

CHILD PASSPORT APPLICATION

for Canadians under 16 years of age (abroad)

GENERAL INFORMATION

Aussi disponible en français

Failure to complete all the required sections of this form will result in your application being rejected.

(A) Entitlement to a Canadian 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.
- If applying for an individual passport for a child 16 years of age or older, use the application form (PPTC 040) to apply.

(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

- Both** pages of the application form completed and signed within the last 12 months
- Two (2)** identical passport photos of the child (see Section P)
- Application form and one of the photos certified by your guarantor
- Proof of Canadian citizenship (original only)
- Any valid Canadian passport or travel document issued to the child
- All documents that refer to custody or mobility of, or access to, the child
- The fee

Additional documents or information may be requested in support of this application.

(D) Periods of Validity for Passports Issued to Children

For a child aged:

- **3 to 15 years**, the maximum period of validity is **5** years.
- **Under 3 years**, the maximum period of validity is **3** years.

Note: Children who have been issued a passport in their first 12 months may be issued a one-time replacement passport, free of charge, valid for the balance of the three-year validity period of the original passport. Full application requirements must be met. To ensure the photo is a current and true likeness of the child, it must be taken within one month of the date the application is submitted.

(E) Processing Times

For information on current processing times, visit our website at www.passportcanada.gc.ca or contact us by phone (see "Contact Us", Section I).

(F) Where to Apply

Submit the child's application at the nearest Canadian government office that provides passport services in the country where you reside or are visiting. For a list of Canadian government offices abroad, visit our website at www.passportcanada.gc.ca or consult your local telephone directory.

The following are Canadian government offices:

- Canadian Embassies
- Canadian High Commissions
- Canadian Consulates (except those headed by Honorary Consuls).

(G) Translation

All documents submitted throughout the travel document application process that are written in a language other than English or French must be translated by a certified translator.

(H) Fees

For a child aged – 3 to 15 years—C\$35
– under 3 years—C\$20

Note: Fees are subject to change.

The fee is in Canadian funds and should be converted to local funds. Please confirm fee and accepted methods of payment with the nearest Canadian government office abroad.

Important: Every person who requests a passport service must pay the applicable fee. The fee is non-refundable.

Methods of payment

- Cash
- Certified cheque or money order (postal or bank) only where accepted, payable to the Canadian Embassy, High Commission or Consulate as the case may be.

Administrative fees and any applicable interest will be applied to all dishonoured payments.

GENERAL INFORMATION

I

Contact Us

General information is available 24 hours a day, 365 days a year. Specific information is available during regular office hours.

INFORMATION ON PASSPORTS, FEES AND PROCESSING TIMES



Website:..... www.passportcanada.gc.ca



The nearest Canadian government office that provides passport services:.....*(consult your local telephone directory)*

Passport Canada:.....819-997-8338



TTY *(for persons who are deaf or hard of hearing)*

Montréal, Canada:.....514-283-5197

INFORMATION ON TRAVEL REPORTS, WARNINGS AND REQUIREMENTS



Website:..... www.voyage.gc.ca

- To obtain the most recent version of this form, visit our website.
- Application forms are also available in Braille and in large-print.

J

Canadian Government Offices Abroad

For the location of the nearest Canadian government office abroad that provides passport services, visit our website or consult your local telephone directory.

INSTRUCTIONS

(K)

Child's Personal Information

SURNAME AND GIVEN NAMES TO APPEAR IN PASSPORT

Write the child's name as you want it to appear in the passport. If this name is different from the name on the child's documentary evidence of citizenship, the child's legal change of name document (original document from issuing authority) may be required. Additional documents may be requested to verify the child's identity.

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

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

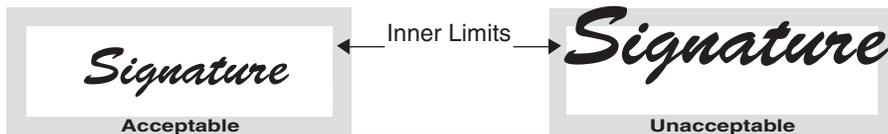
PLACE OF BIRTH

The 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 a written request. Be sure to contact the consulate or embassy of every country you plan to visit to ensure that the child will be admitted if the passport does not include the child's place of birth.

