

How can I obtain a duplicate of a lost certificate of eligibility?

If you lose your child's certificate of eligibility and want to obtain a duplicate, send us your child's birth certificate that indicates the names of the parents, including your complete return address (including the apartment number and the postal code) and the daytime telephone number where you can be reached. You may send your application, together with your child's birth certificate (large format), by fax to 514-864-2665 or by mail to the following address:

Admissibilité à l'enseignement en anglais
600, rue Fullum, 10e étage
Montréal (Québec)
H2K 4L1

You should receive the duplicate in the mail about 10 days after you make your request. Please note that you do not need to come in person to obtain this document.

If, however, you are a parent and are applying for eligibility under section 73, 76 or 86.1 of the Charter of the French language in order to establish your child's eligibility, this procedure is no longer applicable. If you know your permanent code or you have a transcript or report card proving your attendance at an English-language school in 1977 or later, you just need to bring this document to the school or school board and ask them to complete a short form to apply for eligibility.