

Information concerning the deceased (Write in block letters)



Fields marked with an asterisk (*) are required

1 - Surname (Last Name) at birth*		2 - Given name (first name used)*		Sex* <input type="checkbox"/> Male <input type="checkbox"/> Female	
3 - Social insurance number (SIN)* <input type="checkbox"/> No SIN		4 - Date of birth* Day Month Year		5 - Occupation before retirement (Do not write "retired")*	
6 - Date of death* Day Month Year		7 - Marital 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 Day Month Year	
9 - Surname and given name at birth of previous spouse				Union date Day Month Year	
10 - Last residing address*					
11 - Previous addresses since 1961, indicate the years (use a separate sheet if necessary)					

Last known notarial Will

12 - Last known Will Day Month Year	Name of notary
13 - Additional information, if necessary	


Type of service requested* (view details on back)

<input type="checkbox"/> Regular – \$ 23 taxes included	
<input type="checkbox"/> Regular with results by fax – \$ 29,89 taxes included	 Provide fax number for this service
<input type="checkbox"/> Urgent – \$ 57,49 taxes included	
<input type="checkbox"/> Urgent with results by fax – \$ 64,39 taxes included	 Provide fax number for this service

Fax number

Fax number

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 (daytime)* 	
City*		Province*	Postal Code*	Telephone (cell number or other) 	
Pay with your credit card by indicating your credit card number and its expiry date or enclose your payment by postal money order or bank money order to Chambre des notaires du Québec. Personal checks are not accepted.					
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					Date

Include the original of the **Copy of an Act of Death** or **Death Certificate** issued by the **Directeur de l'état civil**.
We will keep the original; if you wish to recover your original, please send copies along with your original.

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 Register of Testamentary Dispositions contain more than 7.5 million deeds; we must therefore obtain complete and precise information to identify, if applicable, the last testamentary act of the deceased person. We thank you in advance for your cooperation.

- 1 - **Surname (Last Name) at birth:** Indicate the family name at birth. Don't enter the spouse's name.
- 2 - **Given name (first name used):** Enter the person's first name; any other first names on the birth certificate are not necessary.
- 3 - **Social Insurance Number (SIN):** If the deceased person has one, you must enter it. If the person had no SIN, you must specify all occupations in box 5 and all addresses since 1961 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:** If date is unknown indicate the year.
- 5 - **Occupation:** Enter the occupation before retirement. Please be as specific as possible. Ex.: construction day labourer, bookkeeper, accounting clerk. If the person has never worked, indicate *none*.
- 6 - **Date of death:** Indicate the date of death mentioned in the Copy of an Act of Death or Death Certificate given by the *Directeur de l'état civil*.
- 7 - **Marital 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:** Enter the street name number and city. If the deceased person was hospitalized at time of death, enter that person's address prior to hospitalisation.
- 11 - **Previous addresses since 1961:** If there is no known will, indicate all addresses since 1961, with dates. Ex.: Trois-Rivières from 1968-1972. If there is a last known will indicate all addresses since the will until the date of death.
- 12 - **Last known will:** Indicate the name of the notary and the date of the last will. If you do not have the exact date, indicate the year. Do not indicate the pre-nuptial marriage contract made prior to 2002, January 1st. For more than one contract please use the additional information space.

Type of service requested

- **Regular – \$ 23 taxes included:** The search certificate will be mailed in two (2) weeks following the reception of your request if the death goes back more than two (2) weeks. However it will be mailed in three (3) weeks for more recent cases.
- **Regular with results by fax – \$ 29.89 taxes included:** You may receive the results by fax in addition to the paper certificate sent by mail. You must provide a fax number for this service.
- **Urgent – \$ 57.49 taxes included:** To choose this service, the date of death (box 6) must be greater than thirty (30) days prior to the date of the search request. Requests received before 11 am will be mailed the same day. Those received after 11 am, will be mailed the next business day.
- **Urgent with results by fax –\$ 64.39 taxes included:** View details for urgent service above and provide a fax number for this service.

IMPORTANT:

- La Chambre des notaires cannot be responsible for errors on a will 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 Testamentary Dispositions of the Chambre des Notaires du Québec was established on January 1st, 1961. 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.

Requirements Checklist

- Include the originals of the Copy of an Act of Death or Death Certificate issued by the Directeur de l'état civil.
- Include a photocopy of the original document mentioned above.
- By mail:** Indicate your credit card number and its expiration date or enclose a postal money order or bank money order payable to the Chambre des notaires du Québec. **Personal checks are not accepted.**
- In person:** Payment can be made by credit card, money order, debit or cash. **Personal checks are not accepted.**
- Address your search 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

For more information:

Telephone: 514 879-2906 or 1 800 340-4496
Fax: 514 879-6938