

ADULT PASSPORT APPLICATION

for Canadians 16 years of age or over (Abroad)

GENERAL INFORMATION AND INSTRUCTIONS

Aussi disponible en français

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

Entitlement to a Canadian Passport

- 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.
- Children under 16 years of age must have an individual passport (use form PPTC 042 "Child Passport Application").

Where to Apply

Your application should be submitted to the nearest Canadian government office that provides passport services in the country in which you are residing or 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).

Requirements Checklist

- All **THREE (3)** pages of the application form completed and signed within the last 12 months
- TWO (2)** identical passport photos taken within the last 12 months
- Application form and one of the photos certified by your guarantor
- Proof of Canadian citizenship (no copies or certified copies)
- Documents to support identity
- Any Canadian passport or travel document issued to you within the last **FIVE (5)** years
- The fee

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

Processing Times

Our goal is to have the passport ready in **15 working days** upon receipt of a complete application. Visit our website at www.passportcanada.gc.ca for any changes to processing times.

If you require a passport in exceptional circumstances, contact the nearest Canadian government office that provides passport services.

Fee

C\$100

(includes the passport fee (C\$75) and consular service fee (C\$25))

Note: This fee is subject to change.

The fee is in Canadian funds and should be converted into local funds.

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

Methods of payment

- Cash
- Certified cheque or money order (postal or bank) 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.



Passport Canada / Passeport Canada

Canada

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 AND FEES



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



The nearest Canadian government office providing 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 CONDITIONS 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, on diskette or in large print for persons with a visual impairment.

Canadian Government Office Locations

For the location of the nearest Canadian government office providing passport services, we suggest you visit our website or consult your local telephone directory.

INSTRUCTIONS

1

Personal Information

NAME TO APPEAR IN PASSPORT

Write the name you want to appear in the passport. If this name is different from the name on your documentary evidence of citizenship, the original of the documentation listed below may be required:

- Marriage certificate
- Legal change of name (original document from issuing authority)

Additional documentation will be required to verify your identity as well as the name to appear in the passport (*see instruction no. 5 "Documents to Support Identity"*).

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

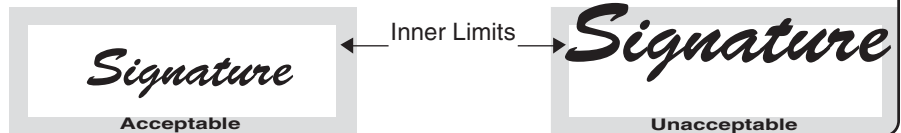
Complete only if different from the surname (last name) to appear in the passport (for Passport Canada information only; will not appear in the passport).

PLACE OF BIRTH

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

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.



2

Declaration of Guarantor

A guarantor is a person other than yourself who confirms your identity. Your 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 the form 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.
3. If applicable, sign and date a copy of each document to support your identity (*see instruction no. 5 "Documents to Support Identity"*).

Your guarantor:

- **must** 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.**
- **must** 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 bank

The list above is not a recognition or endorsement by Passport Canada of professional status or superior qualifications.

- **must** live within the jurisdiction of the Canadian government office providing passport services;
- **must** sign the "Declaration of Guarantor" section on your application form;
- **must** sign the statement on the back of **ONE (1)** of your photos; and
- **must** 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 providing 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.**

3

Previous Canadian Passport

- Enclose any Canadian passport or travel document issued to you within the last **FIVE (5)** years. If your current passport expires more than 12 months from the date you submit your application, provide a written explanation for 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 passport, Certificate of Identity or Travel Document.
 - 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 providing 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.

4

Proof of Canadian Citizenship

Provide **ONE (1)** of the documents listed in section 4 of the application form (copies or certified copies are not accepted). It will be returned to you. Additional information may be requested 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

You may obtain a birth certificate from the Vital Statistics authorities of your province or territory of birth.

If you were born in Quebec

Only birth certificates issued on or after January 1, 1994, 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 you require 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

5

Documents to Support Identity

At least **ONE (1)** document to support your identity and the name to appear in the passport must be submitted with your application form. Further documentation may be required.

