

## **IMPORTANT INFORMATION MARRIAGES AND CIVIL UNIONS**

### **REMOTE INTERVIEWS** (by telephone or other technological means)

**Application for publication of the notice of marriage or civil union must be made at least 20 days prior to the date of celebration. Additional time must be allotted for transmission to the court clerk of the documents required so that the interview to open the file can be conducted.**

#### **Steps preceding the remote interview**

When you call the Ministère de la Justice for an appointment to set the date of the interview by telephone or technological tool in preparation for the celebration, the employee will tell you what information is needed to ensure that the clerk of the Superior Court receives all requisite documents before the remote interview to complete your marriage or civil union file with you. You must allow mailing time for the documents, which the court clerk must receive prior to the interview.

Upon receiving the requisite original documents, the court clerk will analyze them. On the date scheduled for the interview, the clerk will communicate with you, among other things, to complete the application for publication of the notice of marriage or civil union. The clerk will also confirm that your file is complete and that the marriage or civil union can be celebrated on one of the dates you have proposed.

After the remote interview, the clerk will send written confirmation of the date and time of the celebration and the room in which it will be held, and will specify certain rules that you must follow when arriving at the courthouse and during the celebration.

**Date suggestions:** Celebrations may be held Monday to Saturday between 9 a.m. and 4:30 p.m. Please propose two choices and the final date will be set during the telephone interview, according to the clerk's availability.

**WARNING:** If your file is incomplete, no date can be set for the celebration.

#### **PLEASE READ THE FOLLOWING INFORMATION CAREFULLY TO LEARN WHAT DOCUMENTS ARE REQUIRED FOR THE INTERVIEW:**

Only original documents in good condition are accepted. Any document written in a language other than French or English must be accompanied by a sworn official translation done by a translator who is a member of the *Ordre des traducteurs du Québec* (OTTIAQ) or by the competent authorities, under official seal. Here is the list of documents that must be sent and received by the clerk prior to the remote interview:

1. Form GENERAL INFORMATION (SJ-217 or SJ-833) filled out legibly and signed by the future spouses or partners.
  
2. Form APPLICATION FOR PUBLICATION OR FOR A DISPENSATION FROM PUBLICATION OF A NOTICE OF MARRIAGE OR CIVIL UNION:  
Sections 3 and 4 must be filled out legibly by the future spouses or partners. The information must be identical to that on the birth certificate. The witness of full age (with proof of identity and age (18 years) provided) must fill out section 6 and attest that the information recorded on the application for publication corresponds exactly to that on the documents provided by affixing his or her original signature to the form (line 70). The rest of the form is filled out by the

clerk. If you have no witness, a registry employee can do it based on the documents you provide.

**3. Original birth certificates (long-form, with the name of your parents):**  
These documents will be returned to you at the celebration. Photocopies are not accepted.

- If you were born in the province of Québec:

Original certificate or record of birth issued by the Registrar of civil status.  
Website: [www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca)

- If you were born in a province other than Québec:

If the birth took place outside Québec, the original certificate of birth, or equivalent document mentioning the parents' names and notarized by the registrar of the province in which the birth was recorded.

- If you were born in a country other than Canada:

Original birth certificate or other equivalent document mentioning the parents' names and notarized by the registrar of the country in which the birth was recorded. Proofs of birth obtained from the civil authorities of your country or issued by your embassy or consulate are accepted.

**4. For the other required documents**, it is important to read the section "How to fill out the form" on the form GENERAL INFORMATION (SJ-217 or SJ-833).

**5. Fees payable and payment methods:** Fees of \$334.58 CAD (including taxes) may be paid by certified cheque, postal money order or bank draft to the order of **Ministre des Finances**. You may also pay the fees in cash, or by debit or credit card.

The fees for a marriage or civil union celebrated outside the courthouse by the clerk are \$444.95 (including taxes).

### **Additional information**

Celebration rooms can accommodate a limited number of guests. At the interview, the clerk will indicate the maximum number of guests. It is important to notify your guests that they must comply with the public health directive requiring that a distance of two (2) meters be maintained between persons.

Guests who cannot be physically present may attend the ceremony remotely by any technological means via a device (telephone, tablet, etc.) belonging to a guest on site, with the consent of the future spouses or partners and the celebrant, and with due regard for the solemn nature of the celebration.

Some rooms are equipped with a Bluetooth sound system on which you can play music of your choice to create a special atmosphere for the celebration. During the celebration, rings and/or vows may be exchanged, photos taken and/or videos made, with the consent of the future spouses or partners. Bringing decorations is strictly prohibited. Pets are not allowed.