



CONTACT US

If you need assistance, go to [Québec.ca/assistance-measure](https://quebec.ca/assistance-measure) or call 1 844 LECURATEUR (532-8728).

STEPS IN THE RECOGNITION OF AN ASSISTANT TO A PERSON OF FULL AGE

Step 1 – Making sure you are eligible. ◀

Step 2 – Getting together the necessary documents.

Step 3 – Filling out the request form.

Step 4 – Signing the appendices – Person seeking assistance.

Step 5 – Signing the appendices – Proposed assistants.

Step 6 – Submitting your request.

Step 7 – Preparing for the interview.

Step 8 – Attending the interview.

Step 9 – Awaiting the decision.

STEP 1 – MAKING SURE YOU ARE ELIGIBLE

General principles

Any person seeking assistance as well as all proposed assistants must meet specific eligibility criteria.

Hence, the processing of a request shall only begin once we have confirmed that the person seeking assistance and all proposed assistants are **eligible**.

In all other cases, we will not be able to recognize a proposed assistant.

Before submitting a request

Use the tools below to determine whether you can submit a request for the recognition of an assistant.

- ▶ To ensure your eligibility as a person seeking assistance: [refer to section A.](#)
- ▶ To ensure the eligibility of the proposed assistants: [refer to section B.](#)



A. PERSON SEEKING ASSISTANCE

As a person seeking assistance...

• I am a person of full age.	<input type="checkbox"/>
• I live in Québec.	<input type="checkbox"/>
• I am not subject to a protection mandate.	<input type="checkbox"/>
• I am not subject to a tutorship.	<input type="checkbox"/>

Do you meet all eligibility criteria?

YES: You may continue with the process, by notably verifying the eligibility of the proposed assistants.

NO: Another type of support may be more appropriate given your situation.

Any questions? Please contact our general information service by calling 514 873-4074 or toll-free: 1 844 LECURATEUR (532-8728).

Note: For information on **protection measures**, go to [Québec.ca/legal-protection-measures](https://quebec.ca/legal-protection-measures).

To determine whether a person, either minor or of full age, is subject to a legal protection measure, please refer to the registry at [Québec.ca/register-representation-measures](https://quebec.ca/register-representation-measures).



B. PROPOSED ASSISTANTS

Each proposed assistant...

	Assistant n° 1	Assistant n° 2
<ul style="list-style-type: none"> Is a person of full age or fully emancipated minor. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Is not subject to a protection mandate. (nor in the process of becoming subject to a protection mandate, i.e., no procedures in this regard are underway) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Is not subject to a tutorship. (nor in the process of becoming subject to a tutorship, i.e., no procedures in this regard are underway) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Is not benefiting from temporary representation. (nor in the process of soon benefiting from temporary representation, i.e., no procedures in this regard are underway) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Is not benefiting from an assistance measure. (nor in the process of soon benefiting from an assistance measure, i.e., no procedures in this regard are underway) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Is able to exercise the assistance role. 	<input type="checkbox"/>	<input type="checkbox"/>

Do the proposed assistants meet all eligibility criteria?

YES: You and your proposed assistants likely meet the eligibility requirements for submitting a request for recognition.

You may proceed to **Step 2 – Getting together the necessary documents** ◀

NO: Your proposed assistants are not eligible. This prohibits you from proposing the persons in question in order to benefit from an assistance measure.

You may, if pertinent, choose another eligible assistant prior to submitting your request.

If only one of your proposed assistants is eligible, you may submit a request for recognition but must ensure to only provide information regarding this eligible person.

Any questions? Please contact our general information service by calling 514 873-4074 or toll-free: 1 844 LECURATEUR (532-8728).

Note: To determine whether a person, either minor or of full age, is subject to a legal protection measure, please refer to the registry at [Québec.ca/register-representation-measures](https://quebec.ca/register-representation-measures).

To know whether a person is already benefiting from an assistance measure, you can consult the Public register of assistants at [Québec.ca/assistance-measure-register](https://quebec.ca/assistance-measure-register).



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STEPS IN THE RECOGNITION OF AN ASSISTANT TO A PERSON OF FULL AGE

Step 1 – Making sure you are eligible.

Step 2 – Getting together the necessary documents. ◀

Step 3 – Filling out the request form.

Step 4 – Signing the appendices – Person seeking assistance.

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Step 8 – Attending the interview.

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STEP 2 – GETTING TOGETHER THE NECESSARY DOCUMENTS

General principles

Certain documents must be included when you submit a request for the recognition of an assistant.

More specifically, these documents must be enclosed for your request to be considered complete. An incomplete request will cause delays and may not be accepted.

The processing of your request will only begin once you have submitted all the required elements.

Before submitting a request

Make sure you have included all the required documents with your request for recognition.

The following tools, designed to support you throughout the process, indicate the requirements that must be met.

You can also use the *Document checklist* to help you get together all of the necessary documents.



A. PERSON SEEKING ASSISTANCE

The following section concerns the person seeking assistance.

Documents to provide

As a person seeking assistance, you must include **copies of two identity documents** with your request.

Certain requirements must be met:

- The **two required ID documents** must include your **last name, first name** and **date of birth**.
- **At least one** these identity documents must include a **photo** and must have been **issued by the Government of Québec or the Government of Canada**.

Examples of acceptable identity documents:

- Passport – Page containing your personal information.
- Driver's license.
- Health insurance card.
- Identity card issued to seniors.
- Birth certificate.

Please note that your social insurance number is not an acceptable identity document.

ⓘ Note: Make sure to provide copies or images that are in colour (preferably) and bearing legible information. Illegible copies could delay the processing of your request.

If an identity document has information on both sides, please make sure to provide copies of both.

Note – Important

- ▶ Do not submit any original documents, as we may not be able to return them to you.



B. PROPOSED ASSISTANTS

The following section concerns the proposed assistants.

Documents to provide

Each proposed assistant must provide **copies of two identity documents** to the person seeking assistance so that the latter can append them to his request.

Certain requirements must be met:

- The **two required ID documents** must include your **last name, first name** and **date of birth**.
- **At least one these identity documents** must include a **photo** and been **issued by the Government of Québec or the Government of Canada**.

Examples of acceptable identity documents:

- Passport – Page containing your personal information.
- Driver's license.
- Health insurance card.
- Identity card issued to seniors.
- Birth certificate.

Please note that your social insurance number is not an acceptable identity document.

i **Note:** Make sure to provide copies or images that are in colour (preferably) and bearing legible information. Illegible copies could delay the processing of your request.

