

# Application to Change the Sex Designation of a Person Aged 18 or Over

Version  
**2025-2026**

In effect until  
March 31, 2026

**C** FO-12-17  
20250401

## Important

- Read the general information.
- Complete **all sections** of the form and the appendices that apply to your situation.
- Write in block letters in **black** or **blue** ink.
- Read the *List of Documents to Enclose with the Application to Change the Sex Designation of a Person Aged 18 or Over*, to find out which documents you should send with your application.
- Enclose the payment, if applicable.

If the birth is not entered in the Québec register of civil status, you must ask the Directeur de l'état civil to insert the act of birth into the register so that the application for a change of sex designation can be processed. If this is the case, complete the *Application for Insertion of an Act of Civil Status Made Outside Québec in the Québec Register of Civil Status* form. It is only after the insertion is made that it is possible to process the application for a change of sex designation.

## Section 1: Information on the applicant

1. Surname		2. Usual given name		3. Other given names (each given name separated by a comma)	
4. Home address (number, street)			Apartment	5. City, town, village or municipality	
6. Province			7. Country		8. Postal code
9. Area code	Phone number (home)		10. Area code	Phone number (mobile)	
11. Area code		Phone number (work)		Extension	
12. E-mail (only if you wish to be contacted by this means)					
13. Sex designation before the requested change		14. Marital status		15. Date of birth	
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)		<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Civil union spouse <input type="checkbox"/> Former civil union spouse		Year    Month    Day	
16. Place of birth (city, town, village or municipality, province or country)			17. Have you been domiciled in Québec for at least one year?		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
18. Surname of the parent		19. Usual given name of the parent		20. Relationship	
				<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent	
21. Surname of the other parent		22. Usual given name of the other parent		23. Relationship	
				<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent	
24. Do you have children?					
<input type="checkbox"/> Yes <input type="checkbox"/> No ➔ If you answered Yes to question 24, please fill the <i>Information on the Applicant's Children</i> appendix					

## Section 2: Information on the applicant's spouse or civil union spouse

25. Date of marriage or civil union		26. Place of marriage or civil union (city, town, village or municipality, province or country)	
Year    Month    Day			
27. Last name		28. Usual given name	
		29. Date of birth	
		Year    Month    Day	

## Section 3: Previous decision to change the applicant's sex designation or name

30. Have you already obtained, in Québec or elsewhere, an administrative decision or judgement concerning a change of sex designation for yourself?		31. If you answered Yes to question 30, state the place (province or country) and year of the decision or judgment.	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
32. Have you already obtained, in Québec or elsewhere, an administrative decision or judgement concerning a change of name for yourself?		33. If you answered Yes to question 32, state the place (province or country) and year of the decision or judgment.	
<input type="checkbox"/> Yes <input type="checkbox"/> No			

## Section 4: Object of the application

34. Sex designation requested	
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)	
Complete boxes 35 and 36 <b>only</b> if you are also applying to change your usual given name or your other given names.	
35. Requested usual given name	36. Other requested given names (each given name separated by a comma)



# APPENDIX

## Information on the Children of a Person Aged 18 or Over Concerned by the Application to Change the Sex Designation

### Important

- Provide the required information for all your minor or adult children.
- Write in block letters in **black** or **blue** ink.

### Children aged 14 or over

If you answered Yes to question 1 and your child is aged 14 or over, you must also complete the *Application for a Change of Parental Designation*.

### Information on your children

child	1. Do you want to change to the act of birth of your child so that your designation as father, mother or parent corresponds to the change of your sex designation? <input type="checkbox"/> Yes <input type="checkbox"/> No				2. If you answered Yes to question 1, please indicate the requested designation. <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent			
	3. Surname		4. Usual given name		5. Other given names (each given name separated by a comma)			
	6. Sex designation <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)		7. Date of birth Year         Month     Day		8. Place of birth (city, town, village or municipality, province or country)			
	9. Surname of the child's parent who is not the applicant				10. Usual given name of the child's parent who is not the applicant			
	1. Do you want to change to the act of birth of your child so that your designation as father, mother or parent corresponds to the change of your sex designation? <input type="checkbox"/> Yes <input type="checkbox"/> No				2. If you answered Yes to question 1, please indicate the requested designation. <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent			
child	3. Surname		4. Usual given name		5. Other given names (each given name separated by a comma)			
	6. Sex designation <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)		7. Date of birth Year         Month     Day		8. Place of birth (city, town, village or municipality, province or country)			
	9. Surname of the child's parent who is not the applicant				10. Usual given name of the child's parent who is not the applicant			
	1. Do you want to change to the act of birth of your child so that your designation as father, mother or parent corresponds to the change of your sex designation? <input type="checkbox"/> Yes <input type="checkbox"/> No				2. If you answered Yes to question 1, please indicate the requested designation. <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Parent			
	3. Surname		4. Usual given name		5. Other given names (each given name separated by a comma)			
child	6. Sex designation <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)		7. Date of birth Year         Month     Day		8. Place of birth (city, town, village or municipality, province or country)			
	9. Surname of the child's parent who is not the applicant				10. Usual given name of the child's parent who is not the applicant			

