

## **Filling in online birth registration**

Beforehand, make sure your birth certification information is correct (date, birth time and sex of your child). Otherwise, notify us as soon as possible, before leaving the hospital.

### **Why make a registration online?**

In addition to its environmental reach, the production of online birth registration reduces waiting times, as well as possible mistakes when registering in paper version.

### **What you need:**

1. You must have internet access on a computer (no smartphones or tablets).
2. Each parent must have a clicSÉQUR account.

### **What is a clicSÉQUR account ?**

ClicSÉQUR is the Quebec government authentication service. It helps secure the exchange of information between citizens and the Quebec public administration on the Internet. It allows citizens to use a single login to safely access online services of participating departments and agencies. For instance, with your clicSÉQUR ID you can access the Revenu Québec online services and the services of the Quebec Parental insurance plan.

### **How to create a clicSÉQUR account?**

To create a clicSÉQUR account, you must first access an online service from one of the participating departments or agencies. On the clicSÉQUR authentication page, click the Create an account button and follow the steps to create an account. For instance, for your birth registration, go to [www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca).

### **What information do you need to create your account?**

- Your social insurance number
- Your notice of assessment from Revenu Québec
- Your health insurance card

Once the clicSÉQUR accounts have been created, you must complete your birth registration by going to [www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca). You then have to click on "Online Services" and find in the list "Electronic declaration of birth". All you have to do is follow the indicated steps.

## Filling in paper version of birth registration

### What you will need:

1. Blue or black pen
2. Health assurance number and social insurance number of both parents, if it's the case.
3. Bank account number, in which you want the benefits to be deposited.

### What you need to know:

1. Make sure the information on your birth certificate (green sheet) are correct (date, birth time and sex of your child). Otherwise, notify us as soon as possible, before leaving the hospital.
2. You need the birth certificate number to fill in the form. You will find it in the lower right corner of the green sheet (birth certificate).
3. You will find on your birth certificate (green sheet) the information needed to fill out the first section of the form (time and date of birth, gender of your baby, address and code of the facility where the birth took place).
4. If you already receive direct benefits for other children, you do not need to enter your bank details in the last section of the form. You only have to sign.
5. The "Registrant information (5)" section should not be complete unless you are not the child's biological parents.

Read each question carefully, and only answer those that apply to your situation. Once you have completed the declaration of birth, keep the green copies, as well as the white copies (they follow the green sheets and are called "General information and instructions on the declaration of birth") where the important numbers are written, they will help you if you have questions later on. Give your form to the administrative agent, at the nurses station.