

# Unified Search Application

Registers of wills and mandates of the  
Chambre des notaires du Québec and the Barreau du Québec



## I would like to do a:

☐ Will search ☐ Protection mandate search

### Information about the deceased or mandator

1. Last name at birth			
2. First name			
3. Social insurance number <input type="checkbox"/> No SIN			
4. Date of birth			
5. Date of death or incapacity			
6. Occupations			
7. Last residential address			
8. Previous addresses (since 1961 for will requests and 1991 for mandate requests). Use an additional sheet, if necessary.			
9. Marital status at time of death or incapacity	<input type="checkbox"/> Single	<input type="checkbox"/> Divorced	
	<input type="checkbox"/> Married	<input type="checkbox"/> Separated	
	<input type="checkbox"/> Living common-law	<input type="checkbox"/> Widowed	
10. Spouse's last name			
11. Spouse's first name			
12. Date of union			
13. Date of end of union			
14. For a will search, has the person already made a will?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know
15. If you answered Yes to the previous question, what was the name of the legal professional?	<input type="checkbox"/> Notary <input type="checkbox"/> Lawyer	Name:	
		Date of deed:	
16. For a protection mandate search, has the person already made a mandate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know
17. If you answered Yes to the previous question, what was the name of the legal professional?	<input type="checkbox"/> Notary <input type="checkbox"/> Lawyer	Name:	
		Date of deed:	
18. Additional information:			

(08/2025)

## Information about the applicant

☐ I am a member of the public      ☐ I am a notary      ☐ I am a lawyer      Member no. \_\_\_\_\_

19. Last name	
20. First name	
21. Company (optional)	
22. Address	
23. Daytime phone	
24. Email	

Fee
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<input type="checkbox"/> Regular processing – <b>\$45.99</b> (taxes included)	The application will be processed within two (2) weeks of receipt. See page 4 of the form for details.
<input type="checkbox"/> Expedited processing – <b>\$114.98</b> (taxes included)	The application will be processed within three (3) business days of receipt. See page 4 of the form for details.

## Payment methods

<b>Payment method:</b> * Payable to the Chambre des notaires du Québec	<input type="checkbox"/> <b>Money order*</b>	<input type="checkbox"/> <b>Bank draft*</b>	<input type="checkbox"/> <b>Credit card</b> (Visa, MasterCard)
Card number: <div> <div></div> <div></div> <div></div> <div></div> </div>	Expiry date: <div> <div>MM</div> <div>YY</div> </div>	CVV <div> <div></div> <div></div> <div></div> </div>	

[illegible]

Signature	Date
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**Have you completed, printed and signed the form?**

Thank you for mailing it to the address indicated at the bottom of the form, along with your payment and the requested documents:

- ☐ **Will search:** include the original Copy of an Act of Death **or** Death Certificate issued by the Directeur de l'État civil. We will keep the original. If you would like the original returned to you, please enclose a photocopy along with the original.
- ☐ **Mandate search:** include the originals of a recent medical and psychosocial evaluation confirming the incapacity of the mandator **or** a recent report from the executive director of a health or social services facility, **along with** a sworn statement of your interest in the mandator. We will keep the originals. If you would like the originals returned to you, please enclose a photocopy of each along with the originals.

2045 Stanley Street, Suite 101  
Montreal, QC H3A 2V4  
**514 879-2906**  
**1 800 340-4496**

## Information about the deceased or mandator

In order for us to process your request, please read and follow the instructions below. If any of the required information is missing, we will not be able to complete the search and will have to return your application to you. We require complete and precise information to identify the last testamentary act of the deceased person or the last mandate of the incapacitated person. We thank you in advance for your cooperation.