If an identity document has information on both sides, please make sure to provide copies of both.

Note – Important

► Do not submit any original documents, as we may not be able to return them to you.



Before you begin

Do you want to submit your request and the appended documents online?

If so, you can provide the necessary information and submit the required documents online by going to [Québec.ca/assistance-measure](https://quebec.ca/assistance-measure). The process for submitting your request for recognition virtually is fast, easy, and secure.

Do you want to submit your request and the appended documents by mail?

- ▶ Use only the request form and appendices available online, at [Québec.ca/assistance-measure](https://quebec.ca/assistance-measure) or request that these be sent to you by calling us at 1 844 LECURATEUR (532-8728).

STEPS IN THE RECOGNITION OF AN ASSISTANT TO A PERSON OF FULL AGE

Step 1 – Making sure you are eligible.

Step 2 – Getting together the necessary documents.

Step 3 – Filling out the request form. ◀

Step 4 – Signing the appendices – Person seeking assistance.

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Step 8 – Attending the interview.

Step 9 – Awaiting the decision.

STEP 3 – FILLING OUT THE REQUEST FORM

General principles

- Download the form entitled “Request for recognition of an assistant to a person of full age” at [Québec.ca/assistance-measure](https://quebec.ca/assistance-measure) and print it, or have a form sent to you by calling 1 844 LECURATEUR (532-8728).
- **Answer all the questions on the form, even those that do not apply to your specific situation.** Incomplete answers could result in the processing of your request for recognition being delayed.
- **If you do not have the answer to a given question,** reply by writing down “Not Applicable” or “N/A” in the space provided. This will indicate that you have read and duly completed the entire form.
- **If your answer to a question is longer than the space provided on the form,** please include a **separate page** containing your complete response.
- **The fields followed by an * are mandatory.**

CONTACT US

If you need assistance, go to [Québec.ca/assistance-measure](https://quebec.ca/assistance-measure) for answers to your questions or call 1 844 LECURATEUR (532-8728).



PERSON SEEKING ASSISTANCE

The following sections concern the person seeking assistance.

The information required may be provided by the person seeking assistance with the help of the proposed assistants.

Question 1

If you have already submitted a request for recognition of an assistant, please note it here (write down the identifier included on the documents we will have already sent you in this regard).

If this is your first request, leave this space empty and check “No”.

Section A. – Identity

Question 2 – Identification of the person seeking assistance

- Indicate your **entire last name** as it appears on your passport, health insurance card, driver’s license, or other identity document you will be appending to your request.
- Indicate your **first name** as it appears on your passport, health insurance card, driver’s license, or other identity document you will be appending to your request.
- Indicate your **date of birth** (year-month-day) as it appears on your passport, driver’s license, or other identity document you will be appending to your request.

① **Note:** If you do not know your full date of birth, write down “Unknown”.

Section B. – Civil status

Question 3 – Current matrimonial status

Select the **matrimonial status that applies to your current situation:**

- **Single**

You have never been married and are not in a common-law union.

- **Married**

You were legally married to your spouse in a ceremony. Your marriage must be legally recognized in Canada.

- **In a civil union**

You were legally tied to your spouse. Your civil union must be legally recognized in Canada.

- **In a common-law union**

You have lived with your spouse for at least one year, uninterrupted.

- **Legally separated**

You are married but are no longer living with your spouse.

- **Divorced**

You are officially separated and have legally ended your marriage.

- **In a dissolved civil union**

You have legally brought your civil union to an end.

- **Widowed**

Your spouse has passed away and you have not remarried, nor do you live in a common-law union.



Section C. – Request

Question 4 – Details concerning the request

The Civil Code of Québec stipulates that **a person seeking assistance may ask for recognition of two assistants, at most.**

Adding a second assistant is not mandatory. The choice is yours.

Whenever two assistants are proposed, they need not work together (jointly) unless this is something you want.

- a. Check the box corresponding to your choice in this regard.
- b. **If you check “Yes”,** indicate how you would prefer that your assistants act.

Note

If you wish to have your two assistants act together (jointly), remember that they will then always need to **jointly take** any measures or actions involving third parties, whether it be to request information or transmit the details of your decisions.

We suggest that you discuss this choice with your two assistants so that it does not constitute an obstacle to your assistance measure.

Question 5 – Difficulties

Please explain to us the **difficulties you are experiencing and how an assistant could prove helpful.**

Provide information that you deem relevant and that you believe will allow us to better understand how an assistance measure could meet your needs.

If your answer to a question is longer than the space provided on the form, please reply using a separate page. On each page, indicate your name and the number of the question to which you are responding.

Section D. – Reaching you

Question 6 – Mailing address

Enter **your current mailing address in Québec**, making sure to include the following information:

- Street number. This is the number of your home or the building in which you live.
- Street name, if applicable.
- Apartment or unit number, if applicable.
- City, village, or municipality.
- Postal code.

Question 7 – Telephone numbers

Provide us **at least one telephone number** so that we can communicate with you to follow up on the processing of your request.

Enter the area code and telephone number in the appropriate fields.

If you have an extension number, use the “Landline” section, and enter it under “Ext.”.



Section E. – Communication preferences

Question 8 – Language of communication

Select the **language** (French or English) in which you wish to receive services.

Check only one of the two choices. Please note that for us to communicate with you in English, you must meet the exception criteria as stipulated in the Act respecting French, the official and common language of Québec. Go to [Modernization of the Charter of the French language | Gouvernement du Québec \(quebec.ca\)](#) for the exceptions.

Question 9 – Communication methods

Select the communication methods that will enable us to provide you with information and apprise you of the processing of your request or ask you to submit further details or information. **There are several options.**

If applicable, provide us your e-mail address by writing it as follows: [name@supplier.xyz](#).

Note

By providing us an e-mail address, **you are authorizing the Curateur public du Québec** to send e-mails, including information concerning your file and personal information, to this address.

Section F. – Interview preferences

Question 10 – Type of interview

The Civil Code of Québec stipulates that the Curateur public du Québec shall hold a meeting with the person seeking assistance and the proposed assistants.

Indicate your preference regarding this interview, which can be held in person or by videoconference. **There are several options.**

① **Note:** There will be two phases to this interview. You will first meet with the Curateur public du Québec alone, after which a second interview will be held with the proposed assistants in attendance. We suggest that you have a discussion with the persons proposed as assistants prior to scheduling the interview, to ensure that everyone is available.

