

Request for a Search of Mandate for Notaries Register of Protection Mandates

Information concerning the mandator (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 - Presumed date of incapacity* 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 1989, indicate the years (use a separate sheet if necessary)		

Last known notarial mandate

12 - Last known mandate 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 per search certificate
<input type="checkbox"/> Regular with results by fax – \$ 29,89 taxes included
<input type="checkbox"/> Urgent with results by fax – \$ 64,39 taxes included

Type of search required*

<input type="checkbox"/> Final certificate of search only The search certificate shows the latest entry to the presumed date of incapacity.	<input type="checkbox"/> Provisional and final certificate of search Attention: the provisional certificate of search shows the most recent entry to the classification date. The final search is needed to cover the period up to the expected date of incapacity. You will be charged for two searches.
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Information concerning the applicant (Write in block letters)

Surname and given name*		Notary code*
Me		
Telephone number (daytime)	Extension	Telephone (cell number or other)
 Applicant's signature		Date

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 2.5 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 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 incapable 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 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:** 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 - **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 - **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 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.

Type of service requested

- **Regular – \$ 23 taxes included per search certificate:** The search certificate will be mailed in two (2) weeks following the reception of your request if the incapacity 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 with results by fax – \$ 64.39 taxes included:** The search certificate will be mailed within 5 business days of receipt of the request. The result will be sent to you by fax. Provide a fax number for this service.

Type of search required*

- If you have selected the provisional and final searches, two searches will be payable. You will receive two certificates of search one for the provisional search and one for the final search.

IMPORTANT:

- The 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 ensure that all the information indicated on the form is accurate. The Register of protection mandates of the Chambre des notaires was established on August 29th, 1991 but holds mandates dating back to 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.

Submitting Application

If you send your request by fax, please do not mail the originals. No payment is required immediately. The amount due will appear on your next bill from the administrative services of the Chambre des notaires.

Address your search request to:

Registers of Testamentary Dispositions and Mandates of the Chambre des notaires du Québec
2045, Stanley Street, Suite 101
Montreal QC H3A 2V4

For more information:

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