

CANADIAN PASSPORT E-BOOK FOR APPLICANTS LIVING IN THE U.S. AND BERMUDA

This e-book will be useful to Canadian passport applicants who fall into the following categories:

- Applicants who want to **apply for a first-time** Canadian passport ;
- Applicants who want to **apply for their child's first-time** CANADIAN passport;
- Current CANADIAN passport holders who want to have their **name or photograph changed**.
- Applicants whose CANADIAN passport was been **lost or stolen**;
- Applicants who do not qualify for the simplified application process

**You do not need to print the
whole e-book to apply for
your CANADIAN passport.
Choose only the forms**

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Attachments:

Passport application form for adults (16 and over)
Passport application form for children (15 and younger)
Proof of Canadian citizenship form PPTC 001
Declaration for a lost, stolen, found and damages or inaccessible passport
Declaration in lieu of a guarantor form PPTC 132

Do I qualify for a Canadian passport in the US?

In order to qualify for applying for your Canadian passport from the U.S. or Bermuda, you need to be a Canadian citizen who does not qualify for the simplified application process.

Additionally, you need to be able to prove your citizenship and ID, present two photographs, find a guarantor and pay the appropriate fee. If you have a Canadian passport issued within the last five years you should also submit it with your application.

Please note that if your passport was lost, stolen or is inaccessible to you, you need to fill out the appropriate form provided in the attachments.

How do I prove my Canadian citizenship?

With your passport application, you must present an original proof of citizenship. All original documents will be returned to you. Photocopies are **not** accepted

If you were born in Canada, you can submit either a Canadian certificate of birth or Certificate of Canadian citizenship.

If you were born outside Canada, you must provide **one** of the four Canadian citizenship documents below:

- Certificate of Naturalization in Canada
- Certificate of Canadian citizenship
- Certificate of Registration of Birth Abroad
- Certificate of Retention of Canadian citizenship

Canadians born in the Province of Quebec please note that only the following identity documents are accepted as proof of Canadian citizenship:

- a birth certificate issued after January 1, 1994, by *le Directeur de l'état civil* in the Province of Quebec
- a Certificate of Canadian Citizenship

Since February 2009, **Manitoba Division Registrar Certificates** no longer constitute an acceptable proof of Canadian citizenship for passport issuance purposes.

If you were born outside of Canada between February 15, 1977 and April 16, 1981 inclusively, to a Canadian parent, fill out form PPTC 001 included in this application pack.

How do I prove my ID?

Additionally to your Proof of Citizenship, adults have to prove their ID by presenting at least one valid additional document with your name and signature issued in the same name as will appear in the passport.

For example:

- Provincial/state driver's licence
- Non-driver's licence
- Provincial/state health care card
- Other provincial/state identification card
- Other federal identification card
- Military identification
- Certificate of Indian Status
- Alien Registration Card
- Old Age Security card
- United States permanent resident card
- Federal, provincial/state or municipal employee identification card
- Canadian passport

You may submit original documents which will be returned to you. If submitting a photocopy of the document(s), you must photocopy both front and back and have the guarantor sign and date every copy.

Do I need to provide a guarantor?

In case you do not qualify for the simplified passport application procedure, you need to provide a guarantor. A guarantor can be someone who is a Canadian citizen with Canadian passport who has known you for **at least two years**.

In the case of a child, the guarantor must have known the parent personally for **at least two years** and have knowledge of the child.

Eligible guarantors:

Your guarantor must be all of the below in order to qualify:

1. Hold a 5-year or 10-year Canadian passport that is valid or has been expired for no more than one year;
2. Be a Canadian citizen 18 years of age or older;
3. Have been 16 years of age or older when he or she applied for their own passport;
4. Provide the requested information contained in his or her passport;
5. Be available for verification and reside in Canada, the USA or Bermuda;
6. Perform the above free of charge

In case you can't find a guarantor, then you must complete a "Declaration in Lieu of Guarantor" form PPTC 132 included in the pack. It must be **sworn to** or **declared** before a person authorized by law to administer an oath or a solemn declaration. If completed outside Canada, a qualified official includes a Canadian or British diplomatic or consular representative, or a qualified local official.

What are the photo requirements?

You must include two identical passport photos taken by a commercial photographer within the past twelve (12) months with your application. These photos must not exceed a size of 50mm wide x 70 mm (2" x 2.75") long and professionally printed on plain, high quality photographic paper. The name of the photographer or studio, date, and address along with the guarantor's statement must be provided on the backside of one photo. A guarantor must sign the photograph as such: "I certify this to be a true likeness of (your name)."

Child photos must follow the same rules. Photos must show the child's head and shoulders only. For newborn babies, the photo may be taken while the child is sitting in a car seat.

Please note that your application will be rejected if your photos do not meet these specifications.

What is the Canadian passport fee?

Adults (16 or over)

5-year passport - \$190

10-year passport - \$260

Children (0 to 15) - \$100

Accepted methods of payment:

By mail

1. Certified cheque or international money order (postal or bank) made payable to the "Receiver General for Canada". The exact fee must be specified
2. Credit card (Visa, MasterCard, American Express)
3. Prepaid card embossed only (raised letters or numbers)(Visa, MasterCard, American Express)

In person at a Passport Canada service location

1. Credit card or prepaid card (Visa, MasterCard, American Express)
2. Certified cheque or international money order (postal or bank) made payable to the "Receiver General for Canada". The exact fee must be specified

Where do I submit my application?

You can choose one of these two options:

1. **By Mail:** Please address application to:

Passport Canada
Foreign Affairs and International Trade Canada
Gatineau, Quebec, K1A 0G3
Canada

2. **By Courier:** Please address application to:

Passport Canada,
22 de Varennes Street Gatineau, Quebec, J8T 8R1 Canada

Please be aware that if you mail or courier your kit, currently, the wait time is approximately four weeks. If you submit it in person, the wait time is about two weeks.

What is the average processing time?

The processing times may change depending on the volume of applications received and are not guaranteed. Complexity of routine verifications and security checks may lead to longer processing times.

Generally, these are the processing times:

- Application submitted in person 2 weeks
- Application submitted by mail 4 weeks

To avoid delays, make sure you follow closely the steps included in this application pack.

How will I receive my passport?

Your passport will be sent to you by mail or courier. Please verify the accuracy of the information in the passport, especially your personal information. If there are any errors, contact Passport Canada immediately.

Once you receive your passport, you are required to sign your name in ink in the space provided on the application form.

Children 11 years of age or over must sign their own passports.

Children under 11 years of age do not sign the passport or travel document— the signature block on page 3 should be left blank.

Parents must not sign the passport of a child who cannot sign.

You must also fill out your address and emergency contact information.

If you are picking up the passport in person, the child must be present. A third party can pick up the child's passport in place of the applicant (the person applying on behalf of the child) if written authorization from the applicant is provided. However, the child must still be present.



ADULT GENERAL PASSPORT APPLICATION

INFORMATION
PROTECTED

for Canadians 16 years of age or over applying in Canada or from the USA

WARNING—Any false or misleading statement with respect to this application and any supporting document, including the concealment of any material fact, may result in the refusal to issue a passport, the revocation of a currently valid passport, or the refusal of passport services, and may be grounds for criminal prosecution. Failure to complete all of the required sections of this form and/or refusal to consent to the sharing of personal information between Passport Canada and third-party entities for the purpose of carrying out Passport Canada's mandate will result in the application being refused.

TYPE OR PRINT IN CAPITAL LETTERS using black or dark blue ink.



1 Personal Information (see Instructions, section H)

Surname (last name)					
Given name(s)					
Surname (last name) at birth			Former surname (former last name)		
If passport requested in spousal surname (last name), enter		Year of marriage	Surname (last name) of spouse		
Date of birth Year Month Day		Place of birth City Country Prov./Terr./State (if applicable)			
Sex <input type="radio"/> Female <input type="radio"/> Male	Marital status	Eye colour	Current hair colour	Height (cm/in)	Weight (kg/lbs)
Current home address Number Street Apartment City Province/Territory/State Postal/ZIP code					
Mailing address (if different from above) Number Street Apartment City Province/Territory/State Postal/ZIP code					
Daytime telephone number		Evening telephone number		Cell number or email address (optional)	
<p>DECLARATION—I solemnly declare that I am a Canadian citizen, that the photos enclosed are unaltered and a true likeness of me, that all of the statements made and the information provided in this application, as well as any supporting documents, are true. I declare that I have read and understood the WARNING at the top of this page and the PRIVACY NOTICE STATEMENT (see Instructions, section N). I consent to Passport Canada disclosing my personal information to third-party entities, such as law enforcement authorities and identity document issuing institutions, to carry out its verification and security queries required for this purpose. Furthermore, I consent to third-party entities disclosing my personal information to Passport Canada for this purpose.</p>			<p>Void if signature touches border</p> <p>Signature (see Instructions, section H)</p>		
Date Year Month Day			Signed at City Province/Territory/State		

2 Declaration of Guarantor (see Instructions, section I)

Note: Section to be completed by the guarantor only if the applicant has completed and signed all three (3) pages of this application form.