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.

**(L)**

Information on Applicant

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. To avoid possible delays, we strongly recommend that you provide a long-form birth certificate showing information on both parents. Where a legal guardian is the applicant, the other legal guardian as the case may be is also requested to participate.

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 or mobility of, or access to, the child must be provided. If a divorce has been granted, a copy of the divorce judgement 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, common law, married, separated, divorced, widowed. Indicate date of marriage to the other parent, if applicable. Additional information or documentation may be requested.

For further information, contact any Canadian government office providing passport services.

(M)

Previous Canadian Travel Document

- Enclose any valid Canadian passport, certificate of identity or refugee travel document issued to the child. If the child's current passport expires more than 12 months from the date of submission of the application, 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.
- If the valid passport has been lost, stolen, damaged, destroyed or is inaccessible, complete a "Statutory Declaration" form PPTC 203, available from any Canadian government office that provides passport services or at www.passportcanada.gc.ca. A Canadian passport, once reported lost or stolen, is no longer valid and is not to be used for any travel.

(N)

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 requested to confirm the child's citizenship.

CERTIFICATE OF BIRTH IN CANADA

Only documents entitled "Birth Certificate" or "Certificate of Birth" issued by a provincial/territorial authority in Canada are accepted. A birth certificate may be obtained from the vital statistics authorities of the child's province or territory of birth. To avoid possible delays, we strongly recommend that you provide a long-form birth certificate showing information on both parents.

If the child was born in Ontario

Certified copies of birth registration issued by the Province of Ontario are accepted as documentary evidence of Canadian citizenship.

If the child was born in Quebec

Only birth certificates and copy of an act of birth issued by the *Directeur de l'état civil* in the Province of Quebec are accepted.

CERTIFICATE OF CANADIAN CITIZENSHIP

Large commemorative documents of citizenship issued after February 14, 1977, are **not** accepted. If the child requires a certificate of Canadian citizenship, contact the nearest Canadian government office. You may also visit the Citizenship and Immigration Canada website at www.cic.gc.ca.

INSTRUCTIONS

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Declaration of Guarantor

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

Your guarantor **MUST**:

- 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.**
- have known you and the child well enough to be confident that the statements you have made in the application form are true;
- be included in **one (1)** of the following groups:
 - dentist, medical doctor
 - judge, magistrate, police officer
 - mayor
 - notary public
 - practising lawyer, notary
 - signing officer of a bankThe list above is not a recognition or endorsement by Passport Canada of professional status or superior qualifications.
- live within the jurisdiction of the Canadian government office that provides the passport services;
- sign the "Declaration of Guarantor" section on the child's application form;
- sign the statement on the back of **one (1)** of the child's photos; and
- be accessible to Passport Canada for verification.

If you have **not known** an eligible guarantor for at least **two (2)** years, complete a "Statutory Declaration in Lieu of Guarantor" form PPTC 132, available from any Canadian government office that provides passport services. 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.**

Ⓟ

Photo Specifications

Your passport application will be rejected if the photos of the child do not meet the following specifications:

IMAGE INFORMATION

- Only the head and shoulders of young children must appear on the photo, e.g. no hands holding the child.
- Photos must be taken with uniform lighting and not show shadows or flash reflection on the face and head. Photos with shadows on the face or background are unacceptable.
- Photos must show a full front view of the face with both edges of the face showing clearly. The face and shoulders must be centred in the photo and squared to the camera.
- Eyes must be open and clearly visible. Glasses, including tinted ones with prescription, may be worn as long as the eyes are clearly visible. Sunglasses are unacceptable.
- Facial expression must be neutral (not frowning or smiling) with the mouth closed.
- The image must be clear, sharp and in focus.
- Photos must be taken against a plain, uniform, white or light-coloured background.
- Photos must reflect/represent natural skin tones.
- The length from chin to crown of head (natural top of head) must be between 31 mm and 36 mm (1 ¼ in. and 1 ⅞ in.).
- Hats and other head coverings are not permitted except when worn for religious or medical reasons and only if the full facial features are clearly visible.
- Black and white or colour photos are acceptable.
- Photos must be originals, not taken from any existing photo, and must have been taken within the last 12 months **or** if applying for a one-time replacement passport, taken within the last month.

