Baker McKenzie.

I Am Here: obtaining your identification and vital documents

**France** 

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## **National Identification Cards**

### What type of document does a minor need to move around the country?

For minors (less than 18 years old) of French nationality:

There are generally no requirements for minors traveling within France without a supervising adult other than to hold a valid National identity card (<u>Partir en vacances sans ses parents</u>: mode d'emploi).

However, specific rules exist for minors traveling alone by train, by boat or on a plane: generally, the minimum age requirement to travel alone without a supervising adult is 12 (as applied by SNCF and Air France) – this can vary depending on the airline (Peut-on laisser son enfant mineur voyager seul en train ou en avion?).

#### For foreign minors:

Foreign minors residing in France are not required to hold a residence permit. They may be issued with a travel document allowing them to enter/stay in France and, more generally, to travel within the Schengen Area (click here to see <a href="white-bedgen:white-bed

In case of difficulty, you may request assistance from local town hall or non-governmental organization such as secourspopulaire.fr (Les documents de circulation délivrés aux étrangers mineurs / Le séjour des mineurs étrangers / L'immigration familiale / Immigration - Direction générale des étrangers en France - Ministère de l'Intérieur/ what travel document for foreign minor).

Conditions to obtain this document are listed here: here

The process and formalities are described here: <u>Document de circulation pour étranger mineur (DCEM)</u>.

#### How can a foreign minor travel if he or she only has foreign identity documents?

The DCEM allows foreign minors residing in France to return to France and more generally, to travel within the borders of the Schengen Area (Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland (non-EU), Italy, Latvia, Liechtenstein (non-EU), Lithuania, Luxembourg, Malta, Netherlands, Norway (non-EU), Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden,

Switzerland (non-EU) without applying for a visa. However, the DCEM must be presented with the passport when travelling.

The applicant should be one of the two parents or a person holding parental authority over the minor. The application must be made via the internet on the following website: Demander ou renouveler un DCEM (Démarche en ligne) | Service-Public.fr

The DCEM is valid for **5 years** and is renewable. Further information regarding the DCEM, in particular the information and documents to provide for the DCEM application are described here: Document de circulation pour étranger mineur (DCEM).

The DCEM should be granted in 9 cases:

- A minor of whom at least one parent holds a residence permit;
- A minor who is the foreign child of a French citizen or a direct descendant of a citizen
  of a Member State of the European Union, of another State party to the Agreement on
  the European Economic Area or of the Swiss Confederation;

<u>The European Union</u> includes 27 member countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

- The Agreement on the European Economic Area now includes the 27 members of the European Union, plus Iceland, Norway and Liechtenstein.
- A minor who is a direct child of the spouse of a citizen of a Member State of the European Union, of another State party to the Agreement on the European Economic Area or of the Swiss Confederation:
- A minor who has at least one parent who has acquired the French nationality;
- A minor who was taken into care by child welfare services at the latest at the age of 16;
- A minor who has been recognized as a refugee or has been granted subsidiary protection;
- A minor who entered France with a visa valid for a period of more than 3 months as the child of a French national or as an adopted child;
- A minor who entered France before the age of 13 with a visa valid for a period of more than 3 months issued as a visitor and who can prove that he or she had his/her usual residence in France since then:
- A minor who born abroad, entered Mayotte, other than for the purpose of family reunification, before the age of 13, with the documents and visas required by the

international conventions and regulations in force and of whom at least one parent holds a temporary residence permit, a multi-year residence permit or a resident card.

Even if your situation does not fall under the mandatory cases, the prefecture must still consider the application for your DCEM in accordance with the International Convention on the Rights of the Child of 26 January 1990. For example, the judge considers that a DCEM must be issued to the minor child in the following situations:

- Due to imponderable business travel by the parents in which the minor child must accompany them, in particular where there is no possibility of custody on national territory;
- Because of the need to visit close family members based abroad.

If you wish to obtain a DCEM for one of these reasons - family or professional - you will need to give precise reasons for the situation in which you find yourself.

# In what cases does a child become French (when the parents are not French by birth) / (when parents are foreigners)?

The French nationality of a minor, whether born in France or not, depends mainly on the nationality of his or her parents. In particular:

- A minor becomes French when one of his or her parents has become French, if the following 2 conditions are met:
  - (i) the minor usually resides with this parent (or alternatively in the event of divorce or separation of the parents), and
  - (ii) the minor's name is indicated in the naturalization decree or the declaration of French nationality of the parent.
- A minor born in France from foreign parents is French by birth only in one of the following 3 situations:
  - at least one of his/her parents was born in France (regardless of nationality); or
  - at least one parent was born in Algeria before 3 July 1962; or
  - the minor was born stateless ("apatride") in France.

In such cases, the minor can apply for a French Identity card.

If the minor born in France from foreign parents is in another situation, he or she may become French from the age of 13, subject to specific conditions. Further information is provided here: Dans quels cas un enfant est-il Français? | Service-Public.fr

#### What is the process for getting a National identity card?

The process for obtaining a National identity card will depend on your situation - i.e. if you are an adult or a minor; whether it is your first application or a renewal; and whether you have a valid passport or not.

Full information can be found here: Particuliers - Vos Droits.

Process for first application for minor (under 18):

- A pre-application can be made online via an account here: <u>Faire une première</u> <u>demande de carte nationale d'identité</u>. If you are unable to submit online then you can fill out a paper form at the town hall ("Mairie" or "Hotel de Ville").
- 2. The online pre-application number generated will need to be provided to the Mairie, where the application will be completed.
- 3. You will then need to book an appointment at the Mairie. See locations here: Geolocaliser une mairie pour traiter ma demande (ants.gouv.fr)
- You will need certain supporting documentation depending on your situation. See Documents questions below.
- 5. If you are a minor, you must attend the Mairie with a parent/caregiver. Their presence is mandatory. A caregiver must be in a position to provide "parental authority" more information as to this meaning here: <a href="Carte d'identité/Passeport d'un mineur">Carte d'identité/Passeport d'un mineur</a>: comment prouver l'autorité parentale ?
- 6. For minors between 0 and 12, the caregiver will need to sign the photo with the mention of the type of caregiver "father", "mother", or "guardian". For minors between 12 and 13 years old, the caregiver will do the same, and the minor's fingerprints will be taken at the counter. For those over 13 years old, the child can sign their own photo (with the caregiver's permission). They will also need to have their fingerprints taken.

#### Where can I find information online about getting a National identity card?

Official information on the government website under the tab "Identity Card": <u>Carte d'identité</u> d'un mineur : première demande

Pre-application form for identity card: <u>Faire une première demande de carte nationale</u> d'identité

In case of difficulty, you may request assistance from local town hall or non-governmental organization such as  $\underline{\text{secourspopulaire.fr}}$ 

#### What documents do I need to get a National identity card?

The documents required will depend on whether you hold a valid passport. All documents provided must be originals.