1. **Last name** (REQUIRED): indicate the last name at birth, **do not enter the spouse's last name**.
2. **Usual first name** (REQUIRED): indicate the first name used by the person, no need to include the other first names on the birth certificate.
3. **Social insurance number** (REQUIRED): if the deceased or incapacitated person has a social insurance number, you must enter it. Only check off "No SIN" if the deceased or incapacitated person had no Canadian social insurance number.
4. **Date of birth** (REQUIRED): enter the date of birth.
5. **Date of death/incapacity** (REQUIRED): enter the date of death indicated on the Copy of an Act of Death or Death Certificate issued by the Directeur de l'État civil.  
For a mandate search, enter the presumed date of incapacity. This date has no legal effect, but is necessary to process searches.
6. **Occupations** before retirement (do not enter "retired"): indicate the occupations prior to retirement. Please be as specific as possible. E.g.: day labourer, plant worker, personal support worker. If the deceased person never had employment, enter none.
7. **Last residential address** (REQUIRED): enter the building number, street name, city, province or state, postal code and country. If the deceased or incapacitated person was hospitalized at the time of death, indicate the address prior to hospitalization.  
**Previous addresses since 1961 for wills:** this information is very important. If no will is known, enter all addresses since 1961 and indicate the years of residence for each of them. E.g.: Trois-Rivières from 1979 to 1988. **If there is a known will, list all addresses the person lived at after the date the will was made.**
8. **Previous addresses since 1989 for mandates:** this information is very important. If no mandate is known, enter all addresses since 1989 and indicate the years of residence for each of them. E.g.: Trois-Rivières from 1991 to 2000. **If there is a last known mandate, list all addresses the person lived at after the date the mandate was made.**
9. **Marital status** (REQUIRED): check the box that corresponds to the marital status at the time of death or incapacity (check only one box).
10. **Spouse's last and first name** (REQUIRED): enter the last and first name of the current spouse if applicable. The spouse may be by marriage, common-law union or civil union.  
**Previous spouses:** where applicable, indicate the last and first names of all previous spouses (by marriage, common-law union or civil union), as well as the date of marriage, even if now deceased.
11. **Last known will or mandate:** enter the name of the notary or lawyer and the date of the deed. If you do not have the precise date, enter the year only. Do not indicate marriage contracts that are dated before January 1, 2002. If you need to list more than one deed, you can use box 18, Additional information.

## Information about the applicant

All of the information requested in this section is required. All fields must be completed.

### Important :

- The Chambre des notaires du Québec and the Barreau du Québec cannot be held liable for errors on a certificate when this is due to missing or inaccurate information given on the application form. Please ensure that all of the information indicated on the form is accurate. Remember to print and sign your application and mail it to the address indicated at the bottom of the form and include the required documents and your payment.
- In order to keep this process confidential, we will give information only to the applicant of the search.

## Payment methods and services offered

Your request for a will or mandate search will be processed upon receipt of payment and the required documents.

- **For a will search:** you must include the original Copy of an Act of Death or Death Certificate issued by the Directeur de l'État civil. We will keep the original. If you would like the original returned to you, please enclose a photocopy along with the original. **No photocopies—even certified true copies**—are accepted as proof of death. All other documents will be refused. If the death occurred outside Quebec, you must enclose the original and a photocopy of the foreign proof of death along with an official translation of the proof of death if it is in a language other than French or English.
- **For a mandate search:** you must send in the originals of a recent medical and psychosocial evaluation confirming the incapacity of the mandator or a recent report from the executive director of a health or social services facility, **along with** a sworn statement of your interest in the mandator. If you would like the originals returned to you, please enclose a photocopy of each along with the originals. **No photocopies—even certified true copies**—are accepted as proof of incapacity.
- Members of the Chambre des notaires du Québec and the Barreau du Québec who want to request a search using their personal contact information must provide proof of death or incapacity as a member of the public.
- Lawyers and notaries from another jurisdiction must provide the proof of death as a member of the public.
- Payment may be made by credit card, money order or bank draft payable to the Chambre des notaires du Québec. **Please note that personal cheques and cash are not accepted at the counter or by mail.**

## Services offered

### Normal processing time:

The time required to receive a search certificate depends on the date of death :

- If the death or incapacity occurred less than two weeks ago, your search certificate will be sent within three weeks of receiving your request.
- If the death or incapacity occurred more than two weeks ago, your search certificate will be sent within two weeks of receiving your request.

### Expedited processing:

- The search is processed within three business days of receipt of the request by the Chambre des notaires du Québec. To choose expedited processing, the search must be for a person who has died more than 20 days ago.

After the search certificate has been received and the result is positive, you must contact the notary or lawyer to obtain a copy of the will or mandate.

The Register of Testamentary Dispositions of the Chambre des notaires du Québec was created on January 1, 1961. The Register of Mandates of the Chambre des notaires du Québec was created on August 29, 1991. We are thus unable to search for wills or mandates made before these dates.

The Register of wills of the Barreau du Québec was created on December 1, 1979. The Register of mandates of the Barreau du Québec was created on August 29, 1991. We are thus unable to search for wills or mandates made before these dates.