Surname (last name)			Given name(s)		
Date of birth Year Month Day		Canadian passport number	Date of issue Year Month Day		Date of expiry Year Month Day
Surname (last name) in passport, if different			Daytime telephone number		Evening telephone number
Current home address Number Street Apartment City Province/Territory/State Postal/ZIP code					
<p>DECLARATION — I solemnly declare that I have known the applicant identified above personally for at least two (2) years. I have signed the back of one (1) photo to certify that the image is a true likeness of the applicant. If applicable, I have signed a copy of each document to support the applicant's identity to confirm that I have seen the original(s). I declare that I have read and understood the WARNING at the top of this page and the PRIVACY NOTICE STATEMENT (see Instructions, section N). I consent to Passport Canada disclosing my personal information to third-party entities, such as law enforcement authorities and identity document issuing institutions, to carry out its verification and security queries required for this purpose. Furthermore, I consent to third-party entities disclosing my personal information to Passport Canada for this purpose.</p>			<p>I have known the applicant for</p> <p>Number of years</p>		<p>Signature of guarantor</p>
Date Year Month Day			Signed at City Province/Territory/State		



Passport Canada / Passeport Canada

Aussi disponible en français
PPTC 153 (2013-07) R2
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3

Previous Canadian Travel Document (see Instructions, section J)

In the last five (5) years, has a Canadian travel document (passport, certificate of identity or refugee travel document) been issued to you and is it still valid?

No

Yes (specify)

Form with fields: Number, Date of issue (Year, Month, Day), Place of issue

If yes, include the travel document with your application.

Would you like the previous passport returned to you? If not, it will be securely destroyed by Passport Canada to protect your personal information.

Yes, please return the previous passport to me.

Note: If a valid Canadian travel document has been lost, stolen, damaged or is inaccessible, complete form PPTC 203, Declaration, available online at passportcanada.gc.ca. A Canadian travel document, once reported lost or stolen, is no longer valid.

4

Proof of Canadian Citizenship (see Instructions, section K)

To be completed by all applicants. Did you acquire citizenship of another country before JANUARY 1, 1947?

No

Yes (specify)

By birth

By naturalization

Form with fields: Country, Effective date (Year, Month, Day)

To be completed if you were born in Canada. Provide one (1) of the documents listed below (original only):

Birth certificate in Canada

Certificate of Canadian citizenship

Form with fields: Registration number, Date of issue, Certificate number, Date of issue/Effective date of citizenship

To be completed if you were born outside of Canada.

1) Provide one (1) of the four documents listed below (original only):

Certificate of Canadian citizenship

Certificate of naturalization

Certificate of registration of birth abroad (issued by the Registrar of Canadian Citizenship)

Certificate of retention of Canadian citizenship (issued before February 15, 1977)

Form with fields: Certificate number, Date of issue/Effective date of citizenship

2) To be completed if you were born outside of Canada between February 15, 1977 and April 16, 1981 inclusively (you do not need to complete this section if you are presenting a certificate of Canadian citizenship issued after January 1, 2007).

a) Are you a naturalized Canadian? (i.e. did you receive Canadian citizenship following immigration to Canada?)

Yes

Go to section 5

No

Continue to question b)

b) Was one of your parents born in Canada?

Yes

Go to section 5

No

Complete and submit form PPTC 001, Proof of Canadian Citizenship-Additional Information, available online at passportcanada.gc.ca.

5

Documents to Support Identity (see Instructions, section L)

Provide the following information. Include signed copies (both sides) or original documents.

Table with 4 columns: Type of document, Document number, Date of expiry (if applicable) (Year, Month, Day), Name as it appears on the document. Two rows.

Signature of applicant

Date

Year, Month, Day

6	Period of Validity (see Instructions, section C)
Choose one (1) of the following periods of validity: <input type="radio"/> 5 years or <input type="radio"/> 10 years	

7	Additional Personal Information				
Note: If insufficient space, attach a separate signed and dated sheet.					
A Addresses in the last two (2) years <input type="radio"/> Same as current home address <input type="radio"/> Different from current home address (complete below)					
(Number, Street, Apartment, City, Province/Territory/State, Country)	From Year Month				
1.	To Year Month				
2.	To Year Month				
B Occupation in the last two (2) years <input type="checkbox"/> I was attending educational institutions and/or <input type="checkbox"/> my employers were and/or <input type="checkbox"/> other (e.g. homemaker, unemployed or retired) as follows:					
Employer/school or other	Address	Daytime telephone number	Field of employment/studies	Date (from)	Date (to)
				yyyy - mm	yyyy - mm
C Mother's maiden name		<i>Provide your mother's surname (last name) at the time of her birth.</i>			

8	References
Provide the following information with respect to two (2) persons who are neither your relatives nor your guarantor and who have known you for at least two (2) years. They may be contacted to confirm your identity.	
1. Surname (last name)	Given name(s)
Relationship	Address (Number, Street, Apartment, City, Province/Territory/State, Country)
Daytime telephone number	Evening telephone number
	Cell number or email address (optional)
	Has known me for Number of years
2. Surname (last name)	Given name(s)
Relationship	Address (Number, Street, Apartment, City, Province/Territory/State, Country)
Daytime telephone number	Evening telephone number
	Cell number or email address (optional)
	Has known me for Number of years

9	Emergency Contact Information (optional)		
We recommend that you provide the name of someone who would not normally travel with you. This information is helpful if you have an accident or become ill while travelling outside of Canada.			
Surname (last name)	Given name(s)		
Relationship to applicant	Daytime telephone number		
	Evening telephone number		
	Cell number		
Current home address			
Number	Street	Apartment	City
			Province/Territory/State Postal/ZIP code
Signature of applicant			Date
			Year Month Day



ADULT GENERAL PASSPORT APPLICATION

for Canadians 16 years of age or over applying in Canada or from the USA

INSTRUCTIONS

Forms are regularly updated. Applicants are encouraged to use the interactive form available online at passportcanada.gc.ca.

(A)	<i>Entitlement to a Canadian Passport</i>
<p>Important Notice—We recommend that you not make any travel plans until you receive the requested passport.</p> <ul style="list-style-type: none"> • A Canadian passport is the only reliable and universally accepted travel and identification document for Canadians who travel abroad. • Issued to Canadian citizens only, a Canadian passport reflects the identity of the applicant as determined by documentary evidence of citizenship and documents to support identity. • Canadians under 16 years of age must use form PPTC 155, <i>Child General Passport Application</i>. • The bearer of a previous Canadian passport may be eligible to apply for a passport through the simplified renewal application process. Consult our website at passportcanada.gc.ca. 	

(B)	<i>Requirements Checklist</i>
<ul style="list-style-type: none"> <input type="checkbox"/> All three (3) pages of the application form completed and signed within the last 12 months. <input type="checkbox"/> Two (2) identical unaltered passport photos taken within the last 12 months. <input type="checkbox"/> Application form and one of the photos certified by your guarantor. <input type="checkbox"/> Proof of Canadian citizenship (original only). <input type="checkbox"/> Document(s) to support identity. <input type="checkbox"/> Any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to you within the last five (5) years. <input type="checkbox"/> The fee. <p>Note: All documents submitted throughout the passport application process that are in a language other than English or French must be translated by a certified translator. Additional documents or information may be required in support of this application.</p>	

(C)	<i>Period of Validity and Fee</i>
Where the application is made in Canada and the passport is to be delivered in Canada: <div style="text-align: center;"> 5-year passport – C\$120* 10-year passport – C\$160* </div>	Where the application is made from the USA** or the passport is to be delivered to the USA**: <div style="text-align: center;"> 5-year passport – C\$190* 10-year passport – C\$260* </div>

*Includes a C\$25 consular services fee.
**This includes any of the following: Bermuda, American Samoa, the Midway Islands, Puerto Rico and the US Virgin Islands.