If you have a valid passport, you will need to present the following original documents:

- Passport;
- Identity photo less than 6 months old complying with usual passport photo standards set out here: <a href="mailto:compliant with standards">compliant with standards</a> (this type of photo can be obtained at standard photo booths in train stations, supermarkets, etc);

- Identity document (passport, national ID card) of the parent/caregiver submitting the application;
- Proof of address, as set out here (or section 10 below): <u>Justificatifs de domicile</u>-Service-public.fr;
- <u>Pre-request</u> number if you have completed this process online (otherwise, you must use the paper form available at the counter).

If you do not have a valid passport, you will need to present the following original documents:

- Identity photo less than 6 months old complying with usual passport photo standards set out here: <u>compliant with standards</u> (this type of photo can be obtained at standard photo booths in train stations, supermarkets, etc);
- Identity document (passport, national identity card) of the parent/ caregiver submitting the application;
- Proof of address, as set out here (or section 10 below): Proof of address;
- If you are a minor, check if your civil status is "dematerialized" (meaning that you do not need to provide your birth certificate to the Mairie). Further information here:

  Villes-adherentes-a-la-dematerialisation Passeport.ants.gouv.fr. If this is not the case, you will need to provide a birth certificate (full copy or extract with filiation) of less than 3 months (which is free and online). More information on this is available here: Demande d'acte de naissance: copie intégrale ou extrait (naissance en France) Service gratuit (Démarche en ligne) | Service-Public.fr
- Proof of French nationality if you are a minor in a particular situation (birth abroad of parents born abroad, for example);
- <u>Pre-request</u> number if you have completed this process online (otherwise, you must available at the counter).

If your passport has expired, the documentation required will depend on when your passport expired. Different documents are required whether the passport has expired for more than 5 years, or less than 5 years. See <u>Carte d'identité d'un mineur</u>: première demande

### What if my documents do not have my correct name/address?

# If you notice an error regarding your national identity card, you can request a correction

For individuals born in Metropolitan France & DROM + certain COM.

This could include an error in your first names, last names, gender, date, or place of birth.

The National Directory of Identification of Individuals (RNIPP) contains the following information:

- Civil status details of individuals born in France.
- Registration number (NIR) corresponding to the social security number.

This information is used for certain administrative processes such as taxes, healthcare, census, and elections.

The requested corrections must be the same as the information contained in your birth certificate (please refer to section C regarding birth certificate).

Prepare the following items to submit an online request for correction from the INSEE managing the RNIPP:

- A recent full copy of your birth certificate of less than 3 months (which is free and online). More information on this is available here: <u>Demande d'acte de naissance : copie intégrale ou extrait (naissance en France) Service gratuit (Démarche en ligne) | Service-Public.fr .</u>
- If you are an adult, your social security number.

### Demande de correction d'état civil auprès de l'Insee (Démarche en ligne)

If your National identity card does not have the correct name/address, you can renew it.

Prepare the supporting documents for your appointment at the town hall accepting renewal requests:

- The pre-application number and/or QR Code obtained online;
- A recent identity photo (less than 6 months old and recognizable) complying with usual identity photo standards set out here: <u>compliant with standards</u> (this type of photo can be obtained at standard photo booths in train stations, supermarkets, etc);

A proof of residence ("attestation de résidence") dated within the last year.

- National identity card.
- Proof of the change of civil status.

For a minor, you will need to provide:

- A proof of residence for the parents dated within the last year (original + photocopy).
- An identity document of the parent making the request (original + photocopy).

More information can be found here: Modifier l'état civil figurant sur votre carte d'identité

#### If you are not a French Resident/Citizen

Seek help from your Embassy/Consulate. List of Embassy/Consulate addresses in France: Représentations étrangères en France - Ministère de l'Europe et des Affaires étrangères

#### What happens if my documents are not accepted to get a national identity card?

If your application for an identity card is refused for any reason, for example if your documents are not accepted, you can take action against this decision. The procedure varies depending on which authority refused your application and where you have made

your application. Further details are set out here: <u>Quels recours si le dossier de carte</u> d'identité ou passeport est refusé ?

#### Do I have to be a resident of the country to get a national identity card?

To obtain a French identity card ("carte nationale d'identité"), you generally need to be a French national, residing in France and a French citizen. You will need to provide proof of French citizenship, such as a birth certificate or a certificate of nationality. You will also need to provide proof of your residency in France.

The procedure is further described here Carte d'identité d'un majeur : première demande

#### What does it mean to be a French resident? How do I prove residency?

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To be a resident means that you meet the criteria required to access specific rights such as getting a French identity card, apply to vote, applying for benefits, opening a bank account and other formalities.

To prove state residency, you must provide proof of address. This will differ depending on your specific circumstances.

The documents that can be used are:

- Utility bills (electricity, phone bills...) of less than 12 months old;
- Rental bill of less than 12 months old:
- Proof of accommodation -, if you are living with a relative or friend: you must provide the identity documentation of the person hosting you, and a signed letter saying that you live with them permanently or for more than 3 months. You will also need proof of address less than one year old in the name of the host.

If you live in a caravan, you need to provide the land ownership deed or lease agreement for the caravan park, and an official document in your parents' name indicating the same address from as one of your parents.

If you have no fixed home address, you can go to a CCAS ("centre communal d'action sociale") or CIAS ("centre inter communal d'action sociale") and request a proof of residence ("attestation de domiciliation").

Please refer to this website for further information: Justificatif de domicile - Service-public.fr

### What can I do if I do not have residency in this country?

#### If you are a French citizen residing abroad

You can follow the identity renewal/first issuance process to your Consulate or Embassy.

1st issuance: Carte d'identité d'un mineur : première demande

#### Renewal: Renouvellement de la carte d'identité d'un mineur

The minor and their guardian must appear together at the appointment.

### If you are not a French citizen residing/or not residing but located in France

You will not be able to get a French National identity card.

If you have a valid *Titre de séjour* (Residence Permit), this works as an identity card equivalent for your admin requests and moving around the country and Schengen area.

#### Titres, cartes de séjour et documents de circulation pour étranger en France

If you have a Residence Permit from any Schengen area country, you can use it as a form of identification. <u>Titres</u>, <u>cartes de séjour et documents de circulation pour étranger en France | Service-Public.fr</u>

### Will I need a mailing address? What can I do if I am homeless?

#### Identity card / Passport: what proof of address for a minor? | service-public.fr

To apply for an identity card for a minor, you must provide recent proof of address (less than one year old). The type of document to be produced depends on the minor's home.

If you are homeless, you may, under certain conditions, take up residence with one of the following structures:

- Organization approved by the prefect. These may be, for example, humanitarian
  organizations carrying out actions against exclusion or for access to care (ATD Quart
  Monde, Secours Catholique, etc.). Your town hall ("Mairie") can tell you the list of
  these approved structures.
- Local social action centers: CCAS ("centre communal d'action sociale") or CIAS ("centre inter communal d'action sociale").

Further information is provided here: <u>Sans domicile stable ou fixe (SDF)</u>: <u>en quoi consiste la domiciliation (ou élection de domicile)</u>? | <u>Service-Public.fr</u>

#### What is the application process? Can I complete it online?

To apply for a national identity card, the necessary supporting documents depend on your situation - i.e. if you are an adult or a minor; if this is your first application or renewal and whether or not you have a passport.

