

Request for Confirmation of a Diploma of College Studies (DCS) Awarded

Important reminder: The Attestation of College Studies (ACS) is a certification by an educational institution (and not a ministerial certification). The confirmation that an ACS has been awarded must be obtained from the institution issuing it.

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.

Name of applicant: _____

No.	Last name	First name	Date of birth (YYYY-MM-DD)	Title of the program as seen on the DCS	Reserved for the use of the Ministère
1					☐ DCS obtained during the term: ☐ DCS not obtained
2					☐ DCS obtained during the term: ☐ DCS not obtained
3					☐ DCS obtained during the term: ☐ DCS not obtained
4					☐ DCS obtained during the term: ☐ DCS not obtained
5					☐ DCS obtained during the term: ☐ DCS not obtained
6					☐ DCS obtained during the term: ☐ DCS not obtained
7					☐ DCS obtained during the term: ☐ DCS not obtained
8					☐ DCS obtained during the term: ☐ DCS not obtained



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No.	Last name	First name	Date of birth (YYYY-MM-DD)	Title of the program as seen on the DCS	Reserved for the use of the Ministère
9					☐ DCS obtained during the term: ☐ DCS not obtained
10					☐ DCS obtained during the term: ☐ DCS not obtained
11					☐ DCS obtained during the term: ☐ DCS not obtained
12					☐ DCS obtained during the term: ☐ DCS not obtained
13					☐ DCS obtained during the term: ☐ DCS not obtained
14					☐ DCS obtained during the term: ☐ DCS not obtained
15					☐ DCS obtained during the term: ☐ DCS not obtained
16					☐ DCS obtained during the term: ☐ DCS not obtained
17					☐ DCS obtained during the term: ☐ DCS not obtained
18					☐ DCS obtained during the term: ☐ DCS not obtained
19					☐ DCS obtained during the term: ☐ DCS not obtained

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. 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.

2. 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.
3. Send the **password-protected** document by email to DEC@mes.gouv.qc.ca.