Question 11 – Special conditions

To facilitate the holding of the interview, please make us aware of any special conditions you have that require accommodations, if such is the case. **Check all applicable mentions.**

If you select “Other”, provide details of your situation in the space provided.

Question 12 – Interpreter

Please indicate whether you will require help from an interpreter for the interview process. Check the box corresponding to your choice in this regard.

Note

The Curateur public du Québec does not provide interpreters to persons seeking assistance during the interview process.

If you answered “Yes” to question 12, you will be responsible for taking the necessary steps to find an interpreter that can support you during this process.

This interpreter can be a family member or a loved one. **This role, however, cannot be assured by yourself or one of the proposed assistants.**

The Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) also makes a directory of its members available. You can search for a certified interpreter by going to: <https://ottiaq.org/en/find-a-member/>.



Question 13 – Other accommodations or support

Please indicate whether you have any **specific needs, i.e., for other accommodations or support**, during the interview process.

- Check the box corresponding to your choice in this regard.
- If you answered “Yes”, provide a detailed explanation of your specific needs in the space for that purpose.

Here are a few examples of specific needs:

- Wheelchair access.
- Sign-language interpretation (e.g., for people who are hard of hearing).
- Personal assistance (e.g., accompanied by a caregiver, a guide for the blind, a guide dog, etc.).

ASSISTANTS

The following sections concern the personal information of the proposed assistants.

Questions are the same for each of the proposed assistants. All that changes, from one assistant to the next, is the numbering of the form: questions 15.1 to 22.1 for the first assistant / questions 15.2 to 22.2 for the second assistant.

► **Reminder: You want to propose two assistants?** Do not forget to provide the information regarding your “second assistant” in the request form.

Question 14.A or 14.B

If you have already submitted a request for recognition of an assistant, please note it here (write down the identifier included on the documents we will have already sent you in this regard).

If this is your first request, leave this space empty and check “No”.

Section A. – Identity of the proposed assistant

Question 15.A or 15.B – Identification of the proposed assistant

- Indicate the **entire last name of the proposed assistant**, as it appears on his passport, health insurance card, driver’s license, or other identity document you will be appending to your request.
- Indicate the **first name of the proposed assistant**, as it appears on his passport, health insurance card, driver’s license, or other identity document you will be appending to your request.
- Indicate the **date of birth of the proposed assistant**, exactly as it appears on his passport, driver’s license, or other identity document you will be appending to your request.
 - ① **Note:** If you do not know his full date of birth, write down “Unknown”.
- Select the **gender of the proposed assistant** (Feminine, Masculine or Non-gendered person).
 - ① **Note:** gender must correspond to the one indicated on the passport, driver’s license, or other identity document you will be providing with your request. Note that this information is mandatory for the Sûreté du Québec’s background check.

Section B. – Relationship with the proposed assistant

Question 16.A or 16.B – Ties with the assistant

Select the option that best describes your relationship with the proposed assistant.

If the choice is not included in this list, check “Other” and specify your relationship in the space provided.



Section C. – Communicating with your assistant

Question 17.A or 17.B – Mailing address

Enter the current mailing address of your assistant (i.e., where information should be sent by mail), including the following information:

- Street number. This is the number of the home or the building in which your assistant lives.
- Street name, if applicable.
- Apartment or unit number, if applicable.
- City, village or municipality.
- Province (or country, in the event of an assistant who resides outside of Canada).
- Postal code.

Question 18.A or 18.B – Telephone numbers

Provide us **at least one telephone number** so that we can communicate with your proposed assistant to request information associated with the processing of your request.

Enter the area code and telephone number in the appropriate fields.

If there is an extension number, use the “Landline” section and enter it under “Ext.”.

Section D. – Assistant’s communication preferences

Question 19.A or 19.B – Language of communication

Select the **language** (French or English) in which your proposed assistant wishes to receive services. **Check only one of the two choices.** Please note that for us to communicate with your assistant in English, they must meet the exception criteria as stipulated in the Act respecting French, the official and common language of Québec. Go to [Modernization of the Charter of the French language | Gouvernement du Québec \(quebec.ca\)](#) for the exceptions.

Question 20.A or 20.B – Communication preferences

Select the communication methods that will enable us to send information and update your assistant on the processing of your request, or to ask for further information, if necessary. **There are several options.**

If applicable, provide us the e-mail address of your proposed assistant as follows: [name@supplier.xyz](#).

Note

By providing us an e-mail address, you are authorizing the Curateur public du Québec to send e-mails, including information concerning your file and personal information, to this address.

Question 21. – Contact person

Indicate whether you want your assistant to act as your contact with the Curateur public du Québec.



RELATIVES (LOVED ONES OR PERSONS WITH A SPECIAL INTEREST)

What is a relative?

We use the term “relative” to refer to a loved one or a person with a special interest in your well-being.

The Civil Code of Québec stipulates that the Curateur public du Québec must give notice **to at least two persons** when it receives a request for recognition. They could be relatives of the person seeking assistance or someone the person knows with a special interest (e.g., a good friend). A relative must be an adult or fully emancipated minor. Also, please note that the assistant cannot be listed as one of the relatives. This information is **mandatory** for your request to be considered.

The following sections concern the personal information of the relatives who will be given notice of the request for recognition of the proposed assistants.

Questions are the same for each of the relatives.

Reminder

► **Are you unable to provide information concerning at least two relatives (loved ones or persons with a special interest)?** If so, please answer question 27.

ⓘ **Note that relatives are only given notice of the request for recognition of an assistant to a person of full age.** They are not provided the additional information that is appended to such a request.

Section A. – Identification of the relative

Question 22.A or 22.B – Identification of the relative

- a. Indicate the **entire last name** of the relative.
- b. Indicate the **first name** of the relative.

Section B. – Relationship with the relative

Question 23.A or 23.B – Ties with the relative

Select the option that best describes your relationship with the relative.

If your choice is not on this list, check "Other" and specify your relationship in the space provided.

Section C. – Communicating with the relative

Question 24.A or 24.B – Mailing address

Enter the **current mailing address of your relative** (i.e., where information should be sent by mail), including the following information:

- Street number. This is the number of the home or the building in which your loved one lives.
- Street name (do not enter an abbreviation, but rather street, avenue, boulevard, road, etc.).
- Apartment or unit number, if applicable.
- City, village, or municipality.
- Province (or country, in the event of a relative who resides outside of Canada).
- Postal code.