If you are under 18, in France and without a passport, you must attend to a town hall ("Mairie"). Note that the location of the application does not depend on your home: you can go to any town hall, provided that it is equipped with a recording station. (Further information is provided here: Geolocaliser une mairie pour traiter ma demande - Passeport - France Titres (ANTS)

You will be unable to get an identity card without your caregiver present - their presence is essential

Your caregiver must also be able to provide "parental authority" (See here for more situation on various scenarios here: <u>Carte d'identité/Passeport d'un mineur : comment prouver l'autorité parentale ? | Service-Public.fr)</u>.

For children between 0 and 12, the caregiver will need to sign a photo of the child noting the type of caregiver "father", "mother", or "guardian". If you are a child between 12 and 13 years old, your caregiver will do the same, then your fingerprints are taken at the counter. If you are above 13, you can sign your own photo (with the caregiver's permission) and your fingerprints will also need to be taken.

You can make an online pre-application via an account with Agence nationale destitres sécurisés (ANTS) or via FranceConnect: See here: Pré-demande pour une 1re demande de carte d'identité (Démarche en ligne) | Service-Public.fr You then provide the Mairie with your pre-application number, where the application will be completed. You can also fill out a paper form available at the Mairie. Please note that this is not an obligation, but a time-saving recommendation. Please note that this pre-application in no way replaces the application.

To apply, you will need to assemble and present these following original documents:

- Identity photo less than 6 months old complying with usual passport photo standards set out here: <u>compliant with standards</u> (this type of photo can be obtained at standard photo booths in train stations, supermarkets, etc);: <u>Trouver les coordonnées des photographes habilités et des cabines agréées (Outil de recherche) | Service-Public.fr</u>
- An identity document of the parent making the request (original + photocopy);
- Proof of address: Of your parents if both live together, or of the parent with whom you have your habitual residence, or of both of your parents in the case of alternating custody with proof of alternating residence. Further information is provided here:
  Carte d'identité / Passeport : quel justificatif de domicile ? | Service-Public.fr
- Birth certificate: if the town where you were born has been "dematerialized" (it provides online information), you do not need to provide a birth certificate. More information on this is available here: Villes adhérentes à la dématérialisation -Passeport - France Titres (ANTS) If this is not the case, you must provide a birth certificate (full copy or extract with filiation) less than 3 months old (which is free and online). More information on this is available here: Demande d'actè de naissance : copie intégrale ou extrait (naissance en France) - Service gratuit (Démarche en ligne) | Service-Public fr if you do not have a previous identity card or passport (expired less than 5 years ago) you do not need a proof of French nationality. This document is an obligation if you find yourself in a special situation (e.g. birth abroad to parents born abroad). Further information is provided here: Carte d'identité / Passeport : comment prouver sa nationalité française ? I Service-Public.fr. This could include vour birth certificate, a declaration of acquisition of French nationality in your name, a decree of naturalization or reinstatement of French nationality or a Certificate of French Nationality (Further information is provided here: <u>Certificat de nationalité française</u> (CNF) | Service-Public.fr
- If you want the child to use a double-parent name or a name that does not align with their identity documents, further identifying documents will be required to justify the use of the name of the other parent: More information on this is available here: Nom d'usage d'un enfant mineur : utilisation du nom des parents | Service-Public.fr

### Is there an application fee? Is there a waiver option if I cannot afford to pay it?

There is **no application fee** if you apply in France. The identity card is free for both first time applicants and renewals on presentation of your old card.

If you are renewing your identity card and you are unable to produce your old card, you may be charged a fee of 25 euros. Further information is provided here: <u>Carte d'identité perdue</u> ou volée : comment acheter un timbre fiscal ? | Service-Public.fr

Note that you can buy a tax stamp in certain tobacco stores ("tabac") if it is an authorized point of sale.

#### How old do I have to be to apply for a National identity card by myself?

You must be 18 years old to apply for a National identity card without parental consent.

A French minor (individual under 18 years old) can have an identity card regardless of the age (even a baby). Applications can begin from age 0.

But, you have to come with your caregiver (to the counter to carry out the procedure. Your caregiver must exercise **parental authority**. This can be your father, mother or guardian. The caregiver must present his/her own identity card. For more information see here: <u>Carte</u> d'identité d'un mineur: première demande | Service-Public.fr

# What can I do if I do not have a parent or guardian who can go with me (and the application says I have to have one)?

The presence of the minor or adult placed in guardianship of the child applying for the identity card **is required** when the application for the identity card is filed.

If you are under the care of the ASE (*Aide Sociale à l'Enfance*) or another child protection service, a social worker may be authorized to accompany you and sign the necessary documents (Further information is provided here: <u>Mineurs isolés étrangers</u>. Please contact your ASE referent or a social worker to help you appoint this ad hoc administrator.

You can also apply to the juvenile guardianship judge of your local court to appoint a legal representative (Further information is provided here: Mineurs isolés étrangers).

#### At what age can I get a National identity card by myself?

If you are a minor (under 18) who is a French national, it is not possible to apply for a national identity card without a person exercising parental authority (your father, your mother or your guardian) being present - this is true for both first application and renewal. You must be present at the counter when submitting the application accompanied by a person exercising parental authority, this is an obligation. Further information is provided here: Carte d'identité d'un mineur: première demande | Service-Public.fr.

If you are a foreign minor child, obtaining a national identity by yourself will require obtaining first the French nationality, as provided below: If you are a foreign child, born in France to foreign parents, you can automatically obtain French nationality at the age of 18, subject to the following 3 conditions. Further information is provided here:

Nationalité française d'un enfant né en France de parents étrangers - Ma situation personnalisée | Service-Public.fr

- Reside in France at the age of 18.
- Having had your regular home (Place where you live most of the time during the year) in France for a continuous or discontinuous period of 5 years or more since the age of 11.
- Your foreign parents are not career diplomatic agents or consuls.

Additional information on how to meet the conditions: Further information is provided here : Les conditions d'accès à la nationalité française - Info droits étrangers

- Being born in France = proof of birth in France is generally established by means of a civil status document, such as a birth certificate.
- Having had a continuous or discontinuous regular home of at least 5 years in France since the age of 11 = proof of regular home of at least 5 years since the age of 11 can be provided by school certificates, internship certificates, work certificates for example.

If you are a foreign child, born in France to foreign parents, you can also apply for French nationality by declaration from the age of 16. You must meet the following 4 conditions. Further information is provided here: Nationalité française d'un enfant né en France de parents étrangers - Ma situation personnalisée | Service-Public.fr

- Be 16 or 17 years old.
- Be born in France.
- Have had your regular home (place where you live most of the time during the year) in France for a continuous or discontinuous period of at least 5 years since the age of 11
- Reside in France on the day of the application.

