

Filling in a French registration form

French A1 (beginner) · Lesson

Quick answer: To fill in a French form, write your last name (nom) in capitals, your first name (prénom), your birth date as day/month/year, your address with number, street, postal code and city, and tick your family status (situation familiale). Read the instruction verbs: écrivez, cochez, signez.

Level: French A1 (CEFR beginner) · **Standards:** CEFR A1, Writing

What do the main fields of a French form mean?

Registering at a gym, opening a bank account or enrolling in a language course all start with the same boxes. Learn the labels once and every form becomes readable.

Field	Meaning	Answer example
le nom / le nom de famille	last name	DIALLO
le prénom	first name	Aïssatou
la date de naissance	date of birth	12/09/1994
le lieu de naissance	place of birth	Thiès
la nationalité	nationality	sénégalaise
l'adresse (f.)	address	8 rue des Tilleuls
le code postal	postal code	44000
la profession	occupation	infirmière

FORMULAIRE D'INSCRIPTION

Nom : DIALLO Prénom : Aïssatou

Date de naissance : 12/09/1994

Adresse : 8 rue des Tilleuls

Code postal : 44000 Ville : Nantes

Situation familiale :

☐ célibataire
 ☒ marié(e)
 ☐ pacsé(e)
 ☐ divorcé(e)

Signature : _____

A short form: the blue words are the answers, the green box is checked.

Common mistake

English speakers put the month first. In France 04/05/2001 is 4 May 2001. Also, "name" alone is ambiguous: nom is the family name and prénom the first name, the opposite order from many English forms.

How do you write dates, addresses and phone numbers?

Write the day, then the month, then the year. A phone number is written in pairs: 06 12 34 56 78. Mobile numbers start with 06 or 07. An address has no comma between the number and the street: 12 avenue Jean-Jaurès, 69003 Lyon.

Date : jour / mois / année 12 / 09 / 1994	Adresse : numéro, rue 8 rue des Tilleuls
Written out le douze septembre mille neuf cent quatre-vingt-quatorze	Code postal, ville 44000 Nantes

In France the day comes before the month.

What are the family-status words?

These words change with gender when they are adjectives: marié (m.), mariée (f.); divorcé, divorcée. Célibataire is the same for both. Pacsé(e) means in a civil partnership (PACS). Veuf is for a widower, veuve for a widow.

Introducing yourself on paper

Je m'appelle Aïssatou Diallo. Je suis née le 12 septembre 1994 à Thiès. J'habite au 8 rue des Tilleuls, à Nantes. Je suis mariée. — My name is Aïssatou Diallo. I was born on 12 September 1994 in Thiès. I live at 8 rue des Tilleuls, in Nantes. I'm married.

How do you read the instructions on a form?

Instructions use the polite command (the vous form): Écrivez en lettres majuscules — write in capitals; Cochez la case — tick the box; Rayez la mention inutile — cross out what does not apply; Joignez un justificatif de domicile — attach proof of address; Datez et signez — date and sign. A star (*) often means the field is required: champ obligatoire.

Culture note

For proof of address, French offices accept a recent electricity or internet bill, called une facture, or a rental receipt. A birth date can also be asked for with né(e) le, an expression you will see on official documents.

Zoé's tip

Fill in a form on scrap paper first, in capitals, one letter per box. Check the day/month order twice. Then copy the clean version. This habit saves you from crossed-out answers.

Key points to remember

- French dates go day / month / year: 03/11/2002 is 3 November, not March 11.
- In an address the house number comes before the street name, and the 5-digit postal code before the city.
- Nom is the family name; prénom is the given name. Many forms ask for the surname in capital letters.
- Family status choices: célibataire, marié(e), pacsé(e), divorcé(e), veuf / veuve.
- Forms speak to you with the polite command: Cochez la case, Écrivez en majuscules, Signez ici.

Filling In a French Registration Form: frequently asked questions

What is the difference between nom and prénom?

The nom (or nom de famille) is your last name, like Diallo. The prénom is your first name, like Aïssatou. Forms often ask for the nom first and in capital letters.

How do you write a date of birth on a French form?

Use day/month/year with two digits for the day and the month: 12/09/1994. In words you write le 12 septembre 1994. The month is never first, so 04/05 means 4 May.

What does situation familiale mean?

It means family status. Typical choices are célibataire (single), marié(e) (married), pacsé(e) (in a civil partnership), divorcé(e) (divorced) and veuf / veuve (widowed).

What does cochez la case mean?

It means tick the box. Cochez is the polite command of cocher. Similar form instructions are écrivez en majuscules (write in capitals) and signez ici (sign here).

How do you write an address in French?

Put the number first, then the street, then the five-digit postal code and the city: 8 rue des

Tilleuls, 44000 Nantes. Words like rue, avenue and boulevard stay lowercase inside the line.