

Steps to change your name and gender marker (People aged 18 and over with a Canadian citizenship):

1. Fill out the registrar of civil status form [HERE](#).

1.1 Choose someone you have known for at least a year to be your witness.

1.2 Documents to be provided with the request:

- Photocopy of both sides of one of **your** identity documents with photo and signature.
- Photocopy of both sides of an identity document with photo and signature of **your witness**.

What forms of identification can I use?

- Driver's license (only if not already used as proof of address)
 - Health insurance card
 - Certificate of Indian Status
 - Canadian passport
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- Photocopy of proof of address in Quebec that is **at least** one year (12 months) old.
 - Photocopy of proof of address in Quebec dated one month **or less**.

Examples of valid proof of address: receipt from cell phone company, hydroelectricity bill, official document from a school, official document from a financial institution, driver's license, etc.

What if your address has changed in the past year?

If your previous address was also in Quebec, all you have to do is provide proof of your old address in addition to the new proof of address dated a month or less! The important thing is to prove that you resided in Quebec during the last year.

*Proof of address must be written in French or English.

2. Swearing-in of a commissioner

You and your witness will have to travel to have the request for a change of name and designation of sex sworn in by a commissioner for oaths.

Where can I find a commissioner of oaths?

It is possible to make an appointment with Tess Bourgouin, worker at ATQ (Aide aux Trans du Québec), who is accredited to swear documents.

Commissioners for oaths are available free of charge at the civil status office in your region:

Montréal

Service counter, located on the ground floor
2050, rue De Bleury
Montréal (Québec) H3A 2J5
(métro Place-des-Arts)
514 644-4545

Québec

Service counter, located on the ground floor
2535, boulevard Laurier
Québec (Québec) G1V 5C5
418 644-4545

You can also find a commissioner for oaths in your region by internet or by phone:

www.assermentation.justice.gouv.qc.ca

Québec :418 528-5761

Montréal : 514 864-5761

Elsewhere in Québec: 1 855 297-5761

3. Fees and payment methods

Change of name and designation of sex

142.00\$

Issuance of an additional certificate

11.60\$

Payment Methods

When the request for a change of name and designation of sex is accepted, a certificate is automatically sent to you by mail. The fee of 11.60\$ applies if you wish to receive a second official copy of this document.

- You can bring the completed and sworn documents to the service counter of the Registrar of Civil Status office and pay on the spot.

Payment methods accepted at the service counter:

Cash

Debit card (Interac)

Credit card (Visa and MasterCard only, prepaid credit cards not accepted)

Cheque

Money order

Bank money order

- It is also possible to send the completed and sworn documents as well as the payment by post.

Payment methods accepted through mail :

Cheque

Money order

Bank money order

Mailing address:

Direction des modifications aux actes et du registre des célébrants

Directeur de l'état civil

2535, boulevard Laurier

Québec (Québec) G1V 5C6

*If you choose to pay by cheque, whether by mail or directly at the service counter,

- The cheque should be made payable to Directeur de l'état civil
- No post-dated cheques will be accepted.

**If you choose to pay by money order or by bank money order, whether by mail or directly at the service counter

- The mandate must be made out to the order of Directeur de l'état civil

4. Waiting

When the request is sent, all that remains is to wait for the decision of the Registrar of Civil Status! You should receive a letter telling you whether the request was accepted or refused a few weeks or months after the request was sent (the time for sending this decision may vary).

If the request is accepted: The request will be on hold for thirty days in order to allow a delay in the event of a dispute or request for review in court. If no request for review is sent to the court, your official certificate of change of name and designation of sex will be issued and mailed within 90 days.

If the request is refused: The forms may have been incorrectly completed, or mandatory documents may be missing or invalid. You can then contact the Registrar of Civil Status office to submit a new request or send the missing documents.

PLEASE NOTE: It is also possible to change your name without changing your gender designation or to change your gender designation without changing your name. The procedures are then a little different, but it is possible to find the appropriate forms on the website of the Director of Civil Status :

<http://www.etatcivil.gouv.qc.ca/fr/default.html>

If you have any questions or a specific request, you can contact the Civil Status Office by phone or email:

Québec : 418 644-4545

Montréal : 514 644-4545

Elsewhere in Québec : 1 877 644-4545

etatcivil@dec.gouv.qc.ca