Section D. – Relative’s communication preferences

Question 25.A or 25.B – Language of communication

Select the **language** (French or English) in which your relative wishes to receive services. **Check only one of the two choices.** Please note that for us to communicate with your relative in English, they must meet the exception criteria as stipulated in the Act respecting French, the official and common language of Québec. Go to [Modernization of the Charter of the French language | Gouvernement du Québec \(quebec.ca\)](#) for the exceptions.

Question 26.A or 26.B – E-mail

Notice of your request could be given to your relative electronically. This requires that we obtain an e-mail address.

Provide us the e-mail address of your relative by writing it as follows: `name@supplier.xyz`.

Section E. – Additional information

Question 27. - Lack of one or two relatives (loved ones or persons with a special interest) to be notified

Use this space to explain the circumstances should you be unable to provide information concerning at least two relatives.

Specify any information that appears relevant and that will enable us to better understand your situation.

If your answer to the question is longer than the space provided on the form, please reply using a separate page. On each page, indicate your name and the number of the question to which you are responding.

SIGNING THE REQUEST FOR RECOGNITION FORM

The next section concerns the person who is requesting recognition of an assistant.

Declaration of the accuracy of the information given

Read all the statements carefully, then:

- a. Sign the form (by hand, with blue ink).
- b. Enter the date in the space for this purpose (year-month-day).

Note

The request form must only be signed by the person seeking assistance.

By signing, you attest to having fully understood all the questions asked and that the information provided is complete, truthful, and accurate.

Should the date or your signature be missing, the request shall be considered incomplete and may be returned to you.



Before you begin

Do you want to submit your request and the appended documents by mail?

Use only the request form and appendices available online, at [Québec.ca/assistance-measure](https://quebec.ca/assistance-measure) or request that these be sent to you by calling us at 1 844 LECURATEUR (532-8728).

STEPS IN THE RECOGNITION OF AN ASSISTANT TO A PERSON OF FULL AGE

Step 1 – Making sure you are eligible.

Step 2 – Getting together the necessary documents.

Step 3 – Filling out the request form.

Step 4 – Signing the appendices – Person seeking assistance. ◀

Step 5 – Signing the appendices – Proposed assistants.

Step 6 – Submitting your request.

Step 7 – Preparing for the interview.

Step 8 – Attending the interview.

Step 9 – Awaiting the decision.

STEP 4 – SIGNING THE APPENDICES - PERSON SEEKING ASSISTANCE

General principles

- Sign the **Appendix 1** and **Appendix 2** included in the form “Request for the recognition of an assistant to a person of full age”. You can download the form and its appendices at [Québec.ca/assistance-measure](https://quebec.ca/assistance-measure) and print them or obtain a copy by calling 1 844 LECURATEUR (532-8728):
 - Appendix 1 – Brief description of the patrimony of the person seeking assistance.
 - Appendix 2 – Declaration of the person seeking assistance regarding his understanding of the role of assistant.
- **Answer all the questions on the form, even those that do not apply to your specific situation.** Incomplete answers could result in the processing of your request for recognition being delayed.
- **If you do not have the answer to a given question,** reply by writing down “Not Applicable” or “N/A” in the space provided. This will indicate that you have read and duly completed the appendix.
- **The fields followed by an * are mandatory.**

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PERSON SEEKING ASSISTANCE

APPENDIX 1 – BRIEF DESCRIPTION OF THE PATRIMONY

Note

The Civil Code of Québec stipulates that any request for recognition of an assistant to a person of full age must be accompanied by a brief description of the patrimony of the person seeking assistance.

This information is thus **mandatory** for your request to be considered complete.

i **Note:** Incomplete answers or an appendix that is missing or unsigned could result in the processing of your request for recognition being delayed or your request being refused.

Section A. – Income

Question 1 – Are you receiving income?

Indicate whether you are receiving income:

- Check the box corresponding to your choice in this regard.
- If you have answered “Yes”, indicate the sources of this income.

There are several options. Select all the income categories that apply to your situation.

If no choice aptly describes this income, check “Other income” and specify the income in the space for this purpose.

i **Note:** This income may originate in Québec, Canada or elsewhere in the world.

You must therefore indicate all the sources of income, without drawing any distinctions based on origin.

► **Do not indicate the monetary value of this income in the appendix.**



Income categories and examples

Income categories	Examples
Employment income	<ul style="list-style-type: none"> Income from work in the quality of an employee Income from tips Income from self-employment (independent contractor or self-employed person) Employment insurance benefits
Programs from government agencies	<ul style="list-style-type: none"> Social assistance benefit Social solidarity benefit Basic income benefit Compensation from the Société de l'assurance automobile du Québec (SAAQ) Compensation from the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) Maternity, paternity, or adoption benefits paid under the Régime québécois d'assurance parentale (RQAP) Employment assistance or support benefits, or financial assistance from a third party for this same purpose Federal social assistance (welfare) benefits (Aboriginals) War veterans allowance benefits Government benefits from another province, territory, or country
Retirement income	<ul style="list-style-type: none"> Retraite Québec benefits CPP (Canada Pension Plan) benefits Old-age security program income Veterans' pension Pension from the pension plan of another province, territory, or country
OTHER INCOME Income from investments, bonds or a trust	<ul style="list-style-type: none"> Income from various investments (registered plans, non-registered accounts, mutual funds, exchange-traded funds, etc.) Income from bonds or shares (interest or dividends) of a company of which you are not an owner
Child support/alimony	<ul style="list-style-type: none"> Monetary payments Payments other than monetary (e.g., paid housing, either partially or in full)
Disability income	<ul style="list-style-type: none"> Disability insurance benefits Disability benefits from the Régime des rentes du Québec (RRQ) IVAC (compensation to victims of crime)
Business income	<ul style="list-style-type: none"> Payments from a company of which you are an owner Payments in the form of dividends or other
Other income, earnings and gains	<ul style="list-style-type: none"> Rental income Amounts from a student financial assistance program (loans and bursaries) Inheritances and succession compensation Mortgage insurance payments

Section B. – Assets

Question 2 – Do you own property or have assets?

Indicate whether you own property or have assets:

- a. Check the box corresponding to your choice in this regard.
- b. If you answered “Yes”, indicate the categories of property and assets you own.

There are several options. Select all the property and asset categories that apply to your situation.

If no choice aptly describes this property and these assets, check “Other assets” and specify the property and assets in the space for this purpose.

ⓘ Note: This property and these assets may be held in Québec, Canada or elsewhere in the world.

You must therefore indicate all this property and these assets, without drawing any distinctions based on origin.

