



Request for Access to Documents Containing Personal Information or to Administrative Documents

Follow [instructions on page 2](#).

Important: If you are under protective supervision, please submit your request to the person responsible for your file.

General information about the applicant (person making the request)

Last name	First name	
Address <small>No., street, city</small>		Postal code
Phone (home)	Phone (work)	
If you are disabled, do you require special measures to help you exercise your right to access information? <input type="checkbox"/> Yes (specify the type of measures): _____ _____ <input type="checkbox"/> No		

Information about the request for access to personal information

Are you applying to obtain documents contained in the file of a represented person?

<input type="checkbox"/> Yes (specify):	Person's last name	First name
	Date of birth <small>yyyy-mm-dd</small>	Curateur public file no.
<input type="checkbox"/> No		

Requested documents Copying fees may apply pursuant to the Regulation respecting the application of the *Public Curator Act* or the *Act respecting Access to documents held by public bodies and the protection of personal information*.

I wish to obtain a copy of the following documents:

I wish to consult the following documents on site:

Documents to include with your request

If the person concerned is **alive** and is under:

Public protective supervision

(person represented by the Curateur public)

1. **a copy** of an identity document (official document) **bearing your signature**;
2. **original** document or a letter **signed by you** in which you state the capacity in which you are submitting your request for access to personal information and why you think it would be in the best interests of the represented person for you to obtain the requested documents.

Private protective supervision

(person represented by a family member, close associate, or friend)

1. **a copy** of an identity document (official document) **bearing the signature of the appointed legal representative**;
2. **original** consent form **signed by the legal representative**, specifying the documents requested in your request for access to personal information and stating the **legal representative's** authorization for the Curateur public to send you a copy.

If the person concerned is **deceased** and was under public or private protective supervision:

1. **original** document signed by you, stating how obtaining a copy of the requested documents affects your interests or rights as the estate liquidator, the beneficiary of a life insurance policy or a death benefit, an heir or a successor;
2. **a legible copy** of your health insurance card, driver's license, **or** any other official document bearing your signature;

Documents to include with your request (cont.)

3. **a true copy certified by a commissioner for oaths** of the final certificate of a will search by the Chambre des notaires du Québec;
4. **a true copy certified by a commissioner for oaths** of the certificate of a will search by the Barreau du Québec;
5. **a true copy certified by a commissioner for oaths** of the notarized will, where applicable; **or** the probate decision, in the case of a holographic (handwritten) will, **or** your birth certificate or declaration of heredity, if there is no will.

Signature of applicant

Signature	Date yyyy-mm-dd
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Instructions

General instructions

This form, the use of which is optional, is provided to those who wish to make an access request to the Curateur public du Québec.

Note that the information you provide in the "General information about the applicant" section is confidential and will only be shared with individuals authorized to process your request.

If you are having difficulty identifying the document you are searching for, or for any other information, you can contact the person in charge of access at the Curateur public du Québec at 514-864-9897 or 1-800-363-9020 (toll-free).

Request for access to documents containing personal information

A request for access to personal information must be made in writing and addressed to the person in charge of access. Pursuant to the [Act respecting access to documents held by public bodies and the protection of personal information](#), a request for personal information concerns a person:

- who is under private protective supervision;
- who is the subject of an application to institute protective supervision;
- who is benefiting from provisional representation of the person or provisional administration of the property by an individual other than the Curateur public;
- who is the subject of an application to homologate a mandate in case of incapacity or for whom such a mandate has been homologated;
- who is under supervision involving an advisor to the person of full age.

An applicant whose request to access information has been refused, in whole or in part, or who has not obtained a response to said request within the deadline prescribed by the Access Act may ask the Commission d'accès à l'information du Québec to review the decision of the Curateur public du Québec.

According to the [Public Curator Act](#), a request for personal information concerns a person:

- who is represented by the Curateur public in the capacity of tutor or curator;
- who is provisionally represented by the Curateur public to ensure the protection of his person, the exercise of his rights, or the administration of his property.

The [Public Curator Act](#) contains no provisions for an applicant's recourse to the Commission d'accès à l'information du Québec in the event his request is refused. However, an applicant whose request for access to information was refused pursuant to the [Public Curator Act](#) may file a complaint with the Curateur public du Québec's Bureau des plaintes or the office of the Québec Ombudsman. Finally, [Article 41 of the Civil Code of Quebec](#) stipulates that the applicant may apply to the Superior Court of Québec in the event there is a problem in exercising the right to consult or correct a file.

Transmission instructions

You must send your duly signed request for access to information, along with the necessary documents, where applicable, to the following address:

Responsable de l'accès
Curateur public du Québec
500, rue Sherbrooke Ouest, bureau 1832
Montréal (Québec) H3A 0J2

You may also send your request to the person responsible for access by fax at 514-873-9743.