



Support Guide – Request for a death certificate or copy of an act of death in connection with the tobacco class action

If you are participating in the tobacco class action and need a death certificate or a copy of an act of death for a loved one, here is what you need to know.

Who can request a death certificate or a copy of an act of death from the *Directeur de l'état civil*?

A death certificate or a copy of an act of death can only be issued to the persons mentioned in the document in question and to those who can justify their request, in particular:

- A **close relative**: father, mother, spouse, civil union partner (common-law partners are excluded), child, brother, or sister **of the deceased**;
- The person who reported the death;
- An executor of the deceased's estate;
- A Quebec lawyer or a notary, according to certain criteria.

Important: You can help someone else complete their application. However, for security reasons, only authorized persons may receive a certificate or a copy of an act.

Who must justify their interest in submitting an application?

If you are not a close relative as mentioned above, you will need to prove your interest in applying for a death certificate or a copy of an act of death. This may include, for example:

- A member of the extended family (uncle, aunt, grandparent, grandchild, cousin, etc.);
- An heir who is not a close relative of the deceased.

How do I make a request?

- **Option 1 – Online:** If you are a **close relative** or the person who reported the death, it is recommended that you apply online via the ClicSÉCUR portal: [DECLic!Online application for a certificate or copy of an act](#). This will allow you to track the status of your application;

- **Option 2 – By mail: If you are not a close relative**, submit your request by mail by completing the [PDF version of the Request for a death certificate or a copy of an act of death](#), and attaching the supporting documents listed below. Be sure to indicate in Box 11 of Section 1: Information about the person making the request on the form, indicate "Tobacco Class Action Lawsuit" as follows in yellow:

* Sign and date Section 4.

Section 1: Information on the applicant		Before starting	Print the form	i 4 of the general information and instructions.
1. Surname		Delete data entered		
2. Usual given name				
3. Home address (number, street)		Apartment	4. City, town, village or municipality	
5. Province		6. Postal code		7. Country
8. Area code	Phone number (home)	9. Area code	Phone number (other)	Extension
10. In what capacity are you filing this application?		11. Give the reason for your application if you checked "Other" in Box 10, and attach a photocopy of an official document as proof.		
<input type="checkbox"/> Declarant of the death <input type="checkbox"/> Other. Specify:		Tobacco Class Action Lawsuit		

Please attach the following supporting documents:

- 1) A legible photocopy of a valid photo ID;
- 2) A valid proof of address;
- 3) Documents demonstrating your interest, including:
 - A complete copy of the notarized will showing that you are an heir;
 - The will and the probate judgment showing that you are the heir;
 - A declaration of inheritance signed before a notary showing that you are the heir;
 - A notarized deed of appointment of the executor indicating that you are the executor;
 - An explanation of the line of succession detailing the persons entitled to inherit, including you;
 - Any other relevant documents.

Send the form and documents to:

Postal address:
 Directeur de l'état civil
 Tobacco Class Action
 2535 Laurier Boulevard, 4th floor
 Quebec (Quebec) G1V 5C6

The form and link to the online application are available on the *Directeur de l'état civil* website: <https://etatcivil.gouv.qc.ca/en/default.html> in the forms section.

If you need assistance with your application for a certificate or copy of an act, please contact the *Directeur de l'état civil* call center at one of the following numbers:



Montréal: 450-644-4545 or 514-644-4545
Other regions of Quebec: 1-877-644-4545 (toll-free)
Outside Quebec: 1-418-644-4545 (charges apply)

Processing times

Due to a high volume of requests related to the ongoing class action, processing times may be longer than usual. We appreciate your patience and understanding.