▶ **Do not indicate the monetary value of this property and these assets in the appendix.**



Property and asset categories and examples

Property and asset categories	Examples
Bank accounts	<ul style="list-style-type: none"> • One or more bank accounts in a bank, credit union or other financial institution. • These accounts can be in your name or consist of joint accounts. • Inactive or dormant accounts are considered as bank accounts that must be mentioned.
Vehicles	<ul style="list-style-type: none"> • Vehicles that are stored are considered as full vehicles. • Automobiles • Motorcycles • Vehicles modified for persons with disabilities • Trucks • Snowmobiles • All-terrain vehicles
Investments	<ul style="list-style-type: none"> • Bonds or shares • Registered retirement savings plans (RRSP) • Registered education savings plans (RESP) • Tax-free savings account (TFSA) • Registered retirement income fund (RRIF) • Life income fund (LIF) • Locked-in retirement account (LIRA) • Term deposits • Mutual funds • Exchange-traded funds
Real property/Immovables	<ul style="list-style-type: none"> • House, semi-detached house, condominium, cottage, mobile home (whether it is a primary or secondary residence) • Rental or commercial building • Farm or agricultural operation • Land
OTHER ASSETS Life insurance Various property and assets Movables or objects of value Enterprises	<ul style="list-style-type: none"> • All life insurance of which you are the owner or beneficiary, either partially or in full.
	<ul style="list-style-type: none"> • Safety deposit boxes • Other assets related to an inheritance • Loans granted to third parties (including family members)
	<ul style="list-style-type: none"> • Boats • Campers/RVs • Jewelry • Money/coin collection • Stamp collection • Precious object collection • Artwork
	<ul style="list-style-type: none"> • One or more enterprises/businesses of which you are an owner. • One or more enterprises/businesses of which you are a shareholder.

Section C. – Liabilities

Question 3 – Do you have debts?

Indicate whether you have debts:

- Check the box corresponding to your choice in this regard.
- If you have answered “Yes”, indicate the types of debts you must repay.

There are several options. Select all the debt categories that apply to your situation.

If no choice aptly describes this debt, check “Other debts” or “Other liabilities” and specify the debts in the space for this purpose.

① **Note:** These debts may have been incurred in Québec, Canada or elsewhere in the world.

You must therefore indicate all the debts, without drawing any distinctions based on origin.

► **Do not indicate the monetary value of these debts in the appendix.**

Debt categories and examples

Debt categories	Examples
Real estate or mortgage loans	<ul style="list-style-type: none"> Any real estate or mortgage loan contracted to finance the purchase of real property (see examples in the previous section). Loans can be in your own name or have been taken out jointly.
OTHER LOANS Credit cards	<ul style="list-style-type: none"> One or more credit cards with unpaid balances over 30 days.
Lines of credit	<ul style="list-style-type: none"> Any line of credit from a bank, loan, mortgage or other. Lines of credit can be in your own name or have been contracted jointly.
Money borrowed or personal loans	<ul style="list-style-type: none"> Money borrowed, personal loans or lines of credit, except for real estate and mortgage loans, contracted with a bank or another financial institution, for example to purchase a vehicle, real property, etc. Money borrowed or loans can be in your own name or have been contracted jointly.
OTHER LIABILITIES Unpaid service and other bills	<ul style="list-style-type: none"> Overdue bills from various service providers (e.g., Internet suppliers, telephone companies, Hydro-Québec, etc.).
Unpaid income taxes	<ul style="list-style-type: none"> Income taxes owing The unpaid amounts may be owed to Revenu Québec, the Canada Revenue Agency or any income tax agency from another province, territory, or country.
Business debts	<ul style="list-style-type: none"> Debts owing if you are a business owner or shareholder. Debts owing if you are a self-employed worker.
Various debts	<ul style="list-style-type: none"> Student loan (owing) Loan contracted from an individual Amounts owed in back child support/alimony Unpaid rent



SIGNING APPENDIX 1

Carefully read your brief description of the patrimony, then:

- a. Sign the form (by hand, with blue ink).
- b. Enter the date in the space for this purpose (day-month-year).

Note

The brief description of the patrimony must only be signed by the person seeking assistance.

By signing this appendix, you attest to having fully understood all the questions asked and that the information provided is complete, truthful, and accurate.

Should the date or your signature be missing, the request shall be considered incomplete and may be returned to you.

APPENDIX 2 – DECLARATION OF THE PERSON SEEKING ASSISTANCE REGARDING HIS UNDERSTANDING OF THE ROLE OF ASSISTANT

Appendix 2 – Declaration of the person seeking assistance regarding his understanding of the role of assistant - provides important information concerning:

The roles of the recognized assistant.

- **The obligations of the recognized assistant.**
- **The limitations of the role of assistant.**

Please read this information carefully. You may also discuss it with your proposed assistants prior to submitting your request for recognition.

For further information, go to [Québec.ca/assistance-measure](https://quebec.ca/assistance-measure).

Note: No personal information should be provided in this appendix.

SIGNING APPENDIX 2

Carefully read your declaration, then:

- a. Sign the form (by hand, with blue ink).
- b. Enter the date in the space for this purpose (year-month-day).

Note

The declaration must only be signed by the person seeking assistance.

By signing this appendix, you attest to having fully understood all the information provided.

Should the date or your signature be missing, the request shall be considered incomplete and may be returned to you.



Before you begin

Do you want to submit your request and the appended documents by mail?

- ▶ Use the “Request for the recognition of an assistant to a person of full age” form. You can download the form and its appendices from [Québec.ca/assistance-measure](https://quebec.ca/assistance-measure) or request a copy by calling us at 1 844 LECURATEUR (532-8728).

STEPS IN THE RECOGNITION OF AN ASSISTANT TO A PERSON OF FULL AGE

Step 1 – Making sure you are eligible.

Step 2 – Getting together the necessary documents.

Step 3 – Filling out the request form.

Step 4 – Signing the appendices – Person seeking assistance.

Step 5 – Signing the appendices – Proposed assistants. ◀

Step 6 – Submitting your request.

Step 7 – Preparing for the interview.

Step 8 – Attending the interview.

Step 9 – Awaiting the decision.

STEP 5 – SIGNING THE APPENDICES – PROPOSED ASSISTANTS

General principles

As a person seeking assistance

- Ask each of the proposed assistants to **sign Appendices 3 and 4 included in the form** “Request for the recognition of an assistant to a person of full age”. You can also download the form and its appendices at [Québec.ca/assistance-measure](https://quebec.ca/assistance-measure) or request that they be sent to them by calling 1 844 LECURATEUR (532-8728):
 - Appendix 3 – Criminal record check of an assistant.
 - Appendix 4 – Commitments of an assistant about the assistance measure.
- The sections below are available for your assistants, to help them fill out the appendices.