If you are a child between 13 and 15 years of age included and your parents are foreign citizens and reside in France, only your parents can request the French nationality for you with certain conditions: Further information is provided here: Nationalité française d'un enfant né en France de parents étrangers - Ma situation personnalisée | Service-Public.fr

- Be between 13 and 15 years old,
- Be born in France.
- Usually reside in France since age of 8 years old.
- Reside in France the day of application.

# Are there any special provisions for foster youth (children in custody of the government)?

Foster children, like all other minors, are eligible to apply for a national identity card. You will be covered in the application process via the presence of your legal guardian as part of the foster process.

Step 1) to obtaining a national identity card is making an application for one in a town hall ("Mairie") equipped with a recording station.

Step 2) concerns your available documents (as a child).

- 2.a) If you have a valid passport (or a passport that expired less than 5 years ago) then you will just need:
  - your passport,
  - 1 identity photo less than 6 months old complying with usual passport photo standards set out here: <u>compliant with standards</u> (this type of photo can be obtained at standard photo booths in train stations, supermarkets, etc),
  - identity document of your legal guardian who files the application, and
  - proof of address.
- 2.b) If you do not have a passport (or your passport expired more than 5 years ago) then you will need:
  - 1 identity photo less than 6 months old complying with usual passport photo standards set out here: <u>compliant with standards</u> (this type of photo can be obtained at standard photo booths in train stations, supermarkets, etc),
  - identity document of the legal guardian who files the application,
  - proof of address.
  - your birth certificate (unless the civil status of the place of birth is dematerialized).
  - In addition, you may need a proof of French nationality if you were born abroad to parents of foreign birth).

Further information is provided here: <u>Carte d'identité d'un mineur : première demande |</u> Service-Public.fr

Please note that a specific procedure is applicable to emancipated minors. Further information is provided here: <u>Émancipation d'un mineur | Service-Public.fr</u>

#### Are there any special provisions if I am homeless?

If you do not have a stable address you can obtain a domiciliation address as a proof of address and an address to receive mail.

You can contact your local town hall or certain local social action centers CCAS ("centre communal d'action sociale") or CIAS ("centre inter communal d'action sociale") and some associations that have been appointed by the French "departement" prefect to be certified domiciliary centers. This means that homeless persons can have their post sent to them and be able to obtain certain rights and benefits (e.g. obtaining a national identity card). Such centers and associations can provide guidance and assistance in obtaining identity cards.

Further information is provided here: <u>Carte d'identité / Passeport : quel justificatif de</u> domicile ? | Service-Public.fr

You must have a **link** with the town in which you are applying for domiciliation (for example: you live there, work there, benefit from social services there or have family ties there). Further information is provided here: Sans domicile stable ou fixe (SDF): en quoi consiste la domiciliation (ou élection de domicile)? | Service-Public.frNational strategies to fight homelessness and housing exclusion

#### Will I have to take a test?

No - there is no test required for the application process.

## If applicable, do I have to make an appointment to take the test?

Not applicable.

## **Driver's License**

## What organization issues a driver's license in France?

The Agence Nationale des Titres Sécurisés - ANTS is responsible for delivering driving licenses in France.

Please visit the following websites for more information: <u>Driving licence online services</u> and Obtention d'un titre de conduite | Préfecture de Police.

## What is the process for getting a driver's license?

If you move to France from another EU Member state, you do not need to apply for a French driver's license. Your valid EU or EEA license allows you to legally drive in any EU Member state.

If you have a driver's license not issued by a EU Member state or EEA, you can use a foreign driving license in France for the first year only after obtaining residency. Beyond this period, you must get a French license either by exchanging your foreign license or by taking the French driving test.

Please visit the following websites for more information: Échange de permis de conduire obtenu hors Europe (UE/EEE) - installation en France | Service-Public.fr

If you are a student, you can drive for the duration of your stay without exchanging your license.

A guide to getting a French driver's license | Expatica

#### Where can I find information online about getting a driver's license?

The official government site is here:

Permis de conduire | service-public.fr

Government site with advice on passing the driving test is here:

Passer son permis de conduire | Sécurité Routière (securite-routiere.gouv.fr)

Government website to initiate the driver's license application is here:

S'inscrire à l'examen du permis de conduire (ants.gouv.fr)

General information is here: Foreign driving licence - Permis - France Titres (ANTS)

Driving in France with a foreign license - Welcome to France

If you are non-European, please refer to the following websites: Exchanging a non-European driver's license - Welcome to France and

A guide to getting a French driver's license | Expatica

#### What documents do I have to have to get a driver's license?

It is best to check the detailed list of documents to be provided, which is available from the Préfecture or Sous-Préfecture that deals with driver's licenses or generally from the driving school.

The basic documentation will include a standard government form along with proof of identity (national identity card, passport), a valid residency permit, a proof of residency less than 6 months, a recent indentity photo (less than 6 months old) and, as the case may be, a medical certificate confirming you are fit to drive.

Please refer to the following websites regarding mandatory medical certificate in certain circumstances: Driving license and medical check for health reasons - You are passing the license | Service-Public.fr; Certificat médical - Securite-routiere.gouv.fr.

The list of documents will change depending on immigration status.

For example, please refer to the following websites to find further information on the documents to be provided, depending on your situation:

S'inscrire à l'examen du permis de conduire (ants.gouv.fr)

Passer le permis de conduire avec une auto-école - Réfugiés.info

### What if my documents do not have my correct name/address?

This will need to be discussed with the prefecture which organizes the driving test. It is possible to make an appointment and, in some cases, can only be done online. For example, please check the following website:

Permis de conduire / Cartes grises/Permis de conduire/SIV professionnel / Démarches administratives / Accueil - Les services de l'État dans les Yvelines

#### What if I only have foreign documents?

 For new French residents, France recognizes the use of non-EU licenses for one year from the start date on your French residence permit.

You will find more information here: Driving in France with a foreign license

Foreign Licenses recognized in France must be:

- currently valid in the country of issuance, and not have any endorsements, restrictions or suspensions.
- issued to a holder above legal driving age,
- used as permitted under medical instructions, and
- accompanied by either an official translation of the license into French or alternatively, an International Driving Permit.

You can find more information here: Getting a French driver's license | Mon Coach Permis.

- If you already have a foreign license you will need to check if there is any agreement between France and your home country for a direct exchange of your foreign license for a French license. Ensure all your documents, such as your passport and proof of residency, are up-to-date and authenticated (certified to be genuine) if necessary. You will find more information here: <a href="Exchanging a non-European driver's license">Exchanging a non-European driver's license</a> <a href="Welcome to France">Welcome to France</a> and <a href="Echanger un permis étranger ou obtenu dans une COM pour un permis francais Permis France Titres (ANTS).</p>
  - Additional information on Specific Document Qualifications can be found in the FAQ section of the following: <u>Exchange of driving licenses obtained outside</u> <u>Europe (EU/EEA) - installation in France</u>

To check if your country has an agreement to exchange driver's license with France, please visit the following (geographical website restrictions may apply) website:

Vérifier si votre permis de conduire non européen (UE/EEE) est échangeable contre un permis français - Service-Public.fr.

