

# Québec Birth Certificate - Order Form (Page 1)

**Toll-Free Fax:** 1-855-261-0509 / 416-479-4448 **OR Scan & Email:** info@canadianbirthcertificate.com **OR Mail:** 1180 Danforth Ave, Toronto, ON M4J 1M3

## How to Apply

1. Please complete the Order Form and the Birth Certificate Application. This is an interactive fillable PDF form, so you may either fill out your information electronically (preferred) or print out the form and fill it out by hand.
2. Return the completed Order Form and the Birth Certificate Application back to us via fax, email or mail.
  - Scan & Email:** info@canadianbirthcertificate.com
  - Toll-Free Fax:** 1-855-261-0509 / 416-479-4448
  - Mail:** 1180 Danforth Ave, Toronto, ON M4J 1M3
3. You will receive your birth certificate by Xpresspost or regular mail depending on which type of filing you request (see options below).

## Short Form / Long Form

### Short Form Québec Birth Certificate (8.7 cm x 5.5 cm)

The Short Form Birth Certificate is required when applying for a **Canadian passport**. It contains basic information: the individuals surname, given names, sex, date and place of birth, registration number and the date issued. The short form is not issued for deceased persons.

### Long Form Québec Birth Certificate (21.5 cm x 18.5 cm)

The Long Form Birth Certificate contains all registered information: the individual's name, date of birth, birthplace, sex, location of birth, parents' names, date of registration, registration number and the date issued.

When submitting an application concerning the birth of a minor, we recommend requesting the Long Form Birth Certificate, as it includes the parents' names.

## Service Options

### Regular Filing

Processing time is approximately **16-20 business days** (Include delivery time. Delivery for regular filing is by regular mail.)

**\$73.00 - Short Form Québec Birth Certificate**

This Fee Includes:

\$38.00 document fee (refers to amount in Section 3 on application)  
\$35.00 processing service fee

**\$73.00 - Long Form Québec Birth Certificate**

This Fee Includes:

\$38.00 document fee (refers to amount in Section 3 on application)  
\$35.00 processing service fee

### Accelerated Filing

Processing time is approximately **7-12 business days** (Includes delivery/courier time. Xpresspost within Canada and regular mail outside Canada.)

**\$95.00 - Short Form Québec Birth Certificate**

This Fee Includes:

\$60.00 document fee (refers to amount in Section 3 on application)  
\$35.00 processing service fee

**\$95.00 - Long Form Québec Birth Certificate**

This Fee Includes:

\$60.00 document fee (refers to amount in Section 3 on application)  
\$35.00 processing service fee

## Correspondence (all correspondence is conducted through email)

Email Address:

**You MUST include your email address, otherwise your application will NOT be processed.**

## Credit Card Information

Please fill out your credit card information below

I will be paying by:  Visa  MasterCard

Cardholder Name:

Card Number:

Month Year

Expiry Date:

CVV Code:

Sign OR Type

Cardholder Name:

## Disclaimer

Applicants must sign/type name below

By signing below I assert that I have read and agreed to the Terms and Conditions as listed on canadianbirthcertificate.com/terms and agree to the following conditions:

- ✘ Canadian Birth Certificate is not responsible for documents or birth certificates lost by courier companies or any government office.
- ✘ Canadian Birth Certificate is not responsible for applications that are rejected.
- ✘ All fees are non-refundable once applications are submitted to the government.
- ✘ I agree to being charged the total fees corresponding with my required service.

Sign OR Type

Cardholder Name:

## Québec Birth Certificate - Order Form (Page 2)

Toll-Free Fax: 1-855-261-0509 / 416-479-4448 **OR** Scan & Email: info@canadianbirthcertificate.com **OR** Mail: 1180 Danforth Ave, Toronto, ON M4J 1M3

### Identification Information for Non-Québec Residents and Quebec Residents Unable to Fill Section Above

Please include the following 2 pieces of identification with your application.

#### **IMPORTANT:**

Make a **HIGH RESOLUTION SCAN** of the following 2 pieces of I.D.

Please note that I.D. must be **ENLARGED** and **LIGHTENED** in order to ensure legibility.

**SIMPLY FAXING I.D. OFTEN PRODUCES POOR QUALITY IMAGES AND ARE NOT SUFFICIENT.**

#### Document #1 - **Valid Photo I.D.**

As an applicant, you must provide **ONE** valid I.D. containing your photo. **Only the documents listed below are accepted.**

- Québec or Ontario health insurance card bearing a photograph
- Driver's licence issued by Québec, another Canadian province or a U.S. state

A driver's licence is accepted as an I.D. **only if it is not submitted as proof of home address.**

- Canadian or foreign passport
- Canadian Citizenship Card (issued since 2002)
- U.S. Permanent Resident Card (green card)
- Federal immigration documents (IMM 1442)
- Official I.D.s for members of the military, police officers or diplomats posted in Canada
- Certificate of Indian Status
- I.D. card issued by a Canadian province