▶ As an assistant:

- **It is important to answer all the questions on the forms, even those that do not apply to your specific situation.** If a response is incomplete, the request could be returned to the person seeking assistance or its processing could be delayed.
- **If you do not have the answer to a given question,** reply by writing down “Not Applicable” or “N/A” in the space provided. This will indicate that you have read and duly completed the appendix.
- **The fields followed by an * are mandatory.**

CONTACT US

If you need assistance, go to [Québec.ca/assistance-measure](https://quebec.ca/assistance-measure) or call 1 844 LECURATEUR (532-8728).



APPENDIX 3 – CRIMINAL RECORD CHECK OF AN ASSISTANT

Note

Section 297.22 of the Civil Code of Québec stipulates that the Curateur public du Québec shall verify the criminal record of any proposed assistant.

This step is **mandatory** for the request for recognition to be considered complete.

The Curateur public du Québec will submit a request to the **Sûreté du Québec** to obtain a copy of your criminal record.

While the results of this verification are personal and confidential, they could be shared with the person seeking assistance should the Curateur public du Québec deem it necessary to discuss the matter during the interview process.

This applies specifically in cases where **a criminal record contains elements incompatible with the duties of an assistant or giving way to fear that the assisted person could suffer harm** because of the recognition of the proposed assistant.

The Curateur public du Québec may also disclose these results to any certified notaries or lawyers involved in the request for recognition of an assistant.

Questions 1 & 2 – First and last names of the proposed assistant

- Please provide the respective last and first names of the persons proposed as assistants.

SIGNING APPENDIX 3

Carefully read your consent, then:

- Sign the form (by hand, with blue ink).
- Enter the date in the space for this purpose (year-month-day).



APPENDIX 4 – COMMITMENTS OF THE ASSISTANT WITH REGARD TO THE ASSISTANCE MEASURE

Question 1 – First and last names of the proposed assistant

- Please provide the respective last and first names of the persons proposed as assistants.

4.A – RESPECT FOR THE PRIVACY OF THE ASSISTED PERSON

Note

The Civil Code of Québec authorizes any assistant who has been officially recognized as such to act as an intermediary for the assisted person when interacting with third parties.

This requires that the assistant respect the privacy of the assisted person, by notably not gathering, using, or communicating any information concerning this person, unless the latter provides his consent and only when necessary.

Appendix 4 provides important information on the obligations of a recognized assistant regarding the collection, use and disclosure of personal information concerning the assisted person.

Please read this information carefully. You can also have a discussion with the person seeking assistance before he submits his request for recognition.

Role of the recognized assistant and respect for privacy

The person officially recognized as an assistant shall:

- Only access the information required to perform his duties.
- Use this information solely within the framework of his role of assistant and to benefit the assisted person.
- Not gather or disclose any information regarding the assisted person without having received prior authorization.
- Not reveal any identification codes or passwords of the assisted person, as the latter is the only one who can carry out transactions in his name.
- Not keep, once his role as an assistant has ended, any personal information that he might have had to gather or transmit while performing his duties.

4.B – ASSISTANT'S ROLES AND OBLIGATIONS

Appendix 4 provides important information concerning:

- The roles of the recognized assistant
- The obligations of the recognized assistant
- The limitations of the role of assistant

Please read this information carefully. You can also have a discussion with the person seeking assistance before he submits his request for recognition.



4.C – CONFLICTS OF INTEREST

Note

The Civil Code of Québec stipulates that an assistant may not act in a situation that constitutes a conflict between his own personal interests and those of the assisted person.

Finding oneself in a conflict of interest does not automatically mean that someone is at fault.

Hence, a proposed assistant in a conflict-of-interest situation could nonetheless be recognized by the Curateur public du Québec following the interview.

The assistant in such a case would then need to step back from certain tasks and refrain from participating in exchanges, gathering information, or providing advice to the assisted person regarding the situation constituting a conflict between his own personal interests and those of the assisted person.

Such conflicts of interest may be potential, apparent or real, and can impact a variety of areas in the life of the person seeking assistance.

Examples

Situations that can potentially constitute a conflict of interest can emerge when an assistant obtains information concerning the assisted person or offers the latter advice.

Below are examples of situations that may constitute a conflict of interest (or could possibly generate such a conflict of interest at some point):

- Making use of the personal information of an assisted person acquired while performing the duties of an assistant or benefiting from the situation to obtain a personal benefit of any nature whatsoever.
- Influencing the decisions of an assisted person to obtain a personal benefit, for example related to an inheritance or the sale of real property.
- Selling a building or land belonging to the assisted person in which the assistant is interested or in a transaction where he is acting in the quality of a real estate agent.
- Making direct or indirect use of the property of the assisted person, or allowing such usage, to receive a financial or other benefit, for example by living in a housing unit owned by the assisted person without paying rent or offering a financial compensation.
- Being party to the settlement of an inheritance in which the assistant and assisted person are heirs.
- Borrowing money for the assistant's own benefit (car loan, mortgage, personal loan, etc.).



Question 2 – Are you in a situation that will constitute a conflict of interest?

Notify us if you believe you are in a situation that constitutes a conflict of interest, either potential, apparent or real, regarding the person seeking assistance.

- Check the box corresponding to your choice in this regard.
- If you have answered “Yes”, use the space for this purpose to explain your circumstances.

Specify any information that appears relevant and that will enable us to better understand your situation. This information may include:

- The type or duration of the situation that appears to constitute a conflict of interest or which places you in such a situation.
- The persons involved (families, organisms, enterprises, etc.).
- The benefits you are obtaining or could obtain.

i Note: If your answer to the question is longer than the space provided on the form, please print another copy of the second page of appendix 4, fill it out and submit it with the request for recognition.

On each page, make sure to enter the name of the assistant concerned as well as the number of the relevant appendix.

SIGNING APPENDIX 4

Carefully read your commitment, then:

- Sign the form (by hand, with blue ink).
- Enter the date in the space for this purpose (year-month-day).

Note

Each assistant concerned must sign the commitments related to the assistance measure.

By signing this appendix, you attest to having fully understood all the information provided and undertake to act in the quality of an assistant with due respect for the roles and responsibilities that were explained to you.