Method of payment (Canadian funds only)

- Debit card (Interac) or prepaid cards (Visa, MasterCard, American Express) only for in-person applications submitted by the cardholder. Prepaid debit cards are not accepted
- Credit card and prepaid card **embossed only** (fill out and detach section D of this form and enclose it with your application)
- Certified cheque or money order (postal or bank, for the exact amount) payable to the Receiver General for Canada

Important

- Every person who requests a passport service must pay the exact applicable fee.
- Applicants who cancel their application or are refused a passport are not eligible for a refund of the passport service fee. Only the consular services fee of C\$25, applied only to adult applications, is refundable.
- Passport Canada does not accept personal cheques or payment in cash for applications submitted in Canada.
- Administrative fees and applicable interest will be applied to all dishonoured payments.
- An applicant's debit card (Interac, Visa Debit or Virtual Debit) is not accepted for applications submitted by mail or by a third party.
- Fees are subject to change.

All Canadian passports contain 36 pages.

(D)	<i>Credit Card Information</i>
COMPLETE and submit with your application if you are paying by credit card.	
Card type: <input type="radio"/> Visa <input type="radio"/> MasterCard <input type="radio"/> American Express	
Name as it appears on card	Card number Date of expiry Month Year
Name of applicant	FOR OFFICIAL USE ONLY
AUTHORIZATION —I authorize Passport Canada to charge C\$ to my credit card.	Signature of cardholder Date Year Month Day

E

Applying in Person



Canadians can submit an application in Canada at:

- a Passport Canada regional office
- a participating Canada Post office
- a participating Service Canada Centre

All service locations are available online at passportcanada.gc.ca.



For Canadians submitting an application from the USA:

If you require a passport in exceptional circumstances, contact the nearest Government of Canada office. A list of Government of Canada offices in the USA is available online at travel.gc.ca.

F

Applying by Mail



Mailed-in applications are processed in Canada.

BY MAIL Passport
Canada Foreign
Affairs and
International Trade Canada
Gatineau QC K1A 0G3
CANADA

BY COURIER
Passport Canada
22 de Varennes Street
Gatineau QC J8T 8R1
CANADA

The original documents that you enclose with your application are valuable. **We recommend that you use a courier or mail service that allows you to trace your mail.**

G

Contact Information

General information is available 24 hours a day, 7 days a week.
Specific information is available Monday to Friday from 7:30 a.m. to 8 p.m. ET.

INFORMATION ON PASSPORTS, FEES AND PROCESSING TIMES

- Website: _____ passportcanada.gc.ca
- Toll-free: _____ 1-800-567-6868
- Outside continental USA: _____ 819-997-8338
- TTY (for persons who are Deaf or hard of hearing)
Toll-free: _____ 1-866-255-7655

INFORMATION ON TRAVEL REPORTS, WARNINGS AND REQUIREMENTS

- Website: _____ travel.gc.ca

- Application forms are available in large print.
- A passport application instruction booklet is available in Braille.

H

Personal Information

SURNAME AND GIVEN NAME(S) TO APPEAR IN PASSPORT

Write the name you want to appear in the passport. If you are requesting a passport in a name that is different from the name that appears on the documentary evidence of citizenship, please note the following:

- For a **married surname change**, we recommend that you provide a marriage certificate (original or copy) to avoid possible delays.
- For a **common-law name change**, include a signed letter stating that you are in a common-law relationship and that the cohabitation has been ongoing for more than one year.
- For any other **legal name change**, include **one (1)** of the following:
 - a legal change of name order;
 - an adoption order; or
 - a birth certificate or citizenship certificate issued in the new name.

Additional documentation will be required to verify your identity as well as the name to appear in the passport (see section L).

SURNAME (LAST NAME) AT BIRTH/FORMER SURNAME (FORMER LAST NAME)

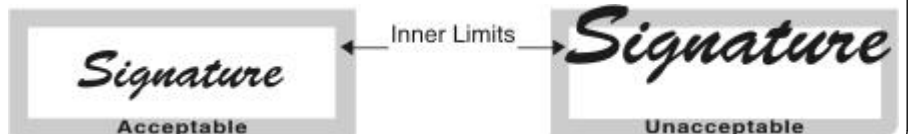
Complete if different from the surname (last name) to appear in the passport (for Passport Canada information only—will not appear in the passport).

PLACE OF BIRTH

Your place of birth must be provided on the application form. If you do not wish the place of birth to appear in the passport, submit form PPTC 077, *Request for a Canadian Passport Without a Place of Birth*, available online at passportcanada.gc.ca.

SIGNATURE

You **must** sign your usual signature on all **three (3)** pages. Your signature in section 1 will appear in the passport. Therefore, your signature **must not** exceed the inner limits of the signature box.



I

Declaration of Guarantor

A guarantor is a person other than yourself who confirms your identity.

The guarantor must:

- be a Canadian citizen 18 years of age or over;
- hold a five-year Canadian passport that is valid or has been expired for less than one year on the day you submit your application;
- have been 16 years of age or over when the application was submitted for the passport identified in section 2 of this application form;
- have known you personally for at least **two (2)** years*;

** To know an applicant personally means that the guarantor is able to confirm aspects of the applicant's personal attributes such as name, approximate age, place of birth, physical description and some personal history such as occupation and place of residence. A family member or person residing at the same address as you (the applicant) may be the guarantor provided that the individual meets the specified requirements.*

- provide the requested information contained in the passport issued in his or her name;
- be accessible to Passport Canada for verification;
- reside in Canada, in the USA or in any of the following countries or territories: Bermuda, American Samoa, the Midway Islands, Puerto Rico and the US Virgin Islands. It is not necessary that the guarantor reside in the same country as the applicant.

The guarantor must perform **free of charge** the following **three (3)** tasks:

1. Complete and sign the *Declaration of Guarantor* section (ensure you have completed and signed all **three (3)** pages of the application before submitting it to your guarantor).
2. Write "I certify this to be a true likeness of (your name)" on the back of **one (1)** of your photos, and sign it.
3. If applicable, sign and date a copy of each document to support your identity (see section L).

Passport Canada reserves the right to request an alternate guarantor.

The applicant must not assist the guarantor in performing his or her duties. If your guarantor requires assistance, contact Passport Canada.

If you have **not known** an eligible guarantor for at least **two (2)** years, complete form PPTC 132, *Statutory Declaration in Lieu of Guarantor*, available at any Passport Canada regional office in Canada or any Government of Canada office in the USA.

This form must be completed at your expense before a person authorized by law to administer an oath or solemn affirmation.

This may delay the processing time of the passport.

J

Previous Canadian Travel Document

- Enclose any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to you within the last **five (5)** years. If your current passport is valid for more than 12 months from the date the application is submitted, provide a written explanation as to why you are applying at this time. Should Passport Canada not be satisfied that you have a valid reason for applying early, your application for a new passport may be refused.
- A person's name may appear in only **one (1)** valid Canadian travel document.

Note: If a valid Canadian travel document has been lost, stolen, damaged or is inaccessible, complete form PPTC 203, *Declaration*, available online at passportcanada.gc.ca. **A Canadian travel document, once reported lost or stolen, is no longer valid. If found, it is not to be used for travel and must be returned immediately to Passport Canada or if abroad to the nearest Government of Canada office.**

K

Proof of Canadian Citizenship

Provide **one (1)** of the documents indicated in section 4 of the application form (**original only**). It will be returned to you. Additional information may be required to confirm your citizenship.

If you are a woman who, before 1947, married a man who was not a British subject, contact Passport Canada.


CERTIFICATE OF BIRTH IN CANADA

Only official birth documents issued by the vital statistics authority of the applicant's province or territory of birth in Canada are accepted. Certain exceptions may apply. More information is available online at passportcanada.gc.ca.


