

Instructions

If you wish to register a death notice and/or obtain a copy of the deceased person's credit file:

1. Complete all the required fields marked with an asterisk (*).
2. Specify the service(s) you require in the next section.
3. **If you are registering a death notice**, you must include the following with your completed request:
 - **Death Certificate / Act of Death** with the deceased's information
 - **Identification for the requestor:**
 - **2 valid government-issued IDs (front and back)** confirming your legal name, date of birth, and/or current address. (e.g., driver's licence, passport, birth certificate, etc.) If the current address is not indicated on either pieces of your ID, you must also provide;
 - **1 proof of address (dated less than 90 days old)** confirming your legal name and current address. (e.g., utility bills or financial statements.)
4. **If you are requesting to obtain a copy of the deceased person's credit file (death notice already registered)**, you must include a copy of the following with your completed request:
 - **Will** naming the executor(s)
 - **Court document or probate as evidence of a valid Will (e.g. Order of Probate, Order of Verification, Judgment of Probate, Judgment of Verification) In Quebec: you will need a copy of the Will which must be probated. If it is a Will executed before a notary in Quebec: the court document or probate is not required.**
 - **Identification for the executor(s):**
 - **2 valid government-issued IDs (front and back)** confirming your legal name, date of birth, and/or current address. (e.g., driver's licence, passport, birth certificate, etc.) If the current address is not indicated on either pieces of your ID, you must also provide the following;
 - **1 proof of address (dated less than 90 days old)** confirming your legal name and current address. (e.g., utility bills or financial statements.)
5. **If you are registering a death notice and requesting a copy of the deceased's credit file**, please include all the IDs and documentation listed above in steps 3 and 4.

What would you like to do? (Check all that apply)

☐ Register a death notice to the credit file

☐ Request a copy of the deceased's credit file

Information about the deceased:

First Name * (Max.15 characters)		Middle Name (Max. 15 characters)	
Last Name * (Max. 25 characters)			Suffix
Street Number	Street Name *		Unit/Apartment/Suite
City *		Province *	Postal Code *
Date of Birth (YYYY - MM - DD) *		Social Insurance Number (Optional)	
The social insurance number helps us locate the deceased's credit file, verify their identity, and prevent and detect fraud.			

Information about the requestor:

First Name *		Last Name *	
Current Address			
Street Number	Street Name *		Unit/Apartment/Suite
City *		Province *	Postal Code *
Phone Number		Email Address	

Signature

Privacy Consent: By signing below, you consent to the collection, use and disclosure of your personal information as described in Equifax's privacy policy, including using the above information and attached documents to confirm your identity and to take action(s) to a credit report. Any information updated on a credit file will be stored, safeguarded, used and/or disclosed in the normal course as part of the credit file. For more information about Equifax's privacy practices, which may be updated from time to time, please see our Privacy Policy at <http://www.consumer.equifax.ca/privacy>.

Signature *

Date of Submission (YYYY-MM-DD) *

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Before submitting your request, please ensure you have **attached all the necessary documentation**.

Equifax will verify the necessary information and send you a confirmation.

If you are including a financial statement or credit card in your documentation, please ensure you blackout any Card Verification Value (CVV) codes. We also recommend you blackout any transactional details.

The **fastest option** is to submit the required information online using our secure site. More information, options, and steps to follow can be found here: <https://www.consumer.equifax.ca/personal/dispute-credit-report/>.

Alternatively, you can mail your completed form and documentation to:
National Consumer Relations Box 190 Montreal, Quebec, Canada H1S 2Z2.

For more information regarding our products and services, go to: www.equifax.ca

There is another credit bureau in Canada

TransUnion of Canada | 3115 Harvester Road, Suite 201 | Burlington, Ontario, L7N 3N8 | Tel: 1-800-663-9980 | Tel: 1-877-713-3393 (for Quebec)