Centre intégré
de santé
et de services sociaux
de l'Outaouais

Québec ✚✚

NOTICE TO NEW PARENTS

SUBJECT: **ELECTRONIC DECLARATION OF BIRTH**

During your hospital stay, you will receive all the necessary documents to enter your child in the Quebec register of civil status. The procedure is clearly described in the Return of Live Birth form. The Electronic Declaration of Birth service is simple to use, secure and free of charge.

In addition, it provides you with a direct access to various government programs and services. Any birth that takes place in Quebec must be declared ***within 30 days***.

Please make sure the following information is accurate:

- Time of birth
- Baby's sex
- Name of delivering physician (accoucheur)
- The facility code is 51221703.

How to do your declaration online :

1. Visit www.etatcivil.gouv.qc.ca;

2. On the Website click on « Declare. To declare a birth » « electronic declaration of birth»

3. Click on « I have read and I accept the eligibility conditions. »

4. Click « Begin »;

5. It is time to enter your clicSEQUR user code. If you don't have a clicSÉQUR account, « click on Create an account»

In case of difficulty, please contact the Directeur de l'état civil: 1-877-644-4545 (toll free number).

If you would rather complete a paper declaration of birth, you can still do so. Copies of the form are available. Please ask the administrative assistant to get yours. Once you have filled out the form, you must give it to the assistant (from 8 a.m. to 4 p.m.) before you leave the hospital.

The Perinatology team