Documents to support your identity must be valid, must be issued by a federal, provincial, territorial or municipal authority in Canada, or local equivalent, and must include the bearer's name and signature. For example:

- Provincial, territorial or local driver's licence
- Provincial health care card
- Certificate of Indian Status
- Other federal, provincial, territorial or municipal identification card
- Valid Canadian passport or Canadian passport expired for a period of less than one year
- Federal, provincial, territorial or municipal employee identification card
- Old Age Security card

You may submit original documents. They will be returned to you. If you are submitting copies (*both sides*), your guarantor must sign and date the copies to indicate that the originals have been seen.

If you are submitting copies but 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 documents you are providing to support your identity to indicate that the originals have been seen. If you have no documents to support your identity, call the nearest Canadian government office providing passport services.

Photo Specifications

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

IMAGE INFORMATION

- 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.
- Hats or head coverings are not permitted except when worn for religious 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.

QUANTITY AND FORMAT

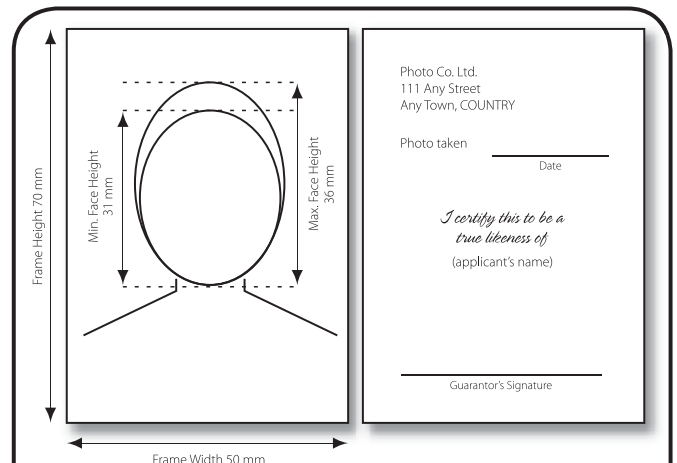
- **TWO (2)** identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

SIZE AND PAPER

- The photos must measure 50 mm X 70 mm in size.
- 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 (*applicant's name*)".



Not actual size. Refer to measurements above.



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Protection of Information

Personal information provided on this application form is protected and used in accordance with the provisions of the *Privacy Act* (Personal Information Bank No. FAI PPU 030). This information is collected under the *Canadian Passport Order* to determine the applicant's current and ongoing entitlement 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 applicant require assistance while travelling abroad. The information provided, including the applicant's photo, is subject to routine verifications and security queries. To further strengthen Canadian passport security, the photo is stored on an alphanumeric template and incorporated into the passport as a digital image.

Passport Canada may use the services of third parties to receive passport applications submitted in person and to process the return of incomplete passport applications. In the performance of these services, personal information will be protected and used in accordance with the provisions of the *Privacy Act*.

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

Complete and sign all **THREE (3)** pages of the application form.

ADULT PASSPORT APPLICATION

for Canadians 16 years of age or over (Abroad)

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>Personal Information</i>						Date of travel		
Surname (last name)						<input type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Unknown		
Given name(s) <i>(see instruction No. 1)</i>								
Surname (last name) at birth <i>(see instruction No. 1)</i>				Former surname (former last name) <i>(see instruction No. 1)</i>				
If passport requested in spousal surname (last name), enter			➔	Year of marriage				Surname (last name) of spouse <i>(see instruction No. 1)</i>
Date of birth		Place of birth						
Year Month Day		City		Province/Territory <i>(if applicable)</i>		Country		
Sex <input type="checkbox"/> Female <input type="checkbox"/> Male		Marital status	Eye colour	Hair colour	Height	Weight		
Address of permanent residence								
Number Street		Apartment		City		Country Postal code		
Mailing address <i>(if different from above)</i>								
Number Street		Apartment		City		Country Postal code		
Daytime telephone number ()		Evening telephone number ()		Cell. number or email address <i>(optional)</i> ()				
DECLARATION – I solemnly declare that I am a Canadian citizen, that the photos enclosed are a true likeness of me and that all of the statements made in this application are true. I declare that I have read and understood the WARNING to all applicants and guarantors above.				Void if signature touches border 				
Date		Signed at		Signature <i>(see instruction No. 1)</i>				
Year Month Day		City Country						