- If your country does not have an agreement with France, you must get a French driver's license within one year after obtaining residency.
- Different rules apply for British Citizens wishing to exchange their driver's license.
  - If you are a British Citizen with a driver's license issued before January 1, 2021, your driver's license will not have to be exchanged unless it is
    - no longer valid.
    - lost or stolen.
    - suspended or cancelled,
    - affected by extension of license category,
    - affected by traffic sanction that leads to a withdrawal of points. Additional information on the point system can be found here.
  - If you are a British Citizen with a driver's license issued **after January 1, 2021**, your British driver's license is <u>valid for one year from the date of arriving in France</u>. And your driver's license must be exchanged within <u>one year from the date of arriving in France</u>.

For additional questions you can contact the French authorities: <u>Démarches Permis de</u> <u>conduire</u> You can also discuss this with the local Préfecture or Sous-Préfecture that deals with driver's licenses.

### What happens if my documents are not accepted to get a driver's license?

You should first seek assistance and speak with a member of the local Préfecture or Sous-Préfecture that deals with driver's licenses. This can be done by arranging an appointment or sending a question online. They can provide specific advice on what additional documents or steps may be needed. Then, get a translation and authentication: Ensure that all your documents are translated into French by a certified translator if required.

#### Do I have to be a French resident to get a driver's license?

No need to be a French resident to get a driver's license.

To drive a motorized vehicle in France you must be at least 17 years old and have a valid driving license (Requirements to drive in France).

You must always have your driving license with you and must be able to present it to an official in case of control.

If you are driving in France with a foreign driving license, you should carry with you an International Driving Permit, or a certified translation.

You may also have to exchange your driving license within one year of residency in France, or you may have to undergo a full driving test (theory and practical) to bet a French driving license.

Please refer to the following website to determine whether you must exchange your driving license or pass a new driving test: <u>Driving in France with a foreign driving license</u>

#### What does it mean to be a French resident? How do I prove residency?

To be a resident means that you meet the criteria required to access specific rights such as getting a French identity card, apply to vote, applying for benefits, opening a bank account and other formalities.

To prove state residency, you must provide proof of address. This will differ depending on your specific circumstances.

Here are some helpful documents to help demonstrate you are a French resident:

- Utilities (must be less than 3 months old)
  - utility bill: water, electricity, landline, internet
  - Contract certificate ("attestation de contrat") from a utility provider
- 2. Proof of accommodation

- Certificate of residence ("attestation de résidence") (must be less than 3 months old)
- If you are living with a relative or friend: you must provide the identity documentation of the person hosting you, and a signed letter saying that you live with them permanently or for more than 3 months. You will also need proof of address less than one year old in the name of the host.
- If you live in a caravan, you need to provide the land ownership deed or lease agreement for the caravan park, and an official document in your parents' name indicating the same address as one of your parents.

### 3. Renting a property

- lease agreement
- rental bill (<u>must be recent and in any case less than 3 months old</u>)

#### 4. Staying with a third party

- certificate from host, dated and signed (must be less than 3 months old)
- copy of host's passport / identity card and if relevant, residency permit
- if address has changed on host's proof of identity, proof of host's new address

### 5. With no fixed home address

- Go to a CCAS ("centre communal d'action sociale") or CIAS ("centre inter communal d'action sociale") and request a proof of residence ("attestation de domiciliation").
- If on a boat/barge, go to the harbormaster's office ("la capitainerie") and ask for a proof of residence ("attestation de domiciliation").

#### Local taxes

- Property tax certificate ("taxe foncière")
- Council tax certificate ("taxe d'habitation")

#### Insurance certificate

- house insurance
- car insurance

#### French bank account

correspondence

Please refer to the following website for additional information regarding proof of residence: Proof of residency

### What can I do if I do not have residency in France?

#### If you do not reside in France and you have a foreign license (outside of EU/EEA):

Your permit must be in French or be accompanied by an official translation or an international driving license (except for the UK license).

If you wish to obtain the translation in France, you must contact a certified translator. Please refer to the following link to find a certified translator: How to find a certified translator

#### Driving in France with a foreigners driving license for a short stay or study

#### If you do not reside in France but you have a French-EU/EEA license:

You can drive with your license. You can exchange your EU/EEA for French license once it has expired. You can also exchange your French license with an EU/EEA country license, once it has expired.

#### If you reside in France and you have a foreign license (outside of EU/EEA):

You can:

- Drive with your license for 1 year after the start of your residence in France: or
- Exchange your foreign license for a French license, if permitted. You can check if you are eligible to change your permit on this website: <u>Permit exchange eligibility</u>

#### What is the application process? Can I complete it online?

The process can be completed online on a government website. An individual account will need to be created.

Online registration to request exchange of driving license: Exchange driving license

#### Is there an application fee? Is there a waiver option if I cannot afford to pay it?

The cost to exchange a UE/EEE or foreign driving license is free.

The cost of the theory test ("code de la route") is of 30€ for each attempt.

The cost to pass the French driving license, including driving school, can be approx. Euro 2,000 but you may be able to find some financial assistance: <a href="https://www.service-public.fr/particuliers/vosdroits/F13609">https://www.service-public.fr/particuliers/vosdroits/F13609</a>

#### How old do I have to be to apply for a French driver's license by myself?

- You can apply for a license by yourself as from 17 years old.
- There is a special learner's license for people between the ages of 15 and 17 and a half, for the B category (standard car) driving license. Some restrictions exist; one of the main conditions is that a driver with at least 5 years of uninterrupted license holding must accompany the learner.

# What can I do if I do not have a parent or guardian who can go with me (and the application says I have to have one)?

You do not need a guardian to apply for your 1st driving license (and if the application says you need one you can refuse this).

### At what age can I get a driver's license card by myself?

You can get a driver's license card by yourself at 17, which is the legal age in France - for B categories (cars). Le permis de conduire désormais possible à partir de 17 ans!.

# Are there any special provisions for foster youth (children in custody of the government)?

They can apply for a driving license at age 17. There are no specific requirements for foster youth, however it is worth checking potential financial support and assistance through social services or the relevant authorities: <a href="Quelles aides pour financer le permis de conduire?">Quelles aides pour financer le permis de conduire?</a> Service-Public.fr

## Are there any special provisions for homeless people?

If you are homeless, you may obtain a domiciliation address as a proof of address and an address to receive mail with one of the following structures:

- Organization approved by the prefect. These may be, for example, humanitarian
  organizations carrying out actions against exclusion or for access to care (ATD Quart
  Monde, Secours Catholique, etc.). Your town hall ("Mairie") can tell you the list of
  these approved structures.
- Local social action centers: CCAS ("centre communal d'action sociale") or CIAS ("centre inter communal d'action sociale").

This will allow you to apply for driver's license and access other benefits. Further information is provided here: <u>Sans domicile stable ou fixe (SDF)</u>: en quoi consiste la domiciliation (ou élection de domicile)? | Service-Public.fr

Demande de permis de conduire : quel justificatif de domicile ?