QUANTITY AND FORMAT

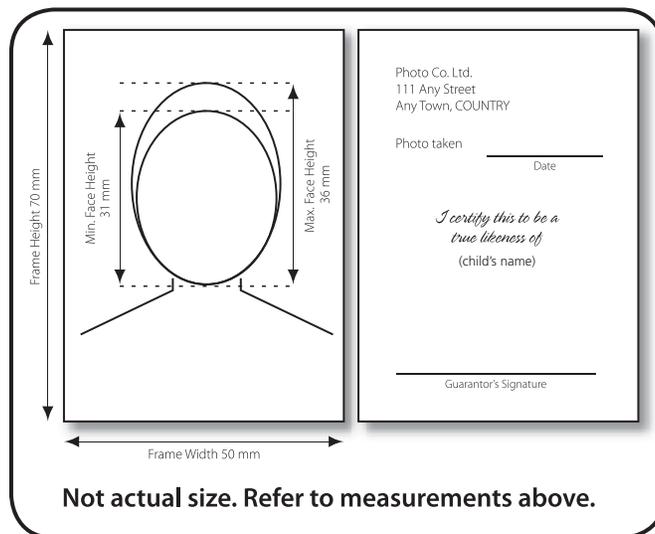
- **Two (2)** identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

SIZE AND PAPER

- The photos must measure 50 mm x 70 mm in size (2 in. wide x 2 ¾ in. high).
- Heavy weight paper is unacceptable.
- Photos must be printed on plain, high quality photographic paper.

PHOTOGRAPHER AND GUARANTOR

- Photos must be taken by a commercial photographer.
- The name of the photographer or studio, the address and the date the photo was taken (not the date the photo was printed) must be provided directly on the back of one photo (see illustration).
- The guarantor must clearly write on the back of **one (1)** photo: "I certify this to be a true likeness of (*child's name*)".





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for Canadians under 16 years of age
(abroad)

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



Protection of Information

All personal information provided on this application form is protected and will be used in accordance with the provisions of the *Privacy Act* (Personal Information Bank No. FAI PPU 030). The personal information is collected under the *Canadian Passport Order* to determine the current and ongoing entitlement of the child to a Canadian passport, to administer passport services and to provide information to the Consular Affairs Bureau of Foreign Affairs and International Trade Canada in the event that the child requires assistance while travelling abroad. The guarantor's personal information is also verified to determine whether that person meets the guarantor requirements. All information provided, including information regarding the parents, is subject to routine verifications and security queries.

To strengthen the security of the Canadian passport, Passport Canada uses facial recognition technology to convert the child's photo into a biometric template for comparison with the Passport Canada database of photos. The photo is then incorporated into the passport as a digital image. Biometric templates are retained for a maximum of 12 years.

Passport Canada uses the services of third parties to receive passport applications submitted in person. Third parties ensure that all personal information is protected and used in accordance with the provisions of the *Privacy Act*.

Passport Canada may contact the applicant or passport holder to solicit feedback about passport services.

Complete and sign **both** pages of the application form.

IMPORTANT INFORMATION CONCERNING CHILDREN TRAVELLING ABROAD

Travelling with Children or Children Travelling Alone



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

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

Documentation and Tips to Facilitate the Return to Canada



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

- Always carry proper identification for yourself and the child—passport, birth certificate, Canadian citizenship card, Record of Landing (IMM 1000), permanent resident card or Indian Status Card.
- If you have custody of the child, carry copies of documents specifying custody rights with you.
- 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 as part of 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 your home and/or office telephone number and teach him or her to call you in an emergency.

Custody Information

1. 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 what documentation may be required relating to the custody of the child.

For further information, contact:



Foreign Affairs and International Trade Canada:

Outside Canada:.....613-943-1055

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

For a free copy, call:



Outside Canada:.....613-944-4000

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



Website:.....www.international.gc.ca

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INFORMATION
PROTECTED

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

Failure to complete all the required sections of this form will result in your application being rejected.

