CHILD GENERAL PASSPORT APPLICATION

for Canadians under 16 years of age (in Canada and in the USA)

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

- · Canadian passports are issued to Canadian citizens only.
- If applying for an individual passport for a child under 16 years of age, use this application form (PPTC 155) to apply.

Who May Apply for a Passport on Behalf of a Child?

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

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 "Photo Specifications").
- Application form and one of the photos certified by your guarantor.
- Original proof of