

**Instructions:**

- Please provide, for each person mentioned in this form, **signed consent** for the disclosure of personal information.
- The PDF submitted must be **protected by a password** determined in advance with the Ministère (see the procedure on the last page).
- Incomplete forms, forms completed by hand and forms submitted without accompanying written consent will be returned.
- You must send the **completed and secured** form along with the written consent by email to: [DEC@mes.gouv.qc.ca](mailto:DEC@mes.gouv.qc.ca).

Name of applicant: \_\_\_\_\_

No.	Last name	First name	Date of birth (YYYY-MM-DD)	Permanent code (if known)	Reserved for the use of the Ministère
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

No.	Last name	First name	Date of birth (YYYY-MM-DD)	Permanent code (if known)	Reserved for the use of the Ministère
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

To ensure compliance with the [Act respecting Access to documents held by public bodies and the Protection of personal information](#) (CQLR, c. A-2.1), we wish to inform you of the ministerial requirements to be applied:

1. Download and complete the [form](#) available at Québec.ca. For optimum ease, we suggest that you use Adobe Acrobat.
2. You **must combine** the Ministère's form with the signed consent document for each person named in the request, in order to obtain a single document.  
**Important:** Only handwritten signatures, or digital signatures obtained using a recognized procedure, are accepted.
3. Secure access to the combined document by using a password provided by the Ministère in order to protect the personal and confidential information it contains.

To do so:

- a. Open Adobe Acrobat.
  - b. Select the "Tools" tab and click on "Protect."
  - c. Click on "More options" and select "Security properties."
  - d. In the "Security method" drop-down list, select "Password security."
  - e. Check the box "Require a password to open the document" and enter the password provided by the Ministère.
  - f. Click on "OK."
  - g. Enter the password a second time and click on "OK."
  - h. If you see the message "To apply the security options to the document, you need to save it," click on "OK."
  - i. Save the document.
4. Transmettre le document protégé par courriel à [DEC@mes.gouv.qc.ca](mailto:DEC@mes.gouv.qc.ca).