



Request for a Duplicate Certificate of Eligibility (C.O.E)
(copy will be printed for current students only)

Date of Request: _____

1. Please provide the information related to the student *with* eligibility:

Student's Last Name(s)

Student's First Name(s)

Student's Date of Birth (year-month-day)

Student's Quebec Permanent Code

Father's Last Name(s)

Father's First & Middle Name(s)

Mother's Last Name(s)

Mother's First & Middle Name(s)

***Note:** If you are a parent requesting a duplicate of your own Certificate of Eligibility, this procedure is not necessary.

For parents who need to provide proof of eligibility and have studied in Quebec after 1977: proof of eligibility is stored digitally and can be confirmed by the Law 101 office. To receive a copy, you may email your request to: **schoolorg@emsb.qc.ca** when providing your own Quebec Permanent Code (found on your Ministry documents such as transcripts or report cards).

2. Please provide the information in which the new C.O.E should be mailed to:

Civic Number

Street Name

Apt. #

Municipality

Province

Postal Code

Home Number

Work Number

Mobile Number

Signature of Parent or Legal Guardian: _____

3. Once completed, parent must bring this form to their child's current EMSB school along with their child's long version Birth Certificate.

4. EMSB School will take a true certified copy of the student's long version Birth Certificate and submit it together with the "Request For Duplicate C.O.E form" via internal mail to:

Law 101 Division
6000 av Fielding, Room 121
Montreal, Quebec H3X 1T4