COMPLETE NEXT PAGE

2 <i>Declaration of Guarantor (to be completed by the guarantor only if the applicant has completed and signed this application form)</i>							
Surname (last name)				Given name(s)			
Occupation <i>(see instruction No. 2)</i>				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 certified on the back of ONE (1) photo 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 confirming that I have seen the original(s). I declare that I have read and understood the WARNING to all applicants and guarantors above.				I have known the applicant for		Signature of guarantor	
				Number of years			
Year Month Day		City		Signed at			
						Country	

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3

Previous Canadian Passport

In the last FIVE (5) years, has a Canadian passport, Certificate of Identity or Travel Document been issued to you?

No

Yes (specify)



Number

Date of issue
Year Month Day

Place of issue

If yes, include it with your application.

Would you like the passport to be returned to you? No Yes

If the passport issued to you in the last FIVE (5) years 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 providing passport services or at www.passportcanada.gc.ca

4

Proof of Canadian Citizenship

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

No

Yes (specify)



By birth
Country

By naturalization

Effective date
Year Month Day

B To be completed if you were born in Canada. Provide ONE (1) of the two documents listed below (no copies):

Birth certificate in Canada (see instruction No. 4)



Registration number

Date of issue

Certificate of Canadian citizenship (see instruction No. 4)



Certificate number

Date of issue

C To be completed if you were born outside of Canada.

1) Provide ONE (1) of the four documents listed below (no copies):

Certificate of Canadian citizenship (see instruction No. 4)

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

Certificate of naturalization

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



Certificate number

Date of issue

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

Continue to c)

c) Complete and submit form PPTC 001 "Proof of Canadian Citizenship - Additional Information" which you can obtain at www.passportcanada.gc.ca or at any Canadian government office providing passport services.

COMPLETE NEXT PAGE

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5

Documents to Support Identity

Provide the following information. Include signed copies (both sides) or original documents (see instruction No. 5).

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

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Declaration of Applicant

DECLARATION - I solemnly declare that the statements made in this application are true.

Signature of applicant

Date

Year Month Day

Signed at

City

Country

Additional Personal Information

A Addresses in the last **TWO (2)** years

Same as current address.

Addresses in the last **TWO (2)** years if different from current address. (If insufficient space, attach a separate sheet.)

1. Number Street Apartment City Province/Territory/State Country	From	Year	Month	To	Year	Month
2. Number Street Apartment City Province/Territory/State Country	From	Year	Month	To	Year	Month

B Occupation in the last **TWO (2)** years (If insufficient space, attach a separate sheet. If you are, for example, a homemaker or are retired, indicate this in the "Employer/school or other" column.)

In the last **TWO (2)** years, my employers were and/or I was attending educational institutions as follows:

Employer/school or other	Address	Daytime phone	Nature of employment/studies	Date (From)	Date (To)

C Mother's maiden name ➔ Provide your mother's surname (last name) at the time of her birth.

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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
				Country
Daytime phone ()	Evening phone ()	Cell. number or email address (optional)		Has known me for State number of years
2. Surname (last name)		Given name(s)		
Relationship	Address			
	Number	Street	Apartment	City
				Country
Daytime phone ()	Evening phone ()	Cell. number or email address (optional)		Has known me for State number of years

ENSURE ALL THREE (3) PAGES ARE COMPLETED

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Emergency Contact (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 phone ()	Evening phone ()	Cell. number ()	
Address				
Number	Street	Apartment	City	Country
				Postal code

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Declaration of Applicant

DECLARATION – I solemnly declare that the statements made in this application are true.

Signature of applicant	Date	Signed at
	Year Month Day	
		City Country