### Will I have to take a test?

Yes. The French Driving License is obtained after 2 exams:

- Theory ("ETG"/"Code"): from age 16 (15 if Early Learning ("AAC"))
- Practice (driving): from age 17

Le permis de conduire possible à partir de 17 ans | info.gouv.fr

Quelles sont les différentes façons de passer le permis de conduire B ? | Service-Public.fr

Permis de conduire : comment passer le code (épreuve théorique commune ou ETG) ? | Service-Public.fr

### If applicable, do I have to make an appointment to take the test?

#### **Driving test:**

If you are enrolled in driving school:

- Once logged into the online site: <u>Permisdeconduire.ants.gouv.fr</u> with the credentials provided by your driving school, you can follow the school's procedures (making appointments...).
- You choose the examination centre, the date and the time slot, in agreement with your trainer and according to your training schedule.

If you are a free candidate not enrolled in a school:

Permis de conduire de catégorie B en candidat libre | Service-Public.fr

- You must create an account directly on the booking app (S'inscrire à l'examen du permis de conduire - Permis - France Titres (ANTS)).
- You must be minimum 17 years old;
- If you are under 21 and this is the 1st category of driving license you are taking, you must have the 2nd level school road safety certificate (ASSR2) or the road safety certificate (ASR) this can be obtained here: <a href="ASSR2">ASSR2</a> Se préparer aux attestations de sécurité routière;
- If you have French nationality and you are under 25, you must be in compliance with the obligations of the Defense and Citizenship Day (JDC) – additional information and enrolment can be obtained here: <u>Journée défense et citoyenneté (JDC) | Service-</u> Public.fr:
- If you are a Swiss, Andorran, Monegasque or European Economic Area (EEA) citizen, you must have had personal and/or professional ties in France for at least 6 months. These ties include Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden;
- If you are a foreign national, you must have lived in France for at least 6 months and have a valid residence permit;
- If you have a health problem (for example eyesight difficulties), you must undergo a medical examination by an approved doctor and obtain a specific form (cerfa form n°14880) before applying for a driving licence. Permis de conduire et contrôle médical pour raisons de santé | Service-Public.fr

 You must have a paper or digital learning booklet. You can obtain one from a driving school. When you learn to drive, you must keep this booklet with you in the vehicle.

You can register for the driving test online at the ANTS website and have to provide for the following documents (in digital or scanned form):

- Proof of identity
- Proof of address less than 6 months old
- 1 identity photo or 1 digital photo-signature of less than 6 months complying with usual identity photo standards set out here: <u>compliant with standards</u> (this type of photo can be obtained at standard photo booths in train stations, supermarkets, etc); Photo-signature - Permisdeconduire.ants.gouv.fr;
- If necessary, a medical opinion (cerfa form n°14880)
- For minors or persons under legal guardianship, 1 copy of the identity document of their legal representative
- If you have French nationality, aged between 17 and 25, individual certificate of participation in the Defense and Citizenship Day (JDC), or individual certificate of exemption, or certificate of national service status, or provisional certificate of national service status.
- If you are a foreign national, proof that you are legally resident in France or, if you do not require a residence permit, proof that you have been in France for at least 6 months (payslip, rent receipt, etc.).

Once you have registered for the test, you will receive an enrolment statement ("attestation d'Inscription au Permis de Conduite") (AIPC) containing your harmonised prefectoral registration number (NEPH). Then you can choose an examination center, date and time slot.

On the day of the exam, you will take your test in a car belonging to your driving school and equipped with dual controls (generally handled by the driving school).

Driving license: book a place online to take the practical test of the license (Online service)

#### Theory test:

- You must first study the French driving rules ("code de la route"). You can study this based on a booklet you can purchase (or given by the driving school) and you can prepare yourself for the test either using on-line tests (for example via this website: modules.securite-routiere.gouv.fr) or at the driving school.
- You must register with an approved test centre to take the general theory test (code) as an unaccompanied candidate.

- To be exempted from taking the theory test, you must satisfy at least one of the following conditions:
  - have passed the theory test (code) within the last 5 years
  - have held a category of driving license for 5 years or less, except category AM
  - have held a French driving license obtained by exchange (code 70) for 5 years or less.
- The code exemption may be granted if you present one of the following documents:
  - A valid driving license obtained within the last 5 years;
  - Valid temporary driving license test certificate (maximum 4 months)

#### Where can I take the driving test? What can I do if I cannot get to a testing location?

As a driving license candidate, you will take your test in a car belonging to your driving school and equipped with dual controls (generally handled by the driving school), at a test center specified in your invitation which is usually close to your home address. You can apply to sit the test whether you are with a driving school or not by using the link below:

#### Découvrez la nouvelle plateforme d'inscription au permis de conduire

If you cannot get to the testing location, contact your driving school. They usually offer transportation to the test centre or be able to give you instructions as to how to get there. You should not drive there yourself before you pass the test.

# Do I need to get a permit or authorization to practice driving before I get my driver's license?

You can only start to drive before the driver's license if you can start accompanied driving ("Conduite Accompagnée") with support of someone with a license from age 15 with parental consent. Permis de conduire : apprentissage anticipé (AAC) à partir de 15 ans | Service-Public.fr

There are also options to start learning to drive at 15 when it is for work purposes. Quelles sont les différentes formules de la conduite accompagnée ?

## **Birth Certificate**

### What is the document detailing a person's birth called in France?

### Déclaration de naissance | Service-Public.fr

The birth declaration is mandatory for any child born in France. It allows the birth certificate to be established.

The birth is declared by one of the following persons:

- Father
- 2nd mother in a female couple
- Doctor
- Midwife
- Another person who attended the birth.

The birth declaration is made at the town hall of the place of birth.

<u>The birth certificate</u> is drawn up immediately by the local town hall. It is recommended to request several copies of this document for administrative reasons.

#### (Naissance et filiation)

# I'm not sure I have a birth certificate, what can I do to find out if I have one and where to get it?

The formalities to obtain a birth certificate for a person born in France are provided here: Acte de naissance : demande de copie intégrale ou d'extrait. It is a service free of charge: Demande d'acte de naissance : copie intégrale ou extrait (naissance en France) - Service gratuit (Démarche en ligne).

#### How do I get a copy of my birth certificate?

The birth certificate can be requested either: online (<u>Acte de naissance : demande de copie intégrale ou d'extrait | service-public.fr</u>), in person or by post at the town hall where you were born.

#### Can I order my birth certificate online?

Yes. This can be ordered free of charge at the following link: <u>Acte de naissance : demande</u> de copie intégrale ou d'extrait | service-public.fr

Note that you will need to be registered on the official French administrative portal FranceConnect if you want to order online. To register on FranceConnect you will need at least a Social Security ID Number ("Numéro de Sécurité Sociale") or a tax ID number ("Numéro fiscal"), La Poste post office ID ("identifiant La Poste") and phone number.

#### What documents will I need to get my birth certificate?

If in person or by courier:

(Demander un extrait d'acte de naissance).