You can use an extra sheet if necessary.

# APPENDIX Affidavit of a Person Who Knows the Applicant

## Important

This declaration must be made by an adult person who has known the person concerned by the application for at least one year.

It must be completed before a commissioner for oaths or any other person authorized to administer oaths. For more information, see the "Affidavit" section on page 2 of the general information section.

### Section 1: Information on the applicant prior to the requested change

1. Surname	2. Usual given name
3. Other given names (each given name separated by a comma)	4. Sex designation <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)

### Section 2: Object of the application

5. Usual given name requested	6. Other given names (each given name separated by a comma)	7. Sex designation requested <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)
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### Section 3: Information on the declarant and affidavit

8. Surname	9. Usual given name
10. Home address (number, street)	11. City, town, village or municipality
12. Province	13. Country
14. Postal code	
15. Area code Phone number (home)	16. Area code Phone number (other) Extension
17. Email (only if you wish to be contacted by email)	
18. Sex designation <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary (X)	19. Date of birth Year Month Day
20. Place of birth (city, town or municipality, province or country)	
21. Declarant	
<p>I solemnly affirm* that I have known the person listed in section 1 for at least one year and I confirm that this person is fully aware of the seriousness of the application to change the sex designation appearing on his or her act of birth.</p> <p>X _____ Declarant's signature (mandatory)</p> <p>Year Month Day</p>	

### Section 4: Information on the person authorized to administer oaths

22. Surname	23. Usual given name	24. Area code Phone number Extension
25. Occupation (indicate professional order, if applicable)		
26. Person authorized to administer an oath		27. Authorized person's number or seal
<p>Solemn affirmation made before me at _____, this _____.</p> <p>X _____ Authorized person's signature (mandatory)</p>		

#### \* Warning

Under sections 131 and 132 of the Criminal Code (R.S.C., 1985, c. C-46), anyone who, with intent to mislead, makes before a person who is authorized by law to permit it to be made before him a false statement under oath or solemn affirmation, by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, commits perjury and is guilty of an indictable offence.

## APPENDIX

# List of Documents to Include with the Application to Change the Sex Designation of a Person Aged 18 or Over

## Important

- Check the boxes that match your situation for a list of all the documents you must include with the application for a change of sex designation.
- Please note that the surname and given names shown on the required identity documents and proof of home address must match those entered on the forms.

### Documents concerning the applicant's identity

- ☐ Include a legible photocopy of valid photo ID with signature.
- ☐ Include a legible photocopy of two proofs of home address, one dated at the most **one month** and the other at least **12 months** from the date on which you file your application. A single proof of home address is required for a person born in Québec but domiciled elsewhere.

### Documents concerning the identity of children aged 14 or over

- ☐ Include a legible photocopy of valid photo ID with signature.

### Document concerning the identity of the person who completed the affidavit

- ☐ Include a legible photocopy of valid photo ID with signature.

