GENEALOGY RESEARCH REQUEST FORM

Société de généalogie du Grand Trois-Rivières (SGGTR)
(Greater Trois-Rivières Genealogical Society)

Genealogy Research Services in Québec

The SGGTR offers genealogical research services to people residing outside Canada who wish to establish their lineage to an ancestor from Québec in order to apply for a Canadian citizenship certificate. We are a non-profit organization established in 1978.

We also help clients find their Québec ancestors, trace their family origins, obtain references relating to their family history, prepare a Québec family tree, obtain baptism, marriage and burial records, and address other genealogical requests.

Please complete this form as accurately as possible. The information you provide will enable the SGGTR to assess your request and send you a service proposal. A non-refundable fee of US$45 is required to open your file and estimate the number of research hours needed. Once your request has been reviewed, a personalized service proposal will be sent to you within 10 days.

A. Applicant Information

Full name: _____

Organization name, if applicable: _____

Street address: _____

City: _____

State / Province: _____

ZIP / Postal code: _____

Country: _____

Telephone: _____

Email address:_____

NOTE: All communication with us should be by e-mail at recherche.hc@sggtr.com

B. Purpose of the Request

☐I am looking for a Canadian-citizen ancestor who lived in Québec in connection with an application for Canadian citizenship.[1]

Information about applying for proof of Canadian citizenship:

https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-citizenship/proof-citizenship/about.html

☐Other request (please specify)_____

You can apply directly to Bibliothèque et Archives nationales du Québec (BAnQ), which certifies records establishing lineage. BAnQ is the only organization authorized to certify the records we locate. BAnQ charges CAD $350 per certified record, plus CAD $100 for each additional copy.[2]

Please note that BAnQ does not conduct genealogical research. The SGGTR provides this service: if you prefer, we can submit the records we locate directly to BAnQ, to accelerate the processing of your file.

C. Person or Family Being Researched

Do you know the name of your canadian ancestor who was a canadian citizen?

◯ **Yes His-Her name was : _____**

◯ **No**

PLEASE, COMPLETE THIS SECTION TO THE BEST OF YOUR KNOWLEDGE.

INFORMATION ABOUT YOU

My name: _____

Spouse's maiden name: _____

Marriage date:_____

Place of marriage: _____

[1] Important: The SGGTR can conduct genealogical research, but it does not provide legal advice and cannot guarantee eligibility for citizenship or any other official procedure.

[2] Fees may change without notice.

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Parents

Father: _____

Mother's maiden name: _____

Marriage date: _____

Place of marriage: _____

Maternal grandparents

Grandfather: _____

Grandmother's maiden name:_____

Marriage date: _____

Place of marriage: _____

Paternal grandparents

Grandfather: _____

Grandmother's maiden name: _____

Marriage date: _____

Place of marriage: _____

Great-grandparents on your mother's side (your mother's mother's parents)

Great-grandfather: _____

Great-grandmother's maiden name:_____

Marriage date:_____

Place of marriage: _____

Great-grandparents on your father's side (your father's mother's parents)

Great-grandfather: _____

Great-grandmother's maiden name_____

Marriage date: _____

Place of marriage: _____

D. Information Already Known

Which sources have you already consulted?

_____

_____

_____

What results have you obtained?

_____

_____

_____

Do you have documents to send us?

If yes, please indicate which:

☐ Family tree
☐ Photograph
☐ Record or certificate
☐ Death notice / obituary
☐ Correspondence
☐ Notarial document
☐ Other: _____

Names of attached files, if applicable: _____

Please attach your files to the same email as this request.

Additional information: _____

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E. Scope of Research Requested

Please indicate the level of research you would like. The SGGTR will confirm the requested service before work begins.

☐Available records establishing lineage to an ancestor from Québec (baptism or marriage records)

☐Other request

Please specify: _____

F. Documents or Results Requested

Once our research is completed you will receive records proving lineage (for a Canadian citizenship certificate application). These results will be sent to your e-mail address in pdf format.

G. Terms and Consent

By submitting this form, I acknowledge that:

- The information provided is accurate to the best of my knowledge.
- I may be contacted to provide clarification or additional documents.
- The SGGTR may use the information provided solely to assess and carry out this request.
- Work will begin only after I accept the service proposal and make the required payment or deposit.
- I understand that the SGGTR does not guarantee a positive result.
- I understand that unsuccessful research may still be billed once the agreed work has been completed.
- I understand that official documents must be requested from the competent authority.
- I understand that the SGGTR does not provide legal advice and cannot guarantee eligibility for certificate.
- I authorize the SGGTR to retain the information needed to manage my file for the period specified internal policies.

◯ I authorize the SGGTR to submit a request to Bibliothèque et Archives nationales du Québec (certify baptism and marriage records (fees apply).[3]

◯ OR I will submit the request to BAnQ myself

Submission date:

You must send your payment of US$45 before we start our research

You can send this request form by e-mail to recherche.hc@sggtr.com

[3] Current fees are CAD $350 per certified record and CAD $100 for each additional copy of a record. You will pay BAnQ directly when it sends its request for payment. A small shipping fee may also apply. BAnQ fees are subject to change without notice.