

**Request for a Duplicate of a Certificate of English Eligibility***(copy will be printed for current students only)*

Date of Request: _____

1. Provide the information related to the student with English eligibility.

Student's Last Name _____

Student's First Name _____

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

Student's Quebec Permanent Code _____

Father's Last Name _____

Father's First & Middle Name _____

Mother's Last Name _____

Mother's First & Middle Name _____

2. Please provide the mailing address in which the copy of the Certificate of English Eligibility should be sent.

Civic Number _____

Street Name _____

Apartment Number _____

Municipality _____

Province _____

Postal Code _____

Telephone Number (home) _____

Telephone Number (work) _____

Telephone Number (mobile) _____

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:**

English Montreal School Board
English Eligibility Office, Room 121
6000 avenue Fielding
Montreal, Quebec H3X 1T4

Note: If you are a parent requesting a duplicate of your own Certificate of English Eligibility, this procedure is not necessary. For parents who need to provide proof of English eligibility and have studied in Quebec after August 26, 1977, proof of English eligibility is accessed digitally and can be confirmed by the English Eligibility office. To receive a copy, you may email your request to: schoolorg@emsb.qc.ca and indicate your last name, first name, date of birth or your own Quebec Permanent Code (found on your Ministry documents such as transcripts or report cards).