To obtain a **full copy** of the birth certificate, please include in your letter:

- the name(s) (with maiden name for married women), first name(s) and date of birth of the person concerned by the birth certificate;
- the parents' first and last names (with maiden name for married women), age, professional situation and residence;
- provide a copy of your identity document.

To request an extract from the birth certificate with filiation, specify:

- the name(s) (with maiden name for married women), first names and date of birth of the person concerned;
- the parents' first and last names (with maiden name for married women), age, professional situation and residence;
- provide a copy of your identity document.

To request an **extract from the birth certificate without filiation**, mention the name (with the maiden name for married women), first names and date of birth.

Attach a stamped envelope with your address to your request.

If you want to apply online, in addition to the above, you first need to be registered via FranceConnect (please see above).

### What happens if I do not have some or all of the documents that are required?

If you do not have some or all of the documents required to get your birth certificate, you can try the following:

- Contact the town hall ("Mairie") at your place of birth: they may be able to help you find the missing information or guide you towards alternative procedures.
- If you are a French citizen born abroad, contact the French consulate in your
  country of birth: the French consulates are used to challenges faced by French
  citizens born abroad and may have additional resources for obtaining a French birth
  certificate
- 3. If you are a French citizen born abroad, contact the Central Civil Registry Office (Service central d'état civil or SCEC): this service is entirely dedicated to managing the civil records of French citizens born abroad. You can contact SCEC through an online form and by phone, more information here: France Diplomatie État civil et nationalité française.

Acte de naissance : demande de copie intégrale ou d'extrait

## How old do I have to be to get a copy of my birth certificate by myself?

You must be 18 years old to get a copy of your birth certificate by yourself.

If you are a minor, you cannot get a copy of your birth certificate by yourself (<u>Acte de</u> naissance : demande de copie intégrale ou d'extrait).

# What can I do if I do not have a parent or guardian who can go with me to get a birth certificate (and the application says I have to have one)?

Obtaining a copy of a birth certificate does not require a legal guardian if you are an adult (meaning, you are over 18 years old). If you are a minor and need to request a birth certificate, you will require a legal guardian or a parent to make the request for you.

You will need to check with your town hall ("mairie") to find out who can request the birth certificate for you if a guardian is not available. You can also request help by reaching out online <u>Acte de naissance: demande de copie intégrale ou d'extrait</u> or by contacting local non-governmental organizations, such as the Secours Populaire (<u>Accès aux droits et aide juridique - Association Nationale</u>).

## What is the cost to get a birth certificate?

It is a service free of charge, you do not have to pay anything: <u>Demande d'acte de naissance : copie intégrale ou extrait (naissance en France) - Service gratuit (Démarche en ligne).</u>

#### Is there a waiver if I cannot afford the fee?

It is a service free of charge: <u>Demande d'acte de naissance : copie intégrale ou extrait</u> (naissance en France) - <u>Service gratuit (Démarche en ligne)</u>, so no waiver to be requested.

# Are there any special laws or provisions that can help get a birth certificate if I have been in the foster care system (children in custody of the government)?

There are no special laws pertaining to children in the foster care system. However, there are ways to navigate the process even if you do not know your biological parents.

You do not need to know the name of your biological parents to obtain your birth certificate.

You do need to know your birth name and your date of birth.

If you need help in obtaining your birth name and your date of birth, you may visit the town hall ("Mairie") at your place of birth.

# Are there any special laws or provisions that can help get a birth certificate if I am homeless?

Birth certificates can be requested online:

#### Acte de naissance : demande de copie intégrale ou d'extrait

If you do not have a postal address to receive your birth certificate, you can register for residence so that you have somewhere to receive post.

Sans domicile stable ou fixe (SDF): comment obtenir une domiciliation ? | service-public.fr

## Where do I get my birth certificate if I was born in another country?

If you are French and were born in another state and want to get the birth certificate with the French authorities, you can request a birth certificate online or by post. This will take approximately 30 days.

If you make the request online, you will need to be registered with FranceConnect.

If you make the request by post, it should be sent to the following address and state your first name, last name, date of birth and place of birth. It should also include the first name and last name of your parents.

Service central d'état civil 11, rue de la Maison Blanche 44941 Nantes Cedex 09

You can get more information at the following places:

- Consulting the website site <u>diplomatie.gouv.fr</u>
- Making a phone call at +33 1 41 86 42 47.
- Free access to video-interpreting or instant speech transcription for the deaf or hard of hearing
- Sending an email at the following address: courrier.scec@diplomatie.gouv.fr

Source: Acte de naissance : demande de copie intégrale ou d'extrait | service-public.fr

You can also check with the state in which you were born about how they issue birth certificates. If you cannot go to the state in which you were born to get the birth certificate, it may be that they issue birth certificates online or by post.

Is there a way to get my birth certificate without going somewhere in person?

Yes, you can apply online (Acte de naissance : demande de copie intégrale ou d'extrait).

If you do not apply online, you can do so by mail or in person. The application must be made to the town hall ("Mairie") of your place of birth.

Where can I find information online about getting a birth certificate?

Acte de naissance : demande de copie intégrale ou d'extrait | service-public.fr

# Making changes to government identity documents

#### What vital documents should I start with to change my first and last name?

- Change of first name:
  - To change your first name please visit this website: First name change |
    Service-Public.frApplication for a change of name of a minor child (Form
    16234\*03)
  - If you are a minor, the following form must be completed: <a href="Demande de changement de prénom d'un enfant mineur">Demande de changement de prénom d'un enfant mineur</a> (Formulaire 16234\*03) | Service-Public.fr. Note that the procedure is not possible without the guardian or parent's involvement for a minor child. In case of difficulty, you may request assistance from local town hall or non-governmental organization such as secourspopulaire.fr However, please see below point 7.
  - If you are an adult, the following Form must be completed: <u>Demande de changement de prénom (Formulaire 16233\*04)</u> | Service-Public.fr.
- Change of last name: There are two procedures to change the last name. They
  depend on what is the new name you want to choose.
  - Procedure 1 ("legitimate reason procedure"): if you want to change the name for a legitimate reason and take another name than those mentioned on your birth certificate. Please visit this website: Procedure for the change of surname (legitimate reason) | service-public.fr.
  - Procedure 2 ("simplified procedure"): if you want to change the name and take your father's name, mother's name or both. Please visit this webpage: Procédure simplifiée de changement de nom de famille | Service-Public.fr or Simplified procedure for the change of surname
  - Other procedures: Procedures 1 ("legitimate reason procedure") and 2 ("simplified procedure") do not apply if you want to use your husband's or wife's name (nom d'usage), or if you want to adopt your first and last names by obtaining French nationality (francisation). Please visit the following webpages if this corresponds to your situation: Nom d'usage: utilisation du nom de sa femme ou de son mari | Service-Public.fr and Peut-on franciser son nom et son prénom en devenant Français? | Service-Public.fr

## Is the process easier for one of the identity documents?

The processes are connected so you will need to change your name first before changing your identity documents (i.e., identity card and passport). It is a step-by-step process:

Changing your identity documents after changing your first name:

After you have followed the process described here: <u>First name change | Service-Public.fr</u>, you will receive your civil status documents updated (i.e., birth and marriage certificate).

