



**ACCESS TO INFORMATION REQUEST**

Responsable de l'accès à l'information et de la protection des renseignements personnels - Direction générale  
**DemandeAccesInformation@urgences-sante.qc.ca**

6700, rue Jarry Est

Montréal (Québec) H1P 0A4

Tel.: (514) 723-5600 #5487

Business hours: Monday to Friday, 8:30 a.m. to noon and 1:00 p.m. to 4:30 p.m.

**ACT OF DEATH SP-3** (Or any other document relating to a pre-hospitalization intervention of a deceased person.)

If you would like a copy of the **ACT OF DEATH (SP-3)** for insurance purposes, please fill out this form and send it by email or mail to the above address.

If the case was handled by the **coroner**, please send your request to the **coroner's office**, tel.: 1-888-267-6637.

Deceased person's family name and given name \_\_\_\_\_

Date of birth \_\_\_\_\_ Name of spouse \_\_\_\_\_

Address \_\_\_\_\_

Death pronounced on the date of \_\_\_\_\_ by Dr. \_\_\_\_\_

Reason for Act of Death request: \_\_\_\_\_

**IMPORTANT**

**Attach a photocopy of ONE of the following official documents to this request**  
**(Check the appropriate box to indicate your relationship to the deceased)**

- If you are the executor of the estate, attach the will
- If you are the insurance beneficiary, attach the insurance contract
- If you are the son or daughter, attach your birth certificate (long form)
- If you are the spouse or common-law spouse, attach your marriage certificate or the will

Requestor's family name and given name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Postal code \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Send me** the document by **mail** \_\_\_\_ or **email** \_\_\_\_

We process requests within 20 days.

\_\_\_\_\_  
Requestor's signature

\_\_\_\_\_  
Date

## Urgences-santé's territory

Please note that Urgences-santé only operates in the administrative regions of Montreal and Laval and only holds copies of the certificate of death (SP-3) drawn up by its physicians.

If death has not been certified by Urgences-santé, please make your request to the physician who certified the death or at the medical archives service of the hospital where the person died, as applicable.

## Coroner's inquest

In case of a coroner's inquest, no death certificate (SP-3) is produced by Urgences-santé. Please direct your request to the coroner's office.

<https://www.coroner.gouv.qc.ca/acces-a-linformation/acces-a-linformation-et-protection-des-rformations-personnels.html>

## Ministère de la Santé et des Services sociaux

We wish to inform you that in accordance with the *Public Health Act* (CQLR, c. S-2.2) the original death certificates are compiled in the Registre des événements démographiques. It is therefore also possible to obtain a copy of a death certificate (SP-3) by sending a request to the person in charge of protection of personal information at the the Ministère de la Santé et des Services sociaux at: [msss\\_prp@msss.gouv.qc.ca](mailto:msss_prp@msss.gouv.qc.ca)

## IMPORTANT REMINDER CONCERNING the Act respecting access to documents and the protection of personal information (CQLR c. A-2.1)

- 88.1.** A public body **must refuse to release** personal information to the liquidator of the succession, to a beneficiary of life insurance or of a death benefit or to the heir or successor of the person to whom the information relates **unless the information affects their interests or rights** as liquidator, beneficiary, heir or successor.
- 94.** **No request for release or correction may be considered unless it is made in writing by a natural person who proves that** he is the person concerned or the representative, heir or successor of that person, the liquidator of the succession, a beneficiary of life insurance or of a death benefit, or the person having parental authority even if the minor child is deceased.

### Don't forget to:

- Indicate the reason for your request;
- Attach valid ID;
- Attach a document indicating in what capacity you are making the request.