



DOCUGO
will search services

179, boulevard Antonio-Barrette
Notre-Dame-des-Prairies (Québec) J6E 1E6
450 760-3434 1-844-760-3434 info@docugo.ca

PROCEDURE



STEP 1

Submitting information

- Go to www.docugo.ca/en/forms/.
- Click on *Submitting information – Probate searches (abbreviated)*.
- Attach the death certificate or a copy of an act of death.
- Complete the form.

If you haven't received it yet, you can send it to us later.*



STEP 2

Signing the power of attorney

- You will be automatically redirected to the power of attorney signature page.
- Fill in the required fields, then click *Approve and Sign*.



*When you receive the death certificate or copy of an act of death from the Registrar (which may take up to 6 weeks), please send it to us via www.docugo.ca/en/forms/.

NEXT STEPS ON THE BACK »



STEP 3

Will search

- Once your file is complete and we have received the death certificate or a copy of an act of death, we will proceed with the will search.
- Processing times:

- **Regular:** 4 to 6 weeks

- **Express:** 3 business days*

** Express: 3 business days, calculated from the day after receipt of your death certificate or death act; weekends and holidays (Quebec) excluded. Postal delays (sending/receiving) are not included.*



STEP 4

Receipt and validation of results

- Our team will verify the compliance of certificates received from the **Chambre des notaires du Québec** and the **Barreau du Québec**.



STEP 5

Delivery of documents

- The documents will be sent to your home address by courier.
- A **tracking number** will be sent to you by email.

Our team is available to answer your questions and assist you throughout the process. You can contact us at any time via our website www.docugo.ca/en/ or by phone.

1-844-760-3434 - www.docugo.ca
Please note that DOCUGO does not provide any legal advice.