**Once you have received your civil status document**, you can request an update of your identity documents within 3 months of updating civil status documents.

- For identity card, please visit this webpage: Renew of the ID of a major | Service-Public.fr.
- For passport, please visit this webpage: Renouvellement du passeport d'un majeur | Service-Public.fr.

The update of the driver's license is not subject to any timing requirement and can be done at any moment following your updating of civil status document. Please visit this webpage: Applying online for a new driving license in case of a change of marital status (Online service) I Service-Public.fr.

Changing your identity documents after changing your last name:

After you have followed the process described here, depending on your situation: for simplified procedure Procédure simplifiée de changement de nom de famille | Service-Public.fr or legimate reason: Procédure de changement de nom de famille par décret (motif légitime) | Service-Public.fr, you will receive your civil status documents updated (i.e., birth and marriage certificate).

**Once you have received your civil status document**, you can request an update of your identity documents (i.e., identity card and passport) within 3 months of updating civil status documents.

- For identity card, please visit this webpage: Renew of the ID of a major | Service-Public.fr.
- For passport, please visit this webpage: Passeport | Service-Public.fr.

**The update of the driver's license** is not framed in time and can be done at any moment following your updating of civil status document. Please visit this webpage: Applying online for a new driving license in case of a change of marital status (Online service) | Service-Public.fr.

#### How do I change my first and last name on my Birth Certificate?

- Change of first name on my Birth Certificate: You will receive your birth certificate updated if you comply with the steps described in the webpage: First name change | Service-Public.fr.
- Change of last name on my Birth Certificate:

- Procedure 1 ("legitimate reason procedure"): When you receive the decree that grants you a new last name, you should make a request to the public prosecutor (procureur de la république) or first instance court (tribunal judiciaire) of your city of birth. This can be done if you are 18 or over. If younger, it needs to be requested by your guardian or parents. Remember to take the following documents with you:
  - Copy of the decree authorizing your change of first name.
  - Copy of the relevant civil status documents.

The following documents are not mandatory, but it is recommended to attach them:

 Certificate of non-opposition or copy of the decision refusing the opposition.

You can contact the Supreme Administrative Court (*Conseil d'Etat*) to obtain these documents (secretariat of the litigation section).

You can use cerfa form n° 12820\*02 available here <u>n°12820</u> to request the certificate of non-opposition.

Procedure for the change of surname (legitimate reason) | service-public.frProcedure for the change of surname (legitimate reason) | service-public.fr

Procedure 2 ("simplified procedure"): Same as change of first name.
 Procédure simplifiée de changement de nom de famille | Service-Public.fr

#### How do I change my first and last name on my National identity card?

You would first need to have changed your name by the methods set out here:

- Change of first name on your National identity card: First name change | Service-Public.fr.
- Change of last name on your National identity card:
  - Procedure 1 ("legitimate reason procedure"): Changement de nom pour motif légitime : comment faire modifier ses actes d'état civil ? | Service-Public.fr
  - Procedure 2 ("simplified procedure"): Procédure simplifiée de changement de nom de famille | Service-Public.fr. Once last name is changed, you can then apply to renew your national identity card as set out here:

For a minor: Renewal of a minor's identity card | Service-Public.fr

For an adult: Renew the ID of a major | Service-Public.fr

How do I change my first and last name on my Driver's License?

This can be done online

Faut-il signaler un changement de nom ou de prénom pour le permis de conduire ? | service-public.fr

And specifically on: Permis de conduire - Accueil (ants.gouv.fr)

### At what age can I change my first and last name by myself?

- Change of first name: you can change your name if you are a minor but you will need your parent or legal guardian authorization.. If you are over 13 years old, your consent is required. See the website: <u>First name change | Service-Public.fr.</u>
- Change of last name:
  - Procedure 1 ("legitimate reason procedure"): You need to be an adult (vs. minor child) See Procedure for the change of surname (legitimate reason) | service-public.fr.
  - Procedure 2 ("simplified procedure"): You can use the simplified name change procedure if you are an adult or an emancipated minor. See <u>Procédure</u> simplifiée de changement de nom de famille | Service-Public.fr.

# What can I do if I do not have a parent or guardian who can go with me to change my first and last name and do not have anyone who can help me?

**Legal Age to seek first name change:** If you are an adult (18 years or older), you can apply to change your first name on your own without needing a guardian or parent's assistance.

Minor Seeking last name change: For Procedure 2 ("simplified procedure") only. If you are a minor, changing your last name requires the consent of your legal guardians or parents. However, if you do not have a guardian, you might need to involve social services or a legal representative who can provide guidance and assistance in such matters.

Procedure simplifiée de changement de nom de famille | Service-Public.fr.

# What vital document should I start with to change my gender marker? Is the process easier for one of the identity documents?

The first step is to lodge an application for a "change of name". This is done at the town hall ("Mairie").

You have to demonstrate a "prolonged and constant use of the name". Means of evidence may include, but are not limited to:

- Testimonials: Statements from family, friends or other close individuals may be used to attest to the person's gender identity in their social environment.
- Photographs: Images showing the person in their gender identity can be used as visual evidence.

- Medical certificates: Although the law no longer requires medical treatment or sex reassignment surgery, medical certificates may be submitted to support the application.
- Proof of status possession: This may include documents or situations showing that the person lives and is accepted in his or her gender identity in everyday life.

Once the change of name has been approved, the birth certificate is automatically updated. However, for everything else (identity card etc.), it is up to the individual to request the change for each document. Please see above in section 2 for more details.

When this is completed, the individual can then request their gender marker to be corrected on their identity documents. This requires a judiciary procedure that involves filing a request at a tribunal, and potentially attending a court hearing. The procedure – which involves providing similar documents to the one requested for the name change – can take from six months to a year. It is illegal for the tribunal to request any medical documentation as part of this process. See further information here: Un changement de sexe | Justice.fr

Should the tribunal find in your favor, you will be then entitled to apply to change your gender marker on your birth certificate and national identity document.

See Modification de la mention du sexe à l'état civil | Service-Public.fr

#### How do I change my gender marker on my Birth Certificate?

See response above.

#### How do I change my gender marker on my National Identity Card?

See response above.

### How do I change my gender marker on my driver's license?

There is no need to make any change, driving licenses no longer feature a gender marker.

#### At what age can I change my gender marker by myself?

You must be an adult or an emancipated minor to request a change in the gender reference on civil status records. (Modification de la mention du sexe à l'état civil | Service-Public.fr). See further information here about the emancipation of minor: Émancipation d'un mineur | Service-Public.fr

# What can I do if I do not have a parent or guardian with me to change my gender marker and do not have anyone who can help me?

If you are an adult or emancipated minor, you will need to demonstrate a combination of facts that prove that the gender listed in your civil status does not match the one in which you are known by. For more detailed information, check out the following website:

Amendment of the reference to sex in civil status | Service-Public.fr

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