

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 <input type="checkbox"/> Common law spouse <input type="checkbox"/> Divorced /Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Single			
8 - Surname and given name at birth of last spouse of the deceased (View instructions on back)				Union date Day Month Year	
9 - Surname and given name at birth of previous spouse				Union date Day Month Year	
10 - Last residing address* of the deceased (View instructions on back)					
11 - Previous addresses since 1961, indicate the years (use a separate sheet if necessary) or only from the last known notarial will					


Last known notarial Will

12 - Last known Will Day Month Year	Name and first name of notary (who signed the deed)
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"/> Additional copy – \$ 23 taxes included per extra search certificate x <input type="text"/>

Information concerning the applicant (Write in block letters)

Surname*		Given name*	
Street number and name* Apt.# *			Telephone number*
City*	Province / State*	Postal Code*	Country*
Pay with your credit card by indicating your credit card number, its expiry date and the security code or enclose your payment by postal money order or bank money order to Chambre des notaires du Québec . Personal checks and cash 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 / Security code (Figures on the back of the card)
Applicant's signature 			Date

Include the original document and a photocopy of the **Copy of an Act of Death** or **Death Certificate** issued by the **Directeur de l'état civil**.

Important: Attestation or proof of death issued by funeral homes, the electronic declaration of death issued by the **Directeur de l'état civil** or the coroner's report of death is not accepted.

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 around 9 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 of the deceased; check only one box.
- 8 - **Surname and given name of spouse:** Indicate the name and first name of spouse if the deceased was, at the time of his death, married, or in a common-law or civil union, or of whom he was divorced or widowed, even for several years, and without having had any other spouse(s).
- 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. It can also be just a street or city name if you do not have all details.
- 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. Please note that 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.

Type of service requested and Processing times

- **Regular – \$ 23 taxes included:** Processing times are 20 to 25 business days on receipt of the request. These processing times depend on the complexity of the search. The official search certificate will be mailed to you.
- **Additional copy:** \$ 23 taxes included fee is added for any request of an additional certificate.

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.
- In order to keep this process confidential, we will give information only to the applicant of the search.
- A search certificate from the Chambre des notaires will be issued to you indicating, if applicable, the last registered will with the contact information of the notary who received the act. Afterwards, you will have to go directly to the notary, where appropriate, to obtain a copy of the will.
- Please note that you must make two search requests: one to the Chambre des notaires du Québec and the other to the Barreau du Québec
- Any original document sent to the Chamber will be returned to you.

Requirements Checklist

- ☐ Include the original document and a photocopy of the **Copy of an Act of Death or Death Certificate** issued by the **Directeur de l'état civil**. Attestation or proof of death issued by funeral homes, the electronic declaration of death issued by the Directeur de l'état civil or the coroner's report of death is not accepted.
- ☐ **If the death occurred outside Quebec:**
 - Include the original document as well as a photocopy of the death certificate issued by the competent authority of the province or country where the death occurred.
 - If the proof of death is issued in a language other than English or French, the documents must be accompanied by a certified translation made by an official translator
- ☐ **By mail:** Indicate your credit card number, its expiration date and the security code which figures on the back of the card or enclose a postal money order or bank money order payable to the Chambre des notaires du Québec. **Personal checks and cash are not accepted.**
- ☐ **In person:** Payment can be made by credit card, money order, or debit. **Personal checks and cash are not accepted.**
- ☐ Address your search request and accompanying documents to:
Chambre des notaires du Québec
Registers of Testamentary Dispositions and Mandates
2045, Stanley Street, Suite 101
Montreal QC H3A 2V4

For more information:

Telephone: 514-879-1793 or 1-800-263-1793