

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

Fields marked with an asterisk (\*) are required

1 - Surname at birth*				2 - Usual given name*			
3 - Social insurance number (SIN)*                                     <input type="checkbox"/> No SIN			4 - Date of birth * (DD) (MM) (YYYY) 		5 - Occupation before retirement (Do not write "retired") 		
6 - Date du décès* (DD) (MM) (YYYY) 			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 last spouse 						Union date (DD) (MM) (YYYY) 	
9 - Surname and given name at birth of previous spouse 						Union date (DD) (MM) (YYYY) 	
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 (DD) (MM) (YYYY) 	Name of notary 
13 - Additional information, if necessary 	

**Type of service requested\***

<input type="checkbox"/> <b>Regular – \$ 23 taxes included</b> The request is processed within a maximum of 10 working days of receipt of the request at the Chamber. View details on back.
<input type="checkbox"/> <b>Expedited processing – 57,49\$ taxes included</b> The request is processed within a maximum of 2 days of working days of receipt of the request at the Chamber. View details on back.

**Information concerning the applicant**

<input type="checkbox"/> I am not a lawyer or notary <input type="checkbox"/> I am notary <input type="checkbox"/> I am lawyer		Membership number (notary or lawyer) :	
Surname and given name *		Company or Society's name	
Street number and name *		Apt. or suite	Telephone number (daytime)*
City*	Province/State*	Country	Postal Code*
<input type="checkbox"/> Credit card	Credit card number 		Expiry date
<input type="checkbox"/> Money order payable to Chambre des notaires du Québec			Security code (Figures on the back of the card) 
 Applicant's signature			Date

**If you are a public member**, 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 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 more than 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; 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 request is handled by the Registers team within a maximum of 10 working days of receipt of the request at the Chamber. The search certificate is sent by post. The processing time for the request may be more than 10 working days if it is necessary to confirm information with the applicant or the notary or if the search is carried out for a person who has died less than 20 days ago.
- **Expedited processing – 57,49\$** taxes included: The request is processed within a maximum of 2 days of working days of receipt of the request at the Chamber. To choose accelerated treatment, the search must be carried out for a person who has been dead for more than 20 days.

### 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.

### Documents to attach to your request

- ☐ **If you are a public member**, 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**. The original document will be returned to you by mail. Attestation or proof of death issued by funeral homes is not accepted.

It is not mandatory to attach proof of death if you are a member of the Chambre des notaires du Québec or the Barreau du Québec. Lawyers and notaries from another jurisdiction must provide proof of death as a member of the public.

- ☐ **Payment** can be made by credit card, postal or bank money order payable to the Chambre des notaires du Québec. Personal checks and cash are not accepted.

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

A search request can also be submitted online when it meets the conditions. Visit our site at <https://www.cnq.org/>