### Other documents to enclose with your application

#### Information provided in the *Application to Change the Sex Designation of a Person Aged 18 Years or Over*

- ☐ **Box 14:** If you checked "Divorced", include a copy of the final judgment or certificate of divorce. If you checked "Widow" and the death of your spouse occurred outside Québec, include the original copy of an act, certificate or official document certifying the death issued by the authorized civil status officer of the country or province in which the death occurred.
- ☐ **Box 16:** If you entered a place of birth outside Québec and your birth is not entered in the Québec register of civil status, include the original copy of an act, certificate or official document certifying your birth, issued by the authorized civil status officer of the country or province where you were born, in addition to the completed *Application for Insertion of an Act of Civil Status Made Outside Québec in the Québec Register of Civil Status* form.
- ☐ **Box 26:** If you entered a place of marriage or civil union outside Québec and if the event is not entered in the Québec register of civil status, include an original copy of an act, certificate or official document certifying the marriage or civil union, issued by the authorized civil status officer of the country or province where the marriage or civil union took place.
- ☐ **Box 30:** If you answered Yes, include a photocopy of the administrative decision or court judgment authorizing or refusing the change of sex designation. In addition, include a letter from a physician, psychologist, psychiatrist, sexologist or social worker authorized to practice in Canada or in the State in which you are domiciled, who declares having evaluated or followed you and who is of the opinion that the change of sex designation is appropriate in view of the affidavit you made in support of your initial application.
- ☐ **Box 32:** If you answered Yes, include a photocopy of the administrative decision or court judgment authorizing or refusing the change of name.

#### Other documents to include:

- ☐ The *Information on the Children of a Person Aged 18 or Over Concerned by the Application to Change the Sex Designation* appendix, if applicable;
- ☐ The *Affidavit of a Person Who Knows the Applicant* appendix;
- ☐ The *Application for the Simplified Forwarding of Information Following a Change to the Act of Birth* appendix;
- ☐ The *List of Documents to Include with the Application to Change the Sex Designation of a Person Aged 18 or Over* appendix;
- ☐ The *Application for a Change of Parental Designation* form, if applicable.



## General Information About the Application to Change the Sex Designation of a Person Aged 18 or Over

Do not include this document with your application.

### What you should know?

To submit an application, you must be the person concerned by the change of sex designation.

You must be 18 years of age or older and be domiciled in Québec for at least one year. However, the Directeur de l'état civil can change the sex designation on your birth certificate if you were born in Québec but are not domiciled in Québec, as long as such a change is not possible in the country or province where you are domiciled. In this situation, it is your responsibility to show that it is impossible to obtain the change in the country or province where you are domiciled. For more information, contact us.

You must support your application with the affidavit found in Section 5 of the *Application to Change the Sex Designation of a Person Aged 18 or Over* form. You must also include with your application the affidavit of an adult person, as specified in the *Affidavit of a Person Who Knows the Person Concerned by the Application* appendix. If you have already obtained a change of sex designation, you must also include a letter from a physician, psychologist, psychiatrist, sexologist or social worker authorized to practice in Canada or in the State in which you are domiciled, who declares having evaluated or followed you and who is of the opinion that the change of sex designation is appropriate, considering the affidavit you made in support of your initial application.

#### Change of given names

In addition to the change of sex designation, you may apply to change one or several of your given names to reflect your new gender identity. However, you cannot use the application for a change of sex designation to change your surname. For that purpose, you must submit an application for a change of name. Contact us for information about the steps involved.

#### Amending acts of birth, marriage or civil union

The change of sex designation and, if applicable, your given names will be made to your act of birth and, if applicable, to your act of marriage or civil union.

#### Changing your given name on your children's act of birth

If you have children, the change in your given name will be made on the act of birth of your children identified in the *Information on the Children of a Person Concerned by the Application to Change the Sex Designation* appendix.

### Changing your parental designation

Your children must be informed of the change that will be made to their act of birth regarding your designation as father, mother or parent, whichever the case may be. The process varies according to your child's age.

If you have children, you can ask for your designation as "father" or "mother" found on the act of birth of your children to match the change requested or you can ask that it be changed to "parent".

#### Child under the age of 14

The change of parental designation will be made on the act of birth of the children identified in the *Information on the Children of a Person Concerned by the Application to Change the Sex Designation* appendix. You must be the person who informs your child under the age of 14 about the change that will be made to their act of birth.

#### Child aged 14 or over

If you answered Yes to question 1 of the *Information on the Person Concerned by the Application's Children* appendix, you must fill out an *Application for a Change of Parental Designation* form for each of your children aged 14 or over. You can get this form on our website or by contacting us. You must send us this form, as well as the required documents, in the same envelope as the application for a change of sex designation. You must inform your child about your application and about the change that will be made to their act of birth. To do so, you must present them with the *Application for a Change of Parental Designation* form. If they consent to the change, they must sign the relevant section of the form and add the date of their signature.

