

**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)*		4 - Date of birth*		5 - Occupation before retirement (Do not write "retired") *	
<input type="checkbox"/> No SIN		Day    Month    Year			
6 - Presumed date of incapacity*		7 - Marital status (one choice only)			
Day    Month    Year		<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 spouse of the mandator (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 mandator (View instructions on back)					
11 - Previous addresses since 1989, indicate the years (use a separate sheet if necessary) or only from the last known notarial mandate					

**Last known notarial mandate**

12 - Last known mandate	Name and first name of notary (who signed the deed)
Day    Month    Year	
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	Provide fax number for this service <table border="1"> <tr> <td>Fax number</td> </tr> <tr> <td></td> </tr> </table>	Fax number	
Fax number			
<input type="checkbox"/> Urgent – \$ 57,49 taxes included per search certificate			
<input type="checkbox"/> Urgent with results by fax – \$ 64,39 taxes included	Provide fax number for this service <table border="1"> <tr> <td>Fax number</td> </tr> <tr> <td></td> </tr> </table>	Fax number	
Fax number			
<input type="checkbox"/> Additional copy – \$ 23 taxes included per extra search certificate X <input type="checkbox"/>	<table border="1"> <tr> <td></td> </tr> <tr> <td></td> </tr> </table>		

**Information concerning the applicant** (Write in block letters)

Surname and given name*		Lawyer Code	Company or Society's name	
Me				
Street number and name*			Telephone number (daytime)*	
Suite #				
City*	Province*	Postal Code*	Telephone (cell number or other)	
Pay with your credit card by indicating your credit card number, its expiry date and de 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.				
<input type="checkbox"/> Credit card		Credit card number		Expiry date
<input type="checkbox"/> Money order payable to Chambre des notaires du Québec		<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard		Security code (Figures on the back of the card)
				/
Applicant's signature				Date

If possible, include the photocopy of a recent medical and psychosocial assessment certifying the incapacity of the mandator or a recent report from the General Director of a health or social services facility.

## 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 Mandate 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 of the mandator; check only one box.
- 8 - **Surname and given name of spouse:** Indicate the name and first name of spouse if the mandator was, at the time of his incapacity, 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 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. It can also be just a street or city name if you do not have all details.
- 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. Please note that the Register of Protection Mandates of the Chambre des notaires du Québec 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.

## 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.
- **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.
- **Additional copy:** \$ 23 taxes included fee is added for any request of an additional certificate

## Important:

- **Information concerning the applicant:** You must provide your professional contact information registered with the Barreau of Quebec.
- **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.
- 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.

## Requirements Checklist

- ☐ If possible, include the photocopy of a recent medical and psychosocial assessment certifying the incapacity of the mandator or a recent report from the General Director of a health or social services facility.
- ☐ **By mail:** Indicate your credit card number, its expiration date and the security code which figures at 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.**
- ☐ **By fax:** If you send your request by fax, you must indicate your credit card number (Visa or Master Card) for the payment.
- ☐ **In person:** Payment can be made by credit card, money order, or debit. **Personal checks and cash are not accepted.**
- ☐ Address your search request to:  
**Chambre des notaires du Québec**  
**Registers of Testamentary Dispositions and Mandates**  
2045, Stanley Street, Suite 101  
Montreal QC H3A 2V4

You can send the present request form by fax at 514-879-6938

Or submit your search request online on our Website: <https://formulaire.cng.org/registers/en/search-request.html>

### For more information:

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