

Information concerning the mandator (Write in block letters)

1 - Surname (Last Name) at birth		2 - Given name (first name used)	
3 - Social insurance number (SIN)	<input type="checkbox"/> No SIN	4 - Date of birth day month year	5 - Professions (before retirement if applicable)
6 - Presumed date of incapacity day month year	7 - Civil status (one choice only)		
	<input type="checkbox"/> married / common law spouse	<input type="checkbox"/> divorced / separated	<input type="checkbox"/> widowed <input type="checkbox"/> single
8 - Surname and given name at birth of spouse		Union date	
9 - Surname and given name at birth of previous spouse		Union date	
10 - Last residing address			
11 - Previous addresses since 1989, indicate the years (use a separate sheet if necessary)			
12 - Last known mandate day month year		Name of notary	
13 - Additional information, if necessary			

<p>14- Urgent service</p> <p>To obtain an urgent result, we must receive the complete request before 11am. The result will be mailed the same day. Additional \$ 30 fees will be applied.</p> <p><input type="checkbox"/> I want the Urgent Service</p>	<p>15 - Result by fax</p> <p>To receive the search result by fax and by mail. Additional \$ 6 fees will be applied.</p> <p><input type="checkbox"/> I want to receive the results by fax</p>
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Information concerning the applicant (Write in block letters)

Surname and given name		Company or Society's name	
Street number and name		Apt. or suite	Telephone number
City	Province	Postal Code	Fax number
<p>Costs for research differ depending on the selected service. Pay with your credit card by indicating your credit card number and its expiry date or enclose your payment by postal money order. Personal checks are not accepted.</p>			
Payment	<input type="checkbox"/> Credit card <input type="checkbox"/> Money order payable to Chambre des notaires du Québec	Credit card number <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Expiry date
Applicant's signature	Email adress (optional)		Date

Include the originals of a recent medical and psychosocial assessment certifying the incapacity of the mandator's, or a recent report from the general Director of a health or social services.

We will keep the originals; if you wish to recover your originals, please send copies along with your originals.

Instructions:

In order for us to process your request, please read and follow the instructions below. If any of the mandatory information is missing, we will not be able to complete the search and therefore we will have to send back your request. The Mandate Register contain more than 2 million deeds, we must therefore obtain complete and precise information to identify, if applicable, the last mandate of the concerned person. We thank you in advance for your co-operation.

1 and 2- Surname and given name (Required): Indicate the family name at birth. Don't enter the spouse's name. Enter the person's first name; any other first names on the birth certificate are not necessary.

3- Social insurance number (Required): If the incapable person has one, you must enter it. If the person had no SIN, you must specify all professions in box 5 and all addresses since 1989 in box 11. In some cases, we will not be able to emit a search certificate. We will then contact the applicant.

4- Date of birth (Required): If date is unknown indicate the year.

5- Professions: Enter the profession before retirement. Please be as specific as possible. Ex.: construction day labourer, bookkeeper, accounting clerk. If the person has never worked, indicate *none*.

6- Presumed date of incapacity: Indicate when the person has become incapacitated. This date has no legal value but is necessary for the completion of the search.

7- Civil status: Check the box corresponding to the marital status; check only one box.

8- Surname and given name of spouse: indicate the name and first name of spouse, be it by marriage, common law or civil union.

9- Surname and given name of previous spouse: Indicate, if applicable, the surname and given name of all previous spouses.

10- Last residing address (Required): Enter the street name number and city. If the incapable person is hospitalized, enter that person's address prior to hospitalisation.

11- Previous addresses since 1989: If there is no known mandate, indicate all addresses since 1989, with dates. Ex.: Trois-Rivières from 1998-2000. If there is a last known mandate indicate all addresses since the mandate until the date of incapacity.

12- Last known mandate: indicate the name of the notary and the date of the last mandate. If you do not have the exact date, indicate the year. For more than one contract please use the additional information space

14- Urgent service: Your request must be received before 11:00 am and must be duly completed and accompanied by the required documents. Your results will be posted the same day. Additional \$ 30 fees will be applied.

IMPORTANT: La Chambre des notaires cannot be responsible for errors on a mandate search certificate when this is due to erroneous or missing information given on the request form. Please make sure that all the information indicated on the form is accurate. The Register of incapacity mandates of the Chambre des notaires was established on August 29th, 1991 but holds mandates since 1989. Therefore, it is impossible to trace any acts made prior to these dates.

In order to keep this process confidential, we will give information only to the applicant of the search.

Search Fees: Enclose your payment by postal money order payable to Chambre des notaires du Québec or you may pay with your Visa or MasterCard credit card by indicating your credit card number and its expiry date on the request form. If you come to our offices, payment can be made by debit card, credit card or cash. Personal cheques are not accepted.

Price Scale for Search							
Service	Price	Fax service	Urgent service	Subtotal	G.S.T. 5%	P.S.T. 9,975%	Total
Regular	\$20			\$20	\$1,00	\$2,00	\$23,00
Regular with result by Fax	\$20	\$6		\$26	\$1,30	\$2,59	\$29,89
Urgent	\$ 20		\$ 30	\$ 50	\$ 2,50	\$ 4,99	\$ 57,49
Urgent with result by Fax	\$20	\$6	\$30	\$56	\$2,80	\$5,59	\$64,39

You must return your request to:

Registres des dispositions testamentaires et des mandats de la Chambre des notaires du Québec

600-1801, McGill College ave.

Montréal QC H3A 0A7

Telephone : (514) 879-2906, 1 800 340-4496