in the case of a civil registration.

Section 4 – Applicant's declaration and signature

Box 32 – Applicant's signature (compulsory)

The applicant's signature is compulsory. Unsigned applications will be refused.

Section 5 – Method of payment

Box 35 – Cardholder's signature (compulsory)

The credit card holder's signature is compulsory even if he or she also signed as the applicant. Without the cardholder's signature, the application will be refused.

To reach us



By phone:

Québec: 418 643-3900
Montréal: 514 864-3900
Elsewhere in Québec: 1 800 567-3900



By mail:

Le Directeur de l'état civil
2535, boulevard Laurier
Québec (Québec) G1V 5C6



By e-mail:

etatcivil@dec.gouv.qc.ca

Website:

www.etatcivil.gouv.qc.ca

Information on the status of an application can only be given to the applicant and only by phone.



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