CERTIFICATE OF CANADIAN CITIZENSHIP

Commemorative documents of citizenship are **not** accepted. If you require a certificate of Canadian citizenship, contact:

CITIZENSHIP AND IMMIGRATION CANADA:

 Website (in Canada and in the USA): _____ cic.gc.ca

 Toll-free in Canada: _____ 1-888-242-2100

 TTY in Canada (for persons who are Deaf or hard of hearing): _____ 1-888-576-8502 (from 8 a.m. to 4 p.m. ET)

L**Documents to Support Identity**

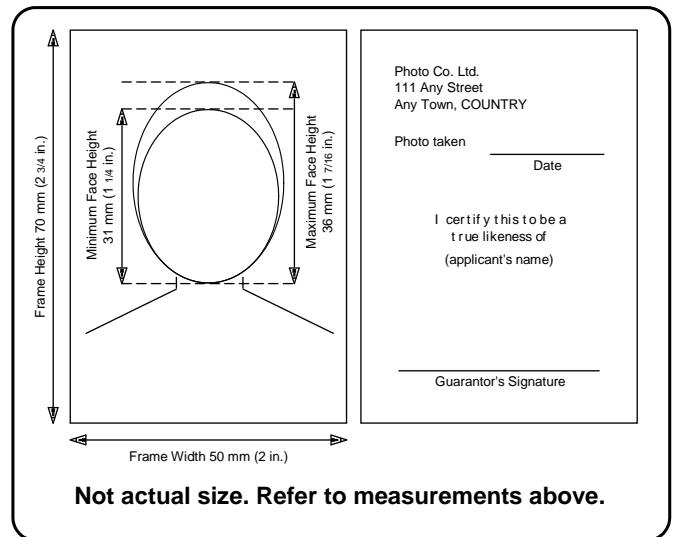
- Provide at least **one (1)** document to support your identity with the name to appear in the passport. Further documentation may be required.
- Documents to support your identity must be valid, must be issued by a federal, provincial/territorial/state or municipal authority, and must include your name and **signature**. For example:
 - Provincial/territorial/state driver's licence
 - Provincial health card
 - Certificate of Indian Status
 - Canadian passport that is valid or expired for less than one year
 - United States permanent resident card
 - Federal, provincial/territorial/state or municipal employee identification card
 - Other federal, provincial/territorial/state or municipal identification card
- Copies are acceptable provided your guarantor has signed and dated a copy of each document (both sides) confirming that the original document has been seen. If you are submitting original documents, they will be returned to you.
- If you are submitting copies and are using form PPTC 132, *Statutory Declaration in Lieu of Guarantor*, the same official who signs the Declaration must also sign and date the copies of the original document (both sides) to indicate that the original document has been seen.

M**Rules for Canadian Passport Photos**

You must submit **two (2) identical photos** with each passport application.

THE PHOTOS MUST

- be taken by a commercial photographer;
- be clear, sharp and in focus. Photos may be in colour or in black and white;
- have a neutral facial expression (**eyes open and clearly visible, mouth closed, no smiling**);
- have uniform lighting—no shadows, glare or flash reflections;
- be taken **straight on** with the face and shoulders centered and squared to the camera;
- be taken in front of a plain white or light-coloured background to clearly distinguish the person from the background. Photos must reflect/represent natural skin tones;
- be originals that **have not been altered in any way** or taken from an existing photo;
- reflect your current appearance (taken within the last 12 months); and
- be professionally printed on plain, high quality photographic paper (photos printed at home and photos printed on heavy weight paper are not acceptable).


**THE FOLLOWING MUST APPEAR ON THE BACK OF ONE PHOTO**

- The **name and complete address of the photo studio and the date the photo was taken**. The photographer may use a stamp or handwrite this information (stick-on labels are not acceptable).
- The **guarantor's** signature.

ADDITIONAL INFORMATION

- **Glasses**, including tinted prescription glasses, may be worn in photos as long as the eyes are clearly visible and there is no glare in the glasses. Sunglasses and the red-eye effect are unacceptable.
- **Hats and head coverings** must not be worn, unless worn for religious beliefs or medical reasons. However, the head covering must not cast shadows on the face and the full face must be clearly visible.

N**Privacy Notice Statement**

 All personal information provided on this application form is collected by Passport Canada for the purpose of determining entitlement of the applicant to a Canadian passport and to provide information to the Consular Operations Bureau of Foreign Affairs and International Trade Canada in the event that the applicant requires assistance while travelling abroad. The personal information is collected, used and disclosed under the authority of the *Canadian Passport Order* and in accordance with the provisions of the *Privacy Act*, as described in Personal Information Bank PPTC PPD 102 (Regular and Official Travel Passports). In the context of determining current and ongoing entitlement and to maintain the integrity of the passport program, all personal information collected is subject to verification and security queries to authenticate identity and citizenship, as well as to identify the existence of grounds for refusal to issue a passport, the revocation of a currently valid passport or the refusal of passport services. In the same context, the guarantor's personal information is also subject to verification and security queries to determine whether the individual meets the guarantor requirements. To perform its verification and security queries, Passport Canada may disclose personal information to third-party entities, such as law enforcement authorities and identity document issuing institutions, and third-party entities may disclose personal information to Passport Canada. To strengthen the security of the Canadian passport, Passport Canada uses facial recognition technology. Also, an electronic chip is inserted into the booklet. This chip contains the photo of the bearer in electronic format and the personal information (excluding the signature) found on page 2 of the booklet. Passport Canada may use the services of third-party entities to receive passport applications submitted in person. In the performance of those services, all personal information is protected in accordance with the provisions of the *Privacy Act*.

If you have questions regarding your right of access to your personal information provided on this form, contact the Passport Canada Access to Information and Privacy (ATIP) Office at: atip-aipr@pptc.gc.ca; telephone: 819-934-0157; facsimile: 819-934-7017.



CHILD GENERAL PASSPORT APPLICATION

INFORMATION
PROTECTED

for Canadians under 16 years of age applying in Canada or from the USA

WARNING—Any false or misleading statement with respect to this application and any supporting document, including the concealment of any material fact, may result in the refusal to issue a passport, the revocation of a currently valid passport, or the refusal of passport services, and may be grounds for criminal prosecution. Failure to complete all of the required sections of this form and/or refusal to consent to the sharing of personal information between Passport Canada and third-party entities for the purpose of carrying out Passport Canada's mandate will result in the application being refused.

1-4



TYPE OR PRINT IN CAPITAL LETTERS using black or dark blue ink.

1 <i>Child's Personal Information (see Instructions, section I)</i>				
Surname (last name)				
Given name(s)				
Surname (last name) at birth		Former surname (former last name)		
Date of birth Year Month Day		Place of birth City Country Prov./Terr./State (if applicable)		
Sex <input type="radio"/> Female <input type="radio"/> Male	Eye colour	Current hair colour	Height (cm/in)	Weight (kg/lbs)
Current home address Number Street Apartment City Province/Territory/State Postal/ZIP code				
Mailing address (if different from above) Number Street Apartment City Province/Territory/State Postal/ZIP code				
Children 11 years of age or over must sign in the signature box. Note: At no time should a person other than the child sign in the signature box.		Void if signature touches border		
Date Year Month Day		Signed at City Province/Territory/State		
		Signature of child (see Instructions, section I)		

2 <i>Information on Applicant (see Instructions, section J)</i>				
<ul style="list-style-type: none"> Is the child currently the subject of an adoption process or partially or fully in the care of a provincial/territorial family services organization in Canada? Are there any separation agreements, court orders or legal proceedings pertaining to custody of, mobility of, or access to the child? 		<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes If yes, include all documents		
Applicant (parent or legal guardian)		Other parent or legal guardian		
Surname (last name) at your birth		Surname (last name) at your birth		
Given name(s)		Given name(s)		
Date of birth Year Month Day		Date of birth Year Month Day		
Country of birth		Country of birth		
Relationship with other parent		Relationship with parent applying		
Date of marriage (if applicable) Year Month Day		Date of marriage (if applicable) Year Month Day		
Address (Number, Street, Apartment, City, Province/Territory/State, Postal/ZIP code)		Address (Number, Street, Apartment, City, Province/Territory/State, Postal/ZIP code)		
Daytime telephone number		Daytime telephone number		
Evening telephone number		Evening telephone number		
Cell number (optional)		Cell number (optional)		
DECLARATION —I declare that the child named above is a Canadian citizen, that I am the parent or legal guardian of this child and that the statements made in this application are true. I declare that I have read and understood the WARNING at the top of this page and the PRIVACY NOTICE STATEMENT (see section Privacy Notice Statement). I consent to Passport Canada disclosing my personal information to third-party entities to carry out its verification and security queries required for this purpose. Furthermore, I consent to third-party entities disclosing my personal information to Passport Canada for this purpose.		DECLARATION —I declare that the child named above is a Canadian citizen, that I am the parent or legal guardian of this child and that the statements made in this application are true. I declare that I have read and understood the WARNING at the top of this page and the PRIVACY NOTICE STATEMENT (see section Privacy Notice Statement). I consent to Passport Canada disclosing my personal information to third-party entities to carry out its verification and security queries required for this purpose. Furthermore, I consent to third-party entities disclosing my personal information to Passport Canada for this purpose.		
Signature of applicant (also sign section 5)		Signature of other parent or legal guardian		
Date		Date		
Signed at		Signed at		



Passport Canada Passeport Canada

Aussi disponible en français
PPTC 155 (2013-07) R2
Page 1 of 8



3**Previous Canadian Travel Document (see Instructions, section K)**

• Has a Canadian travel document (passport, certificate of identity or refugee travel document) been issued to the child and is it still valid?