Should this appendix not be signed or dated, the request for recognition shall be considered incomplete and could be returned to the person seeking assistance.



CONTACT US

If you need assistance, go to [Québec.ca/assistance-measure](https://quebec.ca/assistance-measure) or call 1 844 LECURATEUR (532-8728)

STEPS IN THE RECOGNITION OF AN ASSISTANT TO A PERSON OF FULL AGE

Step 1 – Making sure you are eligible.

Step 2 – Getting together the necessary documents.

Step 3 – Filling out the request form.

Step 4 – Signing the appendices – Person seeking assistance.

Step 5 – Signing the appendices – Proposed assistants.

Step 6 – Submitting your request. ◀

Step 7 – Preparing for the interview.

Step 8 – Attending the interview.

Step 9 – Awaiting the decision.

STEP 6 – SUBMITTING YOUR REQUEST TO THE CURATEUR PUBLIC DU QUÉBEC

Congratulations!

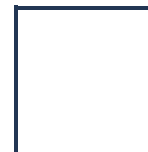
You have completed your request for recognition form and the relevant appendices and gathered all the required documents.

Instructions for submitting the request

- ▶ **Place all the documents** – the form, the appendices and documents concerning the person seeking assistance, and the appendices and documents concerning the proposed assistants – **in an envelope.**
- ▶ **Mail the envelope to the following address:**

(Name of the person seeking assistance)
(Address of the person seeking assistance)
(Postal code)

The envelope must bear
the required postage



Curateur public du Québec
C.P. 521, Succ. B
Montréal (Québec) H3B 3K3

AND THEN?

Verification of the request received

Once your request has been submitted, the Curateur public du Québec will carry out a verification to ensure that:

- The request form and all appendices have been filled out.
- All the documents mentioned on the checklist are enclosed.

If your request is complete, you will receive:

- An acknowledgement of receipt (by mail or e-mail, depending on your communication preferences) asking you to make an appointment for your interview.

If your request is incomplete, you will receive:

- A correspondence (by mail or e-mail, depending on your communication preferences) asking you to submit the missing information or documents.
- This correspondence will explain why your request is incomplete and indicate the steps you must take to rectify the matter.
- Once you have gathered all the missing information or documents, you can contact the Curateur public du Québec or simply send us the items in question.

What can delay the processing of your request?

The processing of your request can be delayed for several reasons, for example:

- The documents or copies submitted are blurred or illegible.
- You forgot to add the required identification documents.
- You have yet to send us the documents or information required for the request for recognition to be complete.

How can you expedite the processing of your request?

There are several things you can do to ensure that your request is treated as quickly as possible:

- Make sure all the required information and documents are enclosed with your request.
- Advise us, as soon as possible, of any changes in your contact details (mailing address, telephone number, e-mail address, etc.).

Processing your request

The Curateur public du Québec will thoroughly examine your request for recognition.

It will consider all the information and documents provided prior to your personal interview and the one including your proposed assistants.



CONTACT US

If you need assistance, go to [Québec.ca/assistance-measure](https://quebec.ca/assistance-measure) or call 1 844-LECURATEUR (532-8728).

STEPS IN THE RECOGNITION OF AN ASSISTANT TO A PERSON OF FULL AGE

- Step 1 – Making sure you are eligible.
- Step 2 – Getting together the necessary documents.
- Step 3 – Filling out the request form.
- Step 4 – Signing the appendices – Person seeking assistance.
- Step 5 – Signing the appendices – Proposed assistants.
- Step 6 – Submitting your request.
- Step 7 – Preparing for the interview. ◀**
- Step 8 – Attending the interview.
- Step 9 – Awaiting the decision.

STEP 7 – PREPARING FOR THE INTERVIEW

Advice on preparing for the meeting

The person seeking assistance and the proposed assistants will be convened to a meeting with a representative from the Curateur public du Québec or with the notary or attorney you will have chosen.

① **Note: This meeting is first and foremost an opportunity for having a discussion with the person seeking assistance and the proposed assistants.** It is not a medical assessment or a psychosocial assessment.

The aim of the meeting is primarily to determine whether the person seeking assistance understands the scope of the assistance measure and can express his wishes and preferences. The exchanges must also allow for ensuring that there are no aspects of the matter that could lead to believe in the possibility of serious harm.

The meeting also constitutes an opportunity for providing the persons in attendance with the information required to ensure the measure's effectiveness, such as the roles and responsibilities of the parties involved.

► How to best prepare for the meeting

We suggest that you look over the information offered at [Québec.ca/assistance-measure](https://quebec.ca/assistance-measure).

This information will provide you additional details on the assistance measure. You will also learn more about the roles and obligations of recognized assistants and the limitations of their functions.

Share this information with your proposed assistants.

We urge you to speak with your proposed assistants about the difficulties you are experiencing and the assistance you require. You could also discuss other matters such as those aspects of your life where you do not need any help, your expectations of your proposed assistants, etc.

Note

If you need the support of an interpreter during the interview, you will be responsible for taking the necessary steps to find someone that can provide you this service.

This interpreter can be a family member or a loved one. **This role, however, cannot be assured by yourself or one of the proposed assistants.**

The Ordre des traducteurs, terminologues et interprètes agréés du Québec also makes a directory of its members available. You can search for a certified interpreter by going to: <https://ottiaq.org/en/find-a-member/>.



CONTACT US

If you need assistance, go to [Québec.ca/assistance-measure](https://quebec.ca/assistance-measure) or call 1 844 LECURATEUR (532-8728).

STEPS IN THE RECOGNITION OF AN ASSISTANT TO A PERSON OF FULL AGE

Step 1 – Making sure you are eligible.

Step 2 – Getting together the necessary documents.

Step 3 – Filling out the request form.

Step 4 – Signing the appendices – Person seeking assistance.

Step 5 – Signing the appendices – Proposed assistants.

Step 6 – Submitting your request.

Step 7 – Preparing for the interview.

Step 8 – Attending the interview. ◀

Step 9 – Awaiting the decision.

STEP 8 – ATTENDING THE INTERVIEW

Preparing yourself for the meeting

► What to bring

Each participant – the person seeking assistance, the proposed assistants, and any other accompanying person (e.g., interpreter) – must present an identity document prior to the interview.

Make sure to have this identity document with you so that we can confirm your identity and ensure the confidentiality of the interview process.

① **Note:** this identity document must have been issued by the Government of Québec or the Government of Canada and include a photo. Examples of acceptable identity documents: passport, driver's license, or health insurance card.