If the child aged 14 or over indicates that they are opposed to the change in the appropriate box of section 2 of the *Application for a Change of Parental Designation* form filled by their parent, **within 20 days** following the date on which they received this form, the "parent" designation will be the one granted.

To find out more about notification or opposition, see the "What you need to know" section of the *Application for a Change of Parental Designation* form.

### Person born outside Québec

If you were born outside Québec and your birth is not entered in the Québec register of civil status, you must apply to the Directeur de l'état civil to insert your act of birth in the register to enable us to process your application for a change of sex designation. In that case, complete the *Application for Insertion of an Act of Civil Status Made Outside Québec in the Québec Register of Civil Status* form, available on our website or by contacting us. You must submit this form along with all required documents in the same envelope as the application for a change of sex designation.

### What documents should you complete?

The following documents must be completed:

- The *Application to Change of Sex Designation of a Person Aged 18 or Over* form;
- The *Information on the Children of a Person Aged 18 or Over Concerned by the Application to Change the Sex Designation* appendix, if applicable;
- The *Affidavit of a Person Who Knows the Applicant* appendix;
- The *Application for the Simplified Forwarding of Information Following a Change to the Act of Birth*;
- The *List of Documents to Include with the Application to Change the Sex Designation of a Person Aged 18 or Over* appendix;
- The *Application for a Change of Parental Designation* form, if applicable.

Remember to join all the documents that apply to your situation with your application, as indicated in the *List of Documents to Include with your Application to Change the Sex Designation of a Person Aged 18 or Over*. Omitting a document could result in a delay or in the rejection of your application.

## Affidavit

You must support your application with the affidavit laid out in Section 5 of the form, and with the affidavit of an adult person who has known you for at least one year. In Québec, an affidavit must be made before a commissioner for oaths or a person authorized to administer oaths (Example, justice of the peace, attorney, notary, court clerk or deputy clerk, mayor, councillor, clerk or secretary–treasurer of a municipality, the Secretary General, the associate secretaries general and the associate secretaries of the National Assembly of Québec). The person who administers your affidavit cannot be your father, mother, parent, brother, sister, spouse or child.

Affidavits can be made free of charge at Services Québec offices.

To find out more about commissioners for oaths, to locate a commissioner or to check whether a commissioner is authorized to administer affidavits on a specific date or in a specific judicial district, see the website of the Register of Commissioners for Oaths or call the Ministère de la Justice du Québec at one of the phone numbers below. If you are having difficulty finding a commissioner for oaths or if you are domiciled outside Québec, you can also contact us.

Website: [www.assermentation.justice.gouv.qc.ca](http://www.assermentation.justice.gouv.qc.ca)

Telephone: Québec: 418 528–5761  
Montréal: 514 864–5761  
Elsewhere in Québec: 1 855 297–5761

## Decision rendered by the Directeur de l'état civil

After analyzing an application for a change of sex designation, the Directeur de l'état civil issues a written decision setting out the reasons for accepting or rejecting the application. The decision is sent to the person submitting the application.

Only the court may review the decision. A person who is not satisfied with a decision rendered by the Directeur de l'état civil may, within 30 days of receiving the decision, file a motion with the court to request a review.

After the end of the 30–day period, if the decision by the Directeur de l'état civil is favorable and if no motion to review the decision is submitted to the court, the change takes effect. The Directeur de l'état civil then sends a change of sex designation certificate (French only) or a change of sex designation and name certificate (French only) to the person concerned by the application for a change of sex designation.

## Simplified forwarding of information relative to the change

When a change of sex designation and, if applicable, of given names takes effect, it is your responsibility to have your sex designation or given names amended in any files held by government departments or agencies concerning you. These steps generally entail providing a change of sex designation and name certificate and a new birth certificate. However, the Directeur de l'état civil can notify certain departments or agencies of the change on your behalf, eliminating the need for you to provide them with these documents. To this end, you must complete the *Application for the Simplified Forwarding of Information Following a Change to the Act of Birth* appendix, included with this application.

Information is forwarded as provided for in agreements with government departments and agencies that authorize the Directeur de l'état civil to provide them with the information they require to apply the laws and programs they administer. These agreements provide for procedures that comply with applicable legislation, in particular concerning the protection of personal information. For further details or to access the information concerning you, or to have that information corrected, contact the department or agency in question.