No Yes (specify) Number

Date of issue Year Month Day	Place of issue
-------------------------------------	----------------

If yes, include it with your application.

• Would you like the previous passport returned to you? If not, it will be securely destroyed by Passport Canada to protect the child's personal information.

Yes, please return the previous passport to me.

Note: If a valid Canadian travel document has been lost, stolen, damaged or is inaccessible, complete form PPTC 203, *Declaration*, available online at passportcanada.gc.ca. **A Canadian travel document, once reported lost or stolen, is no longer valid.**

4**Proof of Canadian Citizenship (see Instructions, sections J and L)**

Provide **one (1)** of the documents listed below (**original only**):

- Birth certificate in Canada
(to be completed if the child was **born in Canada**)
- Certificate of Canadian citizenship

Registration number	Date of issue
Certificate number	Date of issue/Effective date of citizenship

5**Declaration of Applicant**

Surname (last name) of applicant		Given name(s) of applicant	
Relationship to child	Surname (last name) of child	Given name(s) of child	
DECLARATION —I solemnly declare that the child named above is a Canadian citizen, that the photos enclosed are unaltered and a true likeness of the child, that all of the statements made and the information provided in this application, as well as any supporting documents, are true. I declare that I have read and understood the WARNING on page 1 and the PRIVACY NOTICE STATEMENT (see section Privacy Notice Statement). I consent to Passport Canada disclosing my personal information and that of the child to third-party entities, such as law enforcement authorities and identity document issuing institutions, to carry out its verification and security queries required for this purpose. Furthermore, I consent to third-party entities disclosing my personal information and that of the child to Passport Canada for this purpose.			
Signature of applicant	Date Year Month Day	Signed at City Province/Territory/State	

6**Declaration of Guarantor (see Instructions, section M)**

The guarantor must know the applicant identified in section 5.

Surname (last name)		Given name(s)	
Date of birth Year Month Day	Canadian passport number	Date of issue Year Month Day	Date of expiry Year Month Day
Surname (last name) in passport, if different		Daytime telephone number	Evening telephone number
Current home address Number Street Apartment City Province/Territory/State Postal/ZIP code			
Full name of applicant		Full name of child	
I have known the applicant parent or guardian for Number of years	DECLARATION —I solemnly declare that I have known the applicant identified above personally for at least two (2) years and have knowledge of the child. I have signed the back of one (1) photo to certify that the image is a true likeness of the child. I declare that I have read and understood the WARNING on page 1 and the PRIVACY NOTICE STATEMENT (see section Privacy Notice Statement). I consent to Passport Canada disclosing my personal information to third-party entities, such as law enforcement authorities and identity document issuing institutions, to carry out its verification and security queries required for this purpose. Furthermore, I consent to third-party entities disclosing my personal information to Passport Canada for this purpose.		Signed at City Province/Territory/State
Signature of guarantor		Date Year Month Day	Signed at City Province/Territory/State

7**Emergency Contact Information (optional)**
(see Instructions, section N)

Surname (last name)		Given name(s)	
Relationship to the child	Daytime telephone number	Evening telephone number	Cell number
Current home address Number Street Apartment City Province/Territory/State Postal/ZIP code			



CHILD GENERAL PASSPORT APPLICATION

for Canadians under 16 years of age applying in Canada or from the USA

INSTRUCTIONS

Forms are regularly updated. Applicants are encouraged to use the interactive form available online at passportcanada.gc.ca.

(A) Entitlement to a Canadian Passport

Important Notice—We recommend that you not make any travel plans until you receive the requested passport.

- A Canadian passport is the only reliable and universally accepted travel and identification document for Canadians who travel abroad.
- Canadian passports are issued to Canadian citizens only.
- Canadians 16 years of age or over must use form PPTC 153, *Adult General Passport Application*.

(B) Who May Apply for a Passport on Behalf of a Child?

- One of the parents
- The custodial parent in cases of separation or divorce
- The legal guardian

(C) Requirements Checklist

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Both pages of the application form completed and signed within the last 12 months. <input type="checkbox"/> Two (2) identical unaltered passport photos of the child. <input type="checkbox"/> Application form and one of the photos certified by your guarantor. <input type="checkbox"/> Proof of Canadian citizenship (original only). <input type="checkbox"/> Any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to the child. | <ul style="list-style-type: none"> <input type="checkbox"/> Acceptable proof of parentage. <input type="checkbox"/> All documents that refer to custody of, mobility of, or access to the child, including the divorce judgment (<i>if applicable</i>). <input type="checkbox"/> The fee. <p>Note: All documents submitted throughout the passport application process that are in a language other than English or French must be translated by a certified translator.</p> <p>Additional documents or information may be required in support of this application.</p> |
|--|--|

(D) Period of Validity and Fee

For a child aged – 0 to 15 years:	
Where the application is made in Canada and the passport is to be delivered in Canada: 5-year passport – C\$57	Where the application is made from the USA* or the passport is to be delivered to the USA*: 5-year passport – C\$100

*This includes any of the following: Bermuda, American Samoa, the Midway Islands, Puerto Rico and the US Virgin Islands.

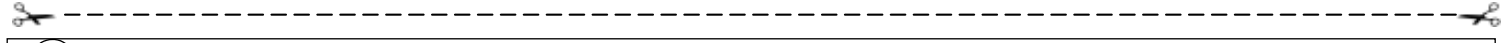
Method of payment (Canadian funds only)

- Debit card (Interac) or prepaid cards (Visa, MasterCard, American Express) only for in-person applications submitted by the cardholder. Prepaid debit cards are not accepted
- Credit card and prepaid card **embossed only** (fill out and detach section E of this form and enclose it with your application)
- Certified cheque or money order (postal or bank), for the exact amount payable to the Receiver General for Canada

Important

- Every person who requests a passport service must pay the exact applicable fee.
- Applicants who cancel their application or are refused a passport are not eligible for a refund of the passport service fee.
- Passport Canada does not accept personal cheques or payment in cash for applications submitted in Canada.
- Administrative fees and applicable interest will be applied to all dishonoured payments.
- An applicant's debit card (Interac, Visa Debit or Virtual Debit) is not accepted for applications submitted by mail or by a third party.
- Fees are subject to change.

All Canadian passports contain 36 pages.



(E) Credit Card Information

COMPLETE and submit with your application if you are paying by credit card.

Card type: Visa MasterCard American Express

Name as it appears on card	Card number
Name of child	FOR OFFICIAL USE ONLY <input style="width: 100%;" type="text"/>

AUTHORIZATION —I authorize Passport Canada to charge C\$ <input style="width: 50px;" type="text"/> to my credit card.	Signature of cardholder	Date
--	-------------------------	------

F*Applying in Person***Canadians can submit an application in Canada at:**

- a Passport Canada regional office
 - a participating Canada Post office
 - a participating Service Canada Centre
- All service locations are available online at passportcanada.gc.ca.

**For Canadians submitting an application from the USA:**

If the child requires a passport in exceptional circumstances, contact the nearest Government of Canada office. A list of Government of Canada offices in the USA is available online at travel.gc.ca.

G*Applying by Mail*

Mailed-in applications are processed in Canada.

BY MAIL Passport
Canada Foreign
Affairs and
International Trade Canada
Gatineau QC K1A 0G3
CANADA

BY COURIER
Passport Canada
22 de Varennes Street
Gatineau QC J8T 8R1
CANADA

The original documents that you enclose with your application are valuable. **We recommend that you use a courier or mail service that allows you to trace your mail.**

H*Contact Information*

General information is available 24 hours a day, 7 days a week. Specific information is available Monday to Friday from 7:30 a.m. to 8 p.m. ET.

