

# FAX

**Date:**

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**Send to:**

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**Fax:**

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**From: Certificates Express**

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

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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 marriage 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)



40 Pleasant Blvd., Suite 100  
 Toronto, Ontario M4T 1K1  
 TOLL-FREE: (877) 663-6606  
 FAX: (416) 962-2968

# Invoice

Date \_\_\_\_\_

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: \_\_\_\_\_



**IMPORTANT**

- Read the "General Information and Instructions" document.
- Complete all sections of the form in black or blue ink and BLOCK letters.
- Include photocopies of a valid photo ID document and a proof of residence.
- Sign and date your application.
- Include payment.
- Incomplete applications will be returned.

**i** This pictogram refers you to the "General Information and Instructions" document for more 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. Municipality
5. Province		6. Country	7. Postal code
8. Area code	Phone number (home)	9. Area code	Phone number (other) Extension <b>i</b>
10. If the application concerns someone other than yourself, please explain why you are filing the application. <b>i</b>			11. Is one of the spouses deceased? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Section 2: Information on the marriage or civil union of the persons concerned**

12. Type of union <input type="checkbox"/> Marriage <input type="checkbox"/> Civil union <b>i</b>	13. Place of registration of marriage or civil union (municipality, place of worship, province or country, if abroad) <b>i</b>	14. Date of marriage or civil union Year Month Day
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**Section 3: Information on the spouses**

A		B	
15. Surname <b>i</b>		25. Surname <b>i</b>	
16. Given name(s) (begin by usual given name, separate each given name by a comma) <b>i</b>		26. Given name(s) (begin by usual given name, separate each given name by a comma) <b>i</b>	
17. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	18. Date of birth Year Month Day	27. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	28. Date of birth Year Month Day
19. Place of birth (municipality, province or country, if abroad)		29. Place of birth (municipality, province or country, if abroad)	
20. Place of registration of birth (parish, place of worship, municipality) <b>i</b>		30. Place of registration of birth (parish, place of worship, municipality) <b>i</b>	
21. Father's surname	22. Father's given name	31. Father's surname	32. Father's given name
23. Mother's surname (maiden name)	24. Mother's given name	33. Mother's surname (maiden name)	34. Mother's given name

**Section 4: Document(s) ordered – Indicate the number of documents and type of processing required.**

Marriage		Civil union	
Normal processing		Normal processing	
35. Marriage certificate _____ X \$15 = \$ _____	36. Copy of an act of marriage _____ X \$20 = \$ _____	37. Certificate of civil union _____ X \$15 = \$ _____	38. Copy of an act of civil union _____ X \$20 = \$ _____
39. Subtotal (boxes 35 to 38) _____ = \$ _____		39. Subtotal (boxes 35 to 38) _____ = \$ _____	
Accelerated processing		Accelerated processing	
40. Marriage certificate _____ X \$35 = \$ _____	41. Copy of an act of marriage _____ X \$35 = \$ _____	42. Certificate of civil union _____ X \$35 = \$ _____	43. Copy of an act of civil union _____ X \$35 = \$ _____
44. Subtotal (boxes 40 to 43) _____ = \$ _____		44. Subtotal (boxes 40 to 43) _____ = \$ _____	
Add the amounts in boxes 39 and 44 to determine the amount payable.			45. <b>Grand total:</b> \$ _____

**Section 5: Applicant's declaration and signature**

46. I solemnly declare that, to the best of my knowledge, the information supplied is accurate and that I have the right to obtain the document(s) ordered.  <b>X</b> <b>i</b>	47. Date of signature Year Month Day
Applicant's signature (compulsory)	

**Section 6: Method of payment**

48. <input type="checkbox"/> Cash (at the service counter only) <input type="checkbox"/> Debit card (at the service counter only) <input type="checkbox"/> Postal or bank money order <input type="checkbox"/> Cheque* * A \$35 surcharge applies to cheques returned for insufficient funds	49. Credit card number <input type="checkbox"/> <input type="checkbox"/> I authorize the Directeur de l'état civil to charge the "Grand total" shown in Box 45 to my credit card. <b>X</b> <b>i</b>	50. Expiry date Month Year
Cardholder's signature (compulsory)		

# 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 birth 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](http://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 marriage or civil union.

To ensure identity protection, a certificate or copy of an act of marriage or civil union 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.

## 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](http://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](http://www.etatcivil.gouv.qc.ca/services). This service is easy to access and secure. Try it!



## Which document to order: a certificate of marriage or civil union or a copy of an act?

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

Type of document	Information contained in document
<b>Marriage certificate</b> 21.5 cm x 18.5 cm	<ul style="list-style-type: none"> <li>Spouses' surnames and given names, spouses' sex, date and place of marriage, registration number and date of issue</li> </ul>
<b>Civil union certificate</b> 21.5 cm x 18.5 cm	<ul style="list-style-type: none"> <li>Spouses' surnames and given names, spouses' sex, date and place of civil union, registration number and date of issue</li> </ul>
<b>Copy of an act of marriage</b> 21.5 cm x 26.7 cm	<ul style="list-style-type: none"> <li>Integral reproduction of the information contained in the act</li> </ul>
<b>Copy of an act of civil union</b> 21.5 cm x 26.7 cm	<ul style="list-style-type: none"> <li>Integral reproduction of the information contained in the act</li> </ul>

## 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 type	Cost per document	Delivery
<b>NORMAL*</b>	\$15 per certificate \$20 per copy of an act	Regular mail
<b>ACCELERATED*</b>	\$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, please explain why you are filing the application.

Certificates or copies of an act of marriage or civil union are issued to applicants who are mentioned in the act to which their application pertains. For a document relating to a marriage or civil union, the applicant could be one of the spouses or any other person mentioned in the act. 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 marriage or civil union of those concerned

#### Box 12 – Type of union

In June 2002, the National Assembly of Québec passed the Act instituting civil unions and establishing new rules of filiation. This created the civil union, a new institution that allows same-sex or opposite-sex couples to make a public commitment to live together and comply with the resulting rights and obligations. (Ministère de la Justice)

#### Box 13 – Place of registration of marriage or civil union (municipality, place of worship, province or country, if abroad)

For a religious marriage, enter the name of the place of worship and the municipality. For a civil marriage or civil union, enter the name of the municipality. Do not enter the place where the reception was held following the marriage or civil union.

### Section 3 – Information on the spouses

#### Boxes 15 and 25 – Surname

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

#### Boxes 16 and 26 – Given name(s) (begin by usual given name, separate each given name by a comma)

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.

#### Boxes 20 and 30 – Place of registration of birth (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 5 – Applicant's declaration and signature

#### Box 46 – Applicant's signature (compulsory)

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

### Section 6 – Method of payment

#### Box 49 – 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.



The original version of this document is printed on chlorine free certified Eco-Logo paper composed of 100% post-consumer fibres.