► Interview process

The interview will last approximately one hour, and consist of two parts:

- An individual meeting with the person seeking assistance.
- A meeting attended by the person seeking assistance and the persons proposed as assistants.

► Interview conditions

Interviews can be held **in person** or by **videoconference**.

Check the section that applies to your situation for more details.

Note – Important

Remember to have your identity documents with you. The interview is contingent on all the participants being able to confirm their identity.

We also ask that you arrive and be ready a few minutes prior to the scheduled starting time of your interview. Any delay (either yourself or a proposed assistant) could result in the interview being cancelled.



Videoconference interview

You will receive a confirmation e-mail containing all the information regarding your participation in the interview.

This communication will also include the instructions for logging into the meeting (a link will be provided) as well as information concerning the proper unfolding of an interview by videoconference. On the day of the interview, be present 15 minutes prior to the scheduled start time and click on the link provided in the confirmation e-mail.

You will be redirected to a virtual waiting room. The representative from the Curateur public du Québec may admit each participant individually, after they have entered the waiting room.

► **Requirements for ensuring the proper unfolding of the interview and the confidentiality of the proceeding:**

- Choose a calm and adequately lit space to participate in the interview.
- Leave your camera on during the entire interview. All cameras should be positioned to display the entire face as well as the upper body of the respective participants.

We recommend that each participant connect to the meeting with their own device, as this will make it easier to manage the various persons in attendance. Should two or more participants use a same device, the camera will need to be positioned so that all persons present can be viewed simultaneously.

- Do not add a backdrop, nor blur the background.
- Close all other open windows or applications running on the device used (e.g., texting programs) to avoid hindering the exchanges or interfering with your camera's proper functioning.

► **Videoconferencing application**

To take part in the meeting via a videoconference platform, we strongly recommend that you download and install the free application [Microsoft Teams](#) prior to the interview.

You should also test your equipment (camera and microphone) before the scheduled interview to ensure there are no technical issues.

In-person interview

You will receive a confirmation by e-mail or regular mail (depending on your communication preferences) containing all the information regarding your participation in the interview. This communication will provide instructions on how to get to the Curateur public du Québec point of service for your interview.

Please be at the point of service 15 minutes early, on the day of the scheduled interview; this will allow the Curateur public du Québec to welcome you and initiate the process.

Note – Important

Only those persons convened to attend may be present for the interview.

Each person so convened will be sent a **reminder regarding their participation in the interview**. This notice will be sent to you either by e-mail or regular mail, depending on your communication preferences.

ⓘ Note: To avoid delays or the cancellation of your request, please contact us as soon as possible should you not be able to participate on the scheduled date.

CONTACT US

If you need assistance, go to [Québec.ca/assistance-measure](https://quebec.ca/assistance-measure) or call 1 844 LECURATEUR (532-8728).

STEPS IN THE RECOGNITION OF AN ASSISTANT TO A PERSON OF FULL AGE

Step 1 – Making sure you are eligible.

Step 2 – Getting together the necessary documents.

Step 3 – Filling out the request form.

Step 4 – Signing the appendices – Person seeking assistance.

Step 5 – Signing the appendices – Proposed assistants.

Step 6 – Submitting your request.

Step 7 – Preparing for the interview.

Step 8 – Attending the interview.

Step 9 – Awaiting the decision ◀

STEP 9 – AWAITING THE DECISION

Post-interview

Once the interview is over and based on the recommendation of the person having conducted the meeting, the Curateur public du Québec will reach a decision as to whether or not to recognize the proposed assistants.

The person seeking assistance and the proposed assistants shall in all cases be apprised of this decision in writing. A representative from the Curateur public du Québec will personally contact the person seeking assistance should his request be refused.

Sometimes, the decisions concerning each of two assistants proposed in one request may not be the same. In other words, only one of the two proposed assistants could be recognized. In such a case, the person seeking assistance will receive a communication in this regard. He will then have the option of accepting this single recognition; should he refuse, the refusal shall extend to the request for recognition.

Post-recognition

Once the process is completed, the assistants accepted will be officially registered in the public registry of persons recognized as assistants.

This registry helps third parties check the identity of any assistant who seeks to obtain information on behalf of an assisted person or have the latter's wishes or decisions be known.



CONTACT US

If you are in need of assistance, go to [Québec.ca/mesure-assistance](https://quebec.ca/mesure-assistance) or call 1 844 LECURATEUR (532-8728).

PERSON SEEKING ASSISTANCE

The person seeking assistance must fill out and sign the form and provide the required documents.

More information is available by reading steps 2 and 4 of the [Assistance measure Help kit](#).

1. Request for recognition form

Has been duly completed.

Has been signed by the person seeking assistance.

2. Appendix 1 – Brief description of the patrimony of the person seeking assistance

Has been duly completed.

Has been signed by the person seeking assistance.

3. Appendix 2 - Declaration of the person seeking assistance regarding his understanding of the role of assistant

Has been duly completed.

Has been signed by the person seeking assistance.

4. Identity documents

Two government-issued documents attesting to the identity of the person seeking assistance.

FIRST ASSISTANT

Your first assistant must fill out, sign and submit the documents below.

More information is available by reading steps 2 and 5 of the [Assistance measure Help kit](#).

5. Appendix 3 – Criminal record check of an assistant

Has been duly completed.

Has been signed by the first proposed assistant.

6. Appendix 4 – Commitments of an assistant regarding the assistance measure

Has been duly completed.

Has been signed by the first proposed assistant.

7. Identity documents

Copy of two government-issued documents attesting to the identity of the first proposed assistant.



SECOND ASSISTANT

Your second assistant must fill out, sign and provide the documents below.

More information is available by reading steps 2 and 5 in the request documents: Recognition of an assistant to a person of full age.

8. Appendix 3 – Criminal record check of an assistant

Has been duly completed.

Has been signed by the second proposed assistant.

9. Appendix 4 – Commitments of an assistant regarding the assistance measure

Has been duly completed.

Has been signed by the second proposed assistant.

10. Identity documents

Copy of two government-issued documents attesting to the identity of the second proposed assistant.

Certain requirements must be met as regards the copy of two identity documents that the person seeking assistance and each of the proposed assistants must provide:

- The following information must appear on one or both of the required identity documents: **last name, first name and date of birth**.
- **At least one identity document** must include a **photo** and must have been **issued by the Government of Québec or the Government of Canada**.

Examples of acceptable identity documents:

- Passport – Page containing your personal information.
- Driver's license.
- Health insurance card.