INFORMATION ON PASSPORTS, FEES AND PROCESSING TIMES

Website: _____ passportcanada.gc.ca



Toll-free: _____ 1-800-567-6868

Outside continental USA: _____ 819-997-8338



TTY (for persons who are Deaf or hard of hearing)

Toll-free: _____ 1-866-255-7655

INFORMATION ON TRAVEL REPORTS, WARNINGS AND REQUIREMENTS

Website: _____ travel.gc.ca

- Application forms are available in large print.
- A passport application instruction booklet is available in Braille.

I*Child's Personal Information***SURNAME AND GIVEN NAME(S) TO APPEAR IN PASSPORT**

Write the child's name as you want it to appear in the passport. If you are requesting a passport in a name that is different from the name that appears on the child's documentary evidence of citizenship, **one (1)** of the following documents will be required to confirm the child's change of name:

- Legal change of name order,
- Adoption order,
- Birth certificate or citizenship certificate issued in the new name.

SURNAME (LAST NAME) AT BIRTH/FORMER SURNAME (FORMER LAST NAME)

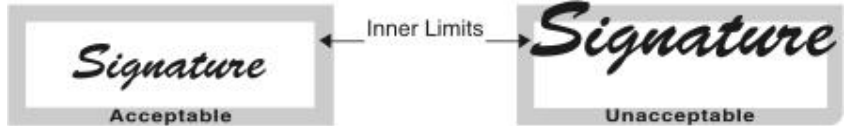
Complete if different from the surname (last name) to appear in the passport (for Passport Canada information only—will not appear in the passport).

PLACE OF BIRTH

The child's place of birth must be provided on the application form. If you do not wish the child's place of birth to appear in the passport, submit form PPTC 077, *Request for a Canadian Passport Without a Place of Birth*, available online at passportcanada.gc.ca.

SIGNATURE

Children 11 years of age or over **must** sign their usual signature. The child's signature in section 1 will appear in the passport. Therefore, the signature **must not** exceed the inner limits of the signature box.



Note: At no time should a person other than the child sign in the signature box, section 1.

J*Information on Applicant and Proof of Parentage*

Both parents are requested to participate in obtaining passport services for their child and to sign the application form. The other parent may be contacted. Where a legal guardian is the applicant, the other legal guardian(s), as the case may be, is (are) also requested to participate. Proof of legal guardianship is required.

PARENTAGE LINK BETWEEN THE CHILD AND THE PARENT(S)

You must provide one of the following acceptable proofs of parentage documents demonstrating the relationship between the child and the parent(s):

- a detailed birth certificate from Canada or a foreign country where the child was born, indicating the name of the parent(s); or
- an order of adoption indicating the name of the adopting parent(s).

Exception: An application submitted on behalf of a child will be accepted without proof of parentage only if

- a Canadian travel document was previously issued to the child in his or her name; and
- the parent(s)/legal guardian(s) who participated in the previous application is (are) the same one(s) who is (are) participating in this application.

CUSTODY, SEPARATION AND DIVORCE

Where a court order or agreement exists referring to custody of the child, only the person with custodial rights may apply. All documents that refer to custody of, mobility of, or access to the child must be provided. If a divorce has been granted, a copy of the divorce judgment or order must also be provided. Where joint custody provisions exist, either parent may apply.

RELATIONSHIP WITH OTHER PARENT

Indicate your current relationship with the other parent: single (no relationship), common law, married, separated, divorced, widowed. Indicate date of marriage to the other parent, if applicable. Additional information or documentation may be required.

CHILDREN IN FOSTER CARE OR UNDERGOING AN ADOPTION PROCESS IN CANADA

In addition to this form, you must complete either form PPTC 463A, PPTC 463B or PPTC 463C, *Additional Information for Children in Foster Care and Children Undergoing an Adoption Process in Canada*, available online at passportcanada.gc.ca. From the home page, click on *Apply or renew* then click on *Children in foster care or in the process of adoption*.

Where a legal guardian is the applicant, proof of legal guardianship must be provided.

K*Previous Canadian Travel Document*

- Enclose any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to the child. If the child's current passport is valid for more than 12 months from the date the application is submitted, provide a written explanation as to why you are applying at this time. Should Passport Canada not be satisfied that you have a valid reason for applying early, your application for a new passport may be refused.
- A person's name may appear in only **one (1)** valid Canadian travel document.

Note: If a valid Canadian travel document has been lost, stolen, damaged or is inaccessible, complete form PPTC 203, *Declaration*, available online at passportcanada.gc.ca. **A Canadian travel document, once reported lost or stolen, is no longer valid. If found, it is not to be used for travel and must be returned immediately to Passport Canada or if abroad to the nearest Government of Canada office.**

(L)

Proof of Canadian Citizenship

Provide **one (1)** of the documents indicated in section 4 of the application form (**original only**). It will be returned to you. Additional information may be required to confirm the child's citizenship.


CERTIFICATE OF BIRTH IN CANADA

Only official birth documents issued by the vital statistics authority of the child's province or territory of birth in Canada are accepted. This includes detailed birth certificates indicating the name of the parent(s). Certain exceptions may apply. More information is available online at passportcanada.gc.ca.


CERTIFICATE OF CANADIAN CITIZENSHIP

Commemorative documents of citizenship are **not** accepted. If the child requires a certificate of Canadian citizenship, contact:

CITIZENSHIP AND IMMIGRATION CANADA

 Website (in Canada and in the USA): _____ cic.gc.ca

 Toll-free in Canada: _____ 1-888-242-2100

 TTY in Canada (*for persons who are Deaf or hard of hearing*): _____ 1-888-576-8502 (from 8 a.m. to 4 p.m. ET)

(M)

Declaration of Guarantor

A guarantor is a person other than the applicant who confirms the applicant's identity and has knowledge of the child.

The guarantor must:

- be a Canadian citizen 18 years of age or over;
- hold a five-year Canadian passport that is valid or has been expired for less than one year on the day you submit your application;
- have been 16 years of age or over when the application was submitted for the passport identified in section 6 of this application form;
- have known you (the applicant) personally for at least **two (2)** years*;

** To know an applicant personally means that the guarantor is able to confirm aspects of the applicant's personal attributes such as name, approximate age, place of birth, physical description and some personal history such as occupation and place of residence. A family member or person residing at the same address as you (the applicant) may be the guarantor provided that the individual meets the specified requirements.*

- provide the requested information contained in the passport issued in his or her name;
- be accessible to Passport Canada for verification;
- reside in Canada, in the USA or in any of the following countries or territories: Bermuda, American Samoa, the Midway Islands, Puerto Rico and the US Virgin Islands.

It is not necessary that the guarantor reside in the same country as the applicant.

The parent or legal guardian applying for a passport for the child, cannot sign as guarantor. However, if applicable, the other parent or legal guardian of the child may sign as guarantor.

The guarantor must perform **free of charge** the following **two (2)** tasks:

1. Complete and sign the *Declaration of Guarantor* section (*ensure you have completed and signed **both** pages of the application before submitting it to your guarantor*).
2. Write "I certify this to be a true likeness of (*child's name*)" on the back of **one (1)** of the child's photos, and sign it.

Passport Canada reserves the right to request an alternate guarantor.

The applicant must not assist the guarantor in performing his or her duties. If your guarantor requires assistance, contact Passport Canada.

If you have **not known** an eligible guarantor for at least **two (2)** years, complete form PPTC 132, *Statutory Declaration in Lieu of Guarantor*, available at any Passport Canada regional office in Canada or any Government of Canada office in the USA. This form must be completed at your expense before a person authorized by law to administer an oath or solemn affirmation.

This may delay the processing time of the passport.

(N)

Emergency Contact Information



We recommend that you provide the name of someone who would **not** normally travel with the child. This information is helpful if the child has an accident or becomes ill while travelling outside of Canada.

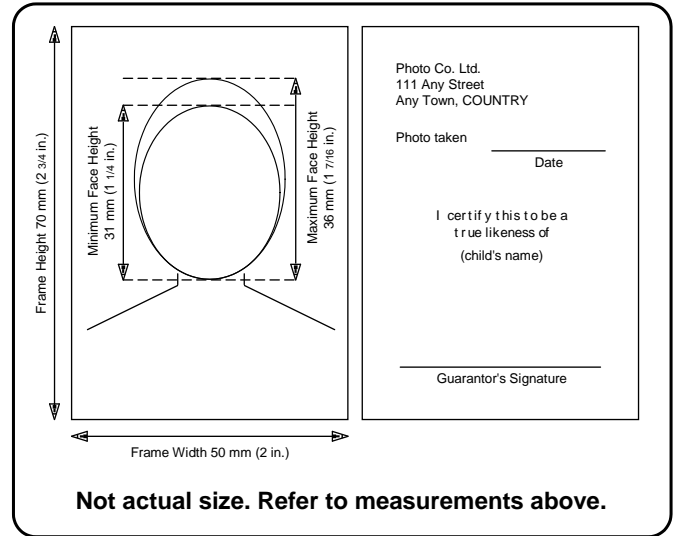


Rules for Canadian Passport Photos

You must submit **two (2) identical photos** with each passport application.

THE PHOTOS MUST

- be taken by a commercial photographer;
- be clear, sharp and in focus. Photos may be in colour or in black and white;
- have a neutral facial expression (**eyes open and clearly visible, mouth closed, no smiling**);
- have uniform lighting—no shadows, glare or flash reflections;
- be taken **straight on** with the face and shoulders centered and squared to the camera;
- be taken in front of a plain white or light-coloured background to clearly distinguish the person from the background. Photos must reflect/represent natural skin tones;
- be originals that **have not been altered in any way** or taken from an existing photo;
- reflect the current appearance of the child (taken within the last 12 months); and
- be professionally printed on plain, high quality photographic paper (photos printed at home and photos printed on heavy weight paper are not acceptable).



THE FOLLOWING MUST APPEAR ON THE BACK OF ONE PHOTO

- The **name and complete address of the photo studio and the date the photo was taken**. The photographer may use a stamp or handwrite this information (stick-on labels are not acceptable).
- The **guarantor's** signature.

ADDITIONAL INFORMATION

- **Glasses**, including tinted prescription glasses, may be worn in photos as long as the eyes are clearly visible and there is no glare in the glasses. Sunglasses and the red-eye effect are unacceptable.
- **Hats and head coverings** must not be worn, unless worn for religious beliefs or medical reasons. However, the head covering must not cast shadows on the face and the full face must be clearly visible.

CHILD PHOTOS

- The above rules apply equally to photos of children;
- The photo must show the child's head and shoulders only. The hands of the parent or child must not appear in the photo.
- Passport Canada recognizes that it is difficult to obtain a neutral expression from a newborn and will be tolerant in this respect.
- If applying for a one-time replacement passport for a child, you must include a photo that was taken within one month of the date the application is submitted.



Privacy Notice Statement



All personal information provided on this application form is collected by Passport Canada for the purpose of determining entitlement of the child to a Canadian passport and to provide information to the Consular Operations Bureau of Foreign Affairs and International Trade Canada in the event that the child requires assistance while travelling abroad. The personal information is collected, used and disclosed under the authority of the *Canadian Passport Order* and in accordance with the provisions of the *Privacy Act*, as described in Personal Information Bank PPTC PPD 102 (Regular and Official Travel Passports). In the context of determining current and ongoing entitlement and to maintain the integrity of the passport program, all personal information collected is subject to verification and security queries to authenticate identity and citizenship, as well as to identify the existence of grounds for refusal to issue a passport, the revocation of a currently valid passport or the refusal of passport services. In the same context, the guarantor's personal information is also subject to verification and security queries to determine whether the individual meets the guarantor requirements. To perform its verification and security queries, Passport Canada may disclose personal information to third-party entities, such as law enforcement authorities and identity document issuing institutions, and third-party entities may disclose personal information to Passport Canada. To strengthen the security of the Canadian passport, Passport Canada uses facial recognition technology. Also, an electronic chip is inserted into the booklet. This chip contains the photo of the bearer in electronic format and the personal information (excluding the signature) found on page 2 of the booklet. Passport Canada may use the services of third-party entities to receive passport applications submitted in person. In the performance of those services, all personal information is protected in accordance with the provisions of the *Privacy Act*.

If you have questions regarding your right of access to the child's personal information provided on this form, contact the Passport Canada Access to Information and Privacy (ATIP) Office at: atip-airpr@pptc.gc.ca; telephone: 819-934-0157; facsimile: 819-934-7017.

IMPORTANT INFORMATION CONCERNING CHILDREN TRAVELLING ABROAD

For more information, visit international.gc.ca and travel.gc.ca/child.

Q

Travelling with Children or Children Travelling Alone



Immigration authorities in most countries are becoming increasingly vigilant when children cross international borders. Whether travelling alone or accompanied by an adult, each child travelling abroad must have an individual valid passport and may also require supporting documentation. Prior to any travel, you should contact the embassy or consulate of all countries the child will be visiting to inquire about entry requirements.

R

Documentation to Facilitate Travel Abroad



The following documents may be required to support the entry of a child to another country:

- Birth certificate showing the names of both parents.
- Documents pertaining to custody.
- If the child is travelling with one parent, a letter signed and dated from the other parent authorizing travel (letter may have to be notarized).
- If the child is travelling with someone other than the parent, a letter signed and dated from both parents authorizing travel with that person (letter may have to be notarized).
- If the child is travelling alone, a letter signed and dated from both parents authorizing travel (letter may have to be notarized).
- If one of the parents is deceased, the death certificate.

S

Documentation and Tips to Facilitate the Return to Canada



The following tips may help to avoid delays when a child is returning to Canada:

- Make sure you carry proper identification for yourself and any children travelling with you to assist in confirming your legal right or authorization to enter Canada upon your return.
- If you have custody of the child, carry copies of documents specifying custody rights to the child.
- If you are not the legal guardian of the child, carry a letter of permission or authorization for you to have custody when entering Canada. When a parent is travelling alone with a child, a letter from the other parent can also facilitate the return of both the parent and the child. The letter should also contain telephone numbers where the parent or legal guardian can be contacted.
- If you are travelling with a group, ensure you are in the same vehicle as the child you are accompanying when arriving at a border crossing.
- Have the child memorize a telephone number to call in an emergency.

T

Custody Information

- Custody arrangements in Canada may not be recognized in another country. In extreme cases, the child may not be able to leave the country visited. It is recommended that, before leaving on a trip, you check with the embassy or consulate of the country or countries the child will be visiting to determine the documentation that may be required relating to custody of the child.

For further information, contact:



Foreign Affairs and International Trade Canada:

In Canada 1-800-267-6788

Outside Canada 613-944-6788

- If a custody dispute could possibly arise while travelling with the child, you should talk to a lawyer prior to your departure. We suggest you also read the publication *International Child Abductions: A Manual for Parents*.

You may order a copy online or access an online version:



Website travel.gc.ca

For a free copy, call:



In Canada 1-800-267-8376

Outside Canada 613-944-4000



PROOF OF CANADIAN CITIZENSHIP – ADDITIONAL INFORMATION

WARNING – Any false or misleading statement on this form or relating to any document in support of your application, including concealment of any material fact, may lead to refusal or revocation of a passport and be grounds for criminal prosecution.

This form must be completed by those **born outside of Canada between February 15, 1977 and April 16, 1981 inclusively**, to a Canadian parent. It must be fully completed, signed and submitted with your passport application.

You do **NOT** need to complete this form if:

- you are presenting a certificate of Canadian citizenship issued after January 1, 2007; OR
- one of your parents was born in Canada; OR
- you received Canadian citizenship after being adopted by a Canadian parent.

PRINT OR TYPE IN CAPITAL LETTERS using black or dark blue ink

1 <i>Applicant's Personal Information</i>			
Surname (last name)		Given name(s)	
Name as it appears on the certificate of Canadian citizenship, if different Surname (last name)		Given name(s)	
Date of birth Year Month Day	Place of birth City Country Prov./Ter./State (if applicable)		
2 <i>Additional Information on Canadian Citizenship</i>			
If you do not know the answers to the following questions, contact Citizenship and Immigration Canada at 1-888-242-2100 (in Canada only) or visit their website at www.cic.gc.ca .			
1. Before you were born, was one of your parents granted Canadian citizenship following immigration to Canada?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
2. Was one of your Canadian parents born outside Canada before February 15, 1977 , AND was his or her birth abroad registered with Canadian Citizenship and Immigration authorities before February 15, 1977 ?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
If you answered Yes to question 1 OR 2, complete and sign the declaration below and attach the present form to your passport application.			
If you answered No to questions 1 AND 2, proceed to questions 3 and 4.			
3. Is one of your parents a Canadian citizen because he or she was born outside Canada between January 1, 1947, and February 14, 1977 (inclusively) AND, although eligible to be registered as a Canadian citizen at birth, was not registered until after February 14, 1977 ?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
4. Is one of your parents a Canadian citizen because he or she was born outside Canada after February 14, 1977 , to a Canadian parent?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
If you answered No to questions 3 AND 4, complete and sign the declaration below and attach the present form to your passport application.			
If you answered Yes to question 3 OR 4, you may be subject to loss of Canadian citizenship pursuant to section 8 of the <i>Citizenship Act</i> . If so, you will automatically lose your Canadian citizenship on your 28th birthday unless you take steps to retain it. If it is confirmed that you are subject to section 8 of the <i>Citizenship Act</i> and your 28th birthday has already passed, no passport will be issued to you . If it is confirmed that you are subject to section 8 of the <i>Citizenship Act</i> and your 28th birthday is within five years, the validity of any passport issued to you will be limited to the day before your 28th birthday . For more information on retention of Canadian citizenship, contact Citizenship and Immigration Canada at 1-888-242-2100 or visit their website at www.cic.gc.ca . Proceed to question 5 and complete and sign the declaration below and attach the present form to your passport application.			
5. Have you applied to Citizenship and Immigration Canada to retain your Canadian citizenship?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
		<div style="border: 1px solid black; padding: 2px;"> Date applied Year Month Day </div>	<div style="border: 1px solid black; padding: 2px;"> Reference number (if known) </div>
3 <i>Declaration of Applicant</i> (to be completed by all applicants required to provide additional information on their Canadian citizenship)			
DECLARATION – I solemnly declare that the information provided on this form is true, correct and complete, and I give my consent to Citizenship and Immigration Canada to provide confidential citizenship status information concerning me to Passport Canada. I declare that I have read and understood the WARNING above.			
Date Year Month Day	Signed at City Province/Territory/State		Signature

DECLARATION

concerning a lost, stolen, inaccessible, damaged or found Canadian travel document

WARNING to applicant—Any false or misleading statement on this form or relating to any document in support of your travel document application, including concealment of any material fact, may lead to refusal to issue or revocation of a travel document and be grounds for criminal prosecution.

TYPE OR PRINT IN CAPITAL LETTERS using black or dark blue ink.

① Personal Information as Indicated on Most Recent Canadian Travel Document			
The travel document was issued in: <input type="checkbox"/> My name <input type="checkbox"/> Child's name			
Surname (last name)			
Given name(s)			
Date of birth Year Month Day		Place of birth City Country Prov./Ter./State (if applicable)	
Document number (if known)	Date of issue (if known) Year Month Day	Place of issue (if known) City Country	
Signature of applicant		Date Year Month Day	Signed at City Country

Is the travel document being submitted with your declaration? No Yes

Continue to section 2 Go to section 3

② Information Concerning a Valid Canadian Travel Document No Longer in My Possession			
Note: Incomplete descriptions may result in the delay or refusal of your application. If insufficient space, attach a separate signed and dated sheet.			
The travel document listed in section 1 is no longer in my possession because (please provide a detailed explanation as to why you are not submitting the travel document and what has happened to it)			
I have made the following efforts to recover this travel document (please explain)			
This document was last seen on Year Month Day		This document was last seen at City Country	
This document was last used on Year Month Day		This document was last used at City Country	
Was a police report filed?			
<input type="checkbox"/> Yes		Date of report Year Month Day	Report number Name of police service
<input type="checkbox"/> No		Please provide the reason for not filing a police report	
Were any other provincial or federal identification documents lost or stolen?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

③

Information Concerning a Damaged or Found Canadian Travel Document**Note:** If insufficient space, attach a separate signed and dated sheet.

Detailed circumstance of how the travel document was damaged or found

Explain why you are applying for a replacement travel document

Date travel document was damaged or found

Year | Month | Day

Location

City

Country

Reminder: A travel document application form must also be completed if a replacement travel document is required. Please note that the travel document specified in this form cannot be used for the simplified renewal process.

④

Declaration of Applicant

Surname (last name)

Given name(s)

Daytime telephone number

Date of birth

Year | Month | Day

DECLARATION—I solemnly declare that, to my knowledge, the statements made in this declaration are true. Should I ever regain possession of the Canadian travel document reported in section 1, I will return it immediately to Passport Canada or if abroad to the nearest Government of Canada office. **I acknowledge that a Canadian travel document once reported lost, stolen, inaccessible, damaged or found is no longer valid and is NOT to be used for any travel.** I understand multiple occurrences of Lost/Stolen or Damaged travel documents may result in either the refusal to issue a replacement travel document, or if approved, a severely limited validity of the replacement travel document. I also acknowledge that additional requirements may apply, such as demonstrating the need to be issued a travel document. I declare that I have read and understood the **WARNING to applicant** at the top of page 1.

Signature of applicant

Date

Year | Month | Day

Signed at

City

Country

For Office Use Only

Based on the information provided by the applicant on this form, the travel document has been identified as

 Lost Stolen Damaged Mutilated Inaccessible Found

Name of officer who reviewed the above information (stamp recommended)

Date

Year | Month | Day

Travel document number

Date of issue

Year | Month | Day

Place of issue

City

Country

To obtain the most recent version of this form, visit our website at www.passportcanada.gc.ca.



STATUTORY DECLARATION in Lieu of Guarantor

This form must be **sworn** or **declared** before, and signed by, a person authorized by law to administer an oath or solemn affirmation. If completed outside Canada, a qualified official includes a Canadian or British diplomatic or consular representative, or a qualified local official.

Print in block letters using black or dark blue ink

Applicant's Personal Information

Surname				First Name			
Date of Birth Year Month Day		Place of Birth City Province/Territory (if applicable) Country					
Current Address Number Street Apartment City Province/Territory Country						From Year Month	To Year Month
Address in the last FIVE years (if different from current address)						From Year Month	To Year Month
1. _____						From Year Month	To Year Month
2. _____						From Year Month	To Year Month
In the last FIVE years, <input type="checkbox"/> my employers were and/or <input type="checkbox"/> I was attending educational institutions as follows:							
Business/School		Address		Telephone No.		Nature of Employment/Studies	Dates From To

References

I consent to the **TWO** following persons, who are not my relatives and have known me for at least **TWO** years, being contacted to confirm my identity:

1. Surname		First Name	
Relationship		Address Number Street Apartment City Province/Territory Country	
Home Telephone No. ()	Business Telephone No./Extension ()	Fax No. or E-Mail Address (Optional)	Has known me for State number of years
2. Surname		First Name	
Relationship		Address Number Street Apartment City Province/Territory Country	
Home Telephone No. ()	Business Telephone No./Extension ()	Fax No. or E-Mail Address (Optional)	Has known me for State number of years

Declaration of Applicant

1. I am unable to obtain any person within the groups listed in the application form to act as guarantor for the following reason:

2. I have presented the following identification documents, which bear my signature, to the official below:

Type of Document	Document Number	Type of Document	Document Number

3. The statements in my application for a Canadian passport, dated _____, for myself or my child, _____, are correct in all respects.

Child's Name _____

DECLARATION - I solemnly declare that the statements made in this declaration are true. The photos attached hereto, marked "Exhibit A", are true photos of myself or of my child.

Date Year Month Day	Signed at City Province/Territory	Signature of Applicant

Declaration of Official

Surname		First Name	
Occupation <input type="checkbox"/> Commissioner for Oaths <input type="checkbox"/> Lawyer <input type="checkbox"/> Notary Public			
Address Number Street City Province/Territory Postal Code			
Home Telephone Number ()	Business Telephone Number/Extension ()	Fax Number or E-Mail Address (Optional)	
DECLARATION made before me	Date Year Month Day	Signed at City Province/Territory	
The Official must also certify and sign one of the photos on the reverse side with the statement, "This is "Exhibit A" to the Statutory Declaration of (Name) declared before me on (Date) at (Place)" (Signature of Official).			
			Signature of Official