Print Form

Québec Birth Certificate - Order Form (Page 1)

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

How Do I Apply?

1. Please complete the Order Form, the Order Form Cover Page, and the Birth Certificate Application (you may obtain a first birth certificate or a replacement birth certificate with this application). These are interactive fillable PDF forms, so you may either fill out your information electronically (preferred) or print out the form and fill them out by hand.
2. Return the completed Order Form, Order For Cover Page, and the Birth Certificate Application back to us along with the required fee (see service options below) via fax , email or mail.

   In order to assure there are no delays with the processing of your application, please be sure to correctly fill out your Credit Card Information and sign the Disclaimer on the bottom of this page.

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3. You will receive your birth certificate by Xpresspost or regular mail depending on which type of filing you request (see options below).

Do I Need A Short Form Or A Long Form?

Before applying, find out the type of document and the format required by the organization requesting the document.

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.

✓ You are applying for a **Canadian passport**

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. Some organizations require this type of certificate in the case of minors.

How Quickly Can I Receive My Certificate?

Regular Filing

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

Total Charge:

☐ $73.00 - **Short Form Québec Birth Certificate** ☐ $73.00 - **Long Form Québec Birth Certificate**

Accelerated Filing

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

Total Charge:

☐ $95.00 - **Short Form Québec Birth Certificate** ☐ $95.00 - **Long Form Québec Birth Certificate**

Credit Card Information

Please fill out your credit card information below

I will be paying by: ◉ Visa ◯ MasterCard

Cardholder Name:

Card Number:

Expiry Date: Month / Year CVV Code:

Sign OR Type Cardholder Name:

Disclaimer

Applicants must sign below

By signing below I assert that I have read and agreed to the Terms and Conditions as listed on canadianbirthcertificate.ca/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)

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Identification Information for Québec Residents Only

If you are a **Québec resident** and **ALL** the identification information in this section is available to you, please fill it out.
Otherwise leave blank and proceed to section below.

Social Insurance No: _____ Birth Date: Day / Month / Year

Your Revenue Québec access code *(6 digits)* **OR**, if you do not have one, please provide your total income entered on line 199 of your last income tax return *(dollar amount only)*: _____

Your notice of assessment number *(11 letters and digits, available on the notice of assessment issued by Revenu Québec for your most recent income tax return)*: _____

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

Please include the following identification with your application if you are a **NOT a Quebec resident** or are **unable to fill the section above.**

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.

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)

Québec Birth Certificate - Order Cover Page

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This Cover Page is Mandatory

PLEASE NOTE:

All correspondence is conducted through email. You **MUST** include your email address if you would like to receive an order confrmation. If you do not include an email address and there is a problem with your application, you will not be contacted and your order will not be processed.

To **Canadian Birth Certifcate**

Email info@canadianbirthcertificate.ca

OR

Fax Number 1-855-261-0509 / 416-479-4448

OR

Mail Address 1180 Danforth Ave, Toronto, ON M4J 1M3

No. of Pages

Date Day Month Year

Your Name

Your Email Address

☐ Regular Filing ☐ High Urgency Filing *Please check off the appropriate box*

If you wish to inclue a message with your application, please enter it below.

Directeur de l'état civil
Québec

BIRTH

Application for a Certificate or Copy of an Act

Version 2010-2012
In effect until March 31, 2012

N FO−1113−A 20101001

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**.

The "Information" pictogram appears in certain boxes to denote information that will help you to complete the form. Click on the pictogram to access the information.

Delete data entered

Section 1: Information on the applicant

1. Applicant's surname	2. Applicant's given name
3. Home address (number, street) / 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
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.	11. Does the application concern someone who is deceased? ☐ Yes ☐ No

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

12. Surname	13. Usual given name	
14. Other given names (separated by commas)	15. Sex ☐ Male ☐ 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)	
19. Father's surname	20. Father's given name	
21. Mother's surname	22. Mother's given name	

Detach here.

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

Enter the number of documents ordered according to the mode of transmission selected.

Normal processing

23. Birth certificate (short−form)	24. Birth certificate (long−form)	25. Copy of an act of birth	26. Subtotal (boxes 23 to 25)
____ x $38 (by mail) ____ x $43 (at a counter) $ ____ (+)	____ x $38 (by mail) ____ x $43 (at a counter) $ ____ (+)	____ x $45 (by mail) ____ x $50 (at a counter) $ ____ (=)	$

Accelerated processing

27. Birth certificate (short−form)	28. Birth certificate (long−form)	29. Copy of an act of birth	30. Subtotal (boxes 27 to 29)
____ x $60 (by mail) ____ x $65 (at a counter) $ ____ (+)	____ x $60 (by mail) ____ x $65 (at a counter) $ ____ (+)	____ x $60 (by mail) ____ x $65 (at a counter) $ ____ (=)	$

Add the amounts in boxes 26 and 30 to determine the amount payable. 31. **Total:** $

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.

X The application must be signed and dated.

Applicant's signature (**mandatory**)

33. Date Year / Month / Day

Section 5: Methods of payment

34.
- ☐ Cash (at a service counter)
- ☐ Debit card (at a service counter)
- ☐ Postal or bank money order
- ☐ Cheque*

} Payable to Services Québec

* A $35 surcharge applies to cheques returned for insufficient funds

35. Credit card

☐ VISA
☐ MasterCard

Expiry date Month / Year

I authorize Services Québec to charge the amount entered in Box 31 to my credit card.

X If you are paying by credit card, the cardholder must sign the form.

Cardholder's signature (**mandatory**)