## Processing fees

The fees charged to process an application for a change of sex designation or to obtain a change of sex designation certificate are set out in the table below. These fees are in effect until March 31, 2026.

Application	Rate
First application for a change of sex designation	Free
Second or subsequent application for a change of sex designation	\$161.00
Issuance of a supplementary certificate *	\$13.20

\* A change of sex designation certificate (French only) or a change of sex designation and name certificate (French only) is issued to the person submitting the application when the Directeur de l'état civil renders a favorable decision. If you wish to obtain an extra certificate, you must add the amount payable for the issuance of the extra certificate to the total amount payable.

Processing an application for a change of sex designation generally takes 90 business days, provided the application is complete upon receipt.

## Protection of personal information



The information provided on this form is used solely to process your application. Failure to provide this information could result in delay or in the rejection of your application. Only authorized personnel can access this information. You can consult your personal information and correct it. The personal information is shared with other organizations only where permitted by law.



## What documents are used to establish the applicant's identity?

We apply security measures to accurately determine the identity of the person submitting the application and the person who filled the *Affidavit of a Person Who Knows the Applicant* appendix. For this purpose, the following documents must be included with the application:

- a valid identity document with photo and signature for both the applicant and the person who completed the *Affidavit of a Person Who Knows the Applicant* appendix.
- two valid proofs of home address for the applicant (only one proof of home address is required for a person born in Québec, but who is no longer domiciled there).

## List of accepted documents

Only the identity documents and proof of home address listed below are accepted. **If you cannot provide one of these documents, contact us** to determine the solution best suited to your situation.

### A valid identity document with photo and signature

- Driver's licence, learner's permit or probationary licence issued by Québec  
The driver's licence, learner's permit or probationary licence is accepted as photo ID **only if it is not submitted as proof of home address.**
- Health insurance card
- Canadian or foreign passport
- Certificate of Indian Status

### Two proofs of home address

You may present two similar or distinct documents on the condition that one of the documents submitted is dated at the most **one month** and the second document at least **twelve months** from the date of submitting your application to the Directeur de l'état civil.

- Driver's licence, learner's permit or probationary licence issued by Québec  
The driver's licence, learner's permit or probationary licence is accepted as proof of home address **only if it is not submitted as photo ID.**
- Municipal or school tax bill
- Government postal correspondence
- Recent bill from an energy, telephone service or cable provider
- Construction competency certificate (apprentice or journeyperson)
- Record of employment or pay slip
- Home or car insurance certificate or statement
- School transcript
- Bank statement
- A statement of account for medication from a pharmacy

### Document validity

All documents submitted must be in effect or comply with the validity period specified. The document's validity is determined according to the date the Directeur de l'état civil receives the application.

You must send photocopies and not the original documents.

### Both sides of a document

Remember to include the photocopy of the back of a document when it includes important information, particularly if it shows a new address or an expiry date

### Quality of photocopies

All photocopied documents must be legible.

### Language of documents

If the required documents are written in a language other than French or English, attach a French translation done or certified true by a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec.

### To contact the Ordre des traducteurs, terminologues et interprètes agréés du Québec

Website: [www.ottiaq.org](http://www.ottiaq.org)  
E-mail: [info@ottiaq.org](mailto:info@ottiaq.org)

## Payment method

Credit card (Visa and Mastercard\*), cheque, postal money order, bank money order

Cheques and postal or bank money orders must be made payable to the **Directeur de l'état civil**.

\* Visa and Mastercard debit cards are not accepted.

## How to submit the application?



### By mail

Service des modifications aux actes et des célébrants  
Directeur de l'état civil  
2535, boulevard Laurier  
Québec (Québec) G1V 5C6

## To reach us



### By phone

Québec: 418 644-4545  
Montréal: 450 644-4545  
514 644-4545  
Elsewhere in Québec: 1 877 644-4545



### By mail

Service des modifications aux actes et des célébrants  
Directeur de l'état civil  
2535, boulevard Laurier  
Québec (Québec) G1V 5C6



### By email

[etatscivil@dec.gouv.qc.ca](mailto:etatscivil@dec.gouv.qc.ca)

### Website

[www.etatscivil.gouv.qc.ca](http://www.etatscivil.gouv.qc.ca)