#### Document #2 - **Valid Proof of Home Address**

As an applicant, you must provide **ONE** valid document showing your current home address. The birth certificate will be sent to this address. **Only the documents listed below are accepted.**

- Driver's licence issued by Québec, another Canadian province or a U.S. state

A driver's licence is accepted as an I.D. **only if it is not submitted as a photo ID.**

- Municipal or school tax bill (no more than one year old)
- Government postal correspondence (no more than one year old)
- Recent bill from an energy, telephone service or cable provider (no more than three months old)
- Construction competency certificate (apprentice or journeyperson)
- Hospital card accompanied by health insurance card bearing a photograph
- Record of employment or pay slip (no more than three months old)
- Home or car insurance certificate or statement (no more than one year old)
- School transcript (no more than one year old)
- Bank statement (no more than three months old)
- Canada Post change of address receipt (no more than three months old)

**BIRTH**

**Application for a Certificate or Copy of an Act**

Version  
**2010-2012**

In effect until  
 March 31, 2012



**TO THE APPLICANT**

- Read the general information and instructions.
  - Complete **all sections** of the form.
  - Write in **BLOCK** letters in **black** or **blue** ink.
  - Include a **photocopy** of your valid photo ID.
  - Include a **photocopy** of your valid proof of home address.
- **Sign** and **date** your application.
  - Include your **payment**.
  - **If your application is incomplete, it will be returned to you.**

**i** This pictogram refers you to the general information and instructions for particular information.

**Section 1: Information on the applicant**

1. Applicant's surname <b>i</b>		2. Applicant's given name	
3. Home address (number, street) <b>i</b>		Apartment	4. City, town, village or municipality
5. Province		6. Postal code	7. Country
8. Area code Phone number (home)		9. Area code Phone number (other) Extension <b>i</b>	
10. If your application concerns someone other than yourself or your child, please explain why you are submitting it and attach an official document supporting your reason. <b>i</b>		11. Does the application concern someone who is deceased? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Section 2: Information on the birth of the person concerned (This section must be completed for your application to be processed.)**

12. Surname <b>i</b>		13. Usual given name <b>i</b>	
14. Other given names (separated by commas)		15. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	16. Date of birth Year Month Day
17. Place of birth (city, town, village or municipality, province or country, if abroad)		18. Place of registration of birth if birth occurred before 1994 (parish, place of worship, city, town, village or municipality) <b>i</b>	
19. Father's surname		20. Father's given name	
21. Mother's surname		22. Mother's given name	

**Section 3: Documents requested – The following fees are in effect until March 31, 2012.**

You can also submit your application on the Internet at [www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca). For the fees for that application method, see page 2 of the general information. **i**

<b>Normal processing</b>			
23. Birth certificate (short-form) _____ x \$38 (by mail) = \$ _____ _____ x \$43 (at a counter) = \$ _____ <b>+</b>	24. Birth certificate (long-form) _____ x \$38 (by mail) = \$ _____ _____ x \$43 (at a counter) = \$ _____ <b>+</b>	25. Copy of an act of birth _____ x \$45 (by mail) = \$ _____ _____ x \$50 (at a counter) = \$ _____ <b>=</b>	26. Subtotal (boxes 23 to 25) \$ _____
<b>Accelerated processing</b>			
27. Birth certificate (short-form) _____ x \$60 (by mail) = \$ _____ _____ x \$65 (at a counter) = \$ _____ <b>+</b>	28. Birth certificate (long-form) _____ x \$60 (by mail) = \$ _____ _____ x \$65 (at a counter) = \$ _____ <b>+</b>	29. Copy of an act of birth _____ x \$60 (by mail) = \$ _____ _____ x \$65 (at a counter) = \$ _____ <b>=</b>	30. Subtotal (boxes 27 to 29) \$ _____
Add the amounts in boxes 26 and 30 to determine the amount payable.			31. <b>Total:</b> \$ _____

**Section 4: Applicant's declaration**

32. I solemnly declare that, to the best of my knowledge, the information provided is accurate and that I have the right to obtain the documents requested. <b>i</b>		33. Date Year Month Day	
<b>X</b> _____ Applicant's signature (mandatory)			

**Section 5: Methods of payment**

34. <input type="checkbox"/> Cash (at a service counter) <input type="checkbox"/> Debit card (at a service counter) <input type="checkbox"/> Postal or bank money order <input type="checkbox"/> Cheque* * A \$35 surcharge applies to cheques returned for insufficient funds		35. Credit card <input type="checkbox"/> <b>VISA</b> _____ <input type="checkbox"/> <b>MasterCard</b> _____ I authorize Services Québec to charge the amount entered in Box 31 to my credit card. <b>i</b> <b>X</b> _____ Cardholder's signature (mandatory)		Expiry date Month Year _____
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Detach here.