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

1 <i>Child's Personal Information (see Instructions, Section K)</i>						Date of travel <input type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Unknown	
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 Province/Territory (if applicable) Country					
Sex <input type="checkbox"/> Female <input type="checkbox"/> Male		Eye colour		Hair colour		Height	Weight
Address of permanent residence Number Street Apartment City Country Postal code							
Mailing address (if different from above) Number Street Apartment City Country Postal code							
Children 11 years of age or over must sign in the signature box.					Void if signature touches border <div style="border: 1px solid black; width: 100%; height: 100%;"></div> Signature of child (see Instructions, Section K)		
Date Year Month Day		Signed at City Country					

2 <i>Information on Applicant (see Instructions, Section L)</i>							
Is the child the subject of an adoption process?				<input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, include all documents	
Are there any separation agreements, court orders or legal proceedings pertaining to custody or mobility of, or access to the child?				<input type="checkbox"/> No <input type="checkbox"/> Yes			
Applicant (parent or legal guardian)				Other parent or legal guardian			
Surname (last name) at birth				Surname (last name) at birth			
Given name(s)				Given name(s)			
Date of birth Year Month Day		Country of birth		Date of birth Year Month Day		Country of birth	
Relationship with other parent		Date of marriage (if applicable) Year Month Day		Relationship with parent applying		Date of marriage (if applicable) Year Month Day	
Address Number Street Apartment City Country Postal code				Address Number Street Apartment City Country Postal code			
Daytime phone number		Evening phone number		Cell number (optional)		Daytime phone number	
Evening phone number		Cell number (optional)		Daytime phone number		Evening phone number	
DECLARATION —I solemnly declare that the child named above is a Canadian citizen, that I am the parent or legal guardian of the child named above and that the statements made in this application are true. I declare that I have read and understood the above WARNING to all applicants and guarantors.				DECLARATION —I solemnly declare that the child named above is a Canadian citizen, that I am the parent or legal guardian of the child named above and that the statements made in this application are true. I declare that I have read and understood the above WARNING to all applicants and guarantors.			
Signature of applicant (also sign Section 5) _____ Date _____ Signed at _____				Signature of other parent or legal guardian _____ Date _____ Signed at _____			

COMPLETE NEXT PAGE

Page 1 of 2

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PPTC 042 (11-01)

3 *Previous Canadian Travel Document (see Instructions, Section M)*

Does the child's name appear in any valid Canadian passport, certificate of identity or refugee travel document?

No Yes (specify) If yes, include it with your application.

If the passport has been lost, stolen, damaged, destroyed or is inaccessible, you must include with this application form a completed "Statutory Declaration" form PPTC 203, available from any Canadian government office that provides passport services or at www.passportcanada.gc.ca.

4 *Proof of Canadian Citizenship (see Instructions, Section N)*

A To be completed if the child was **born in Canada**. Provide **one (1)** of the two documents listed below (**original only**):

Birth certificate in Canada

Certificate of Canadian citizenship

B To be completed if the child was **born outside of Canada**. Provide the following document (**original only**):

Certificate of Canadian citizenship

5 *Declaration of Applicant*

Surname (last name) of applicant (see Section B)

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 herein is a Canadian citizen, that the photos enclosed are a true likeness of the child and that the statements made in this application are true. I declare that I have read and understood the **WARNING to all applicants and guarantors** on page 1.

Date Year Month Day Signed at City Country

Void if signature touches border

Signature of applicant (see Instructions, Section K)

6 *Declaration of Guarantor (see Instructions, Section O)*

Note: Section to be completed by the guarantor only if the applicant has completed and signed all two (2) pages of this application form.

Surname (last name) Given name(s)

Occupation Name of firm/organization

Daytime telephone number Evening telephone number Cell number

Business address

Number Street City Country Postal code

DECLARATION—I solemnly declare that I have known the applicant identified above personally for at least **two (2)** years. I have signed on 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 to all applicants and guarantors** on page 1.

I have known the applicant for Number of years

Signature of guarantor

Date Year Month Day Signed at City Country

Full name of applicant Full name of child

7 *Emergency Contact (optional)*

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.

Surname (last name) Given name(s)

Relationship to the child Daytime phone number Evening phone number Cell number

Address

Number Street Apartment City Country Postal code

ENSURE BOTH PAGES ARE COMPLETED

Page 2 of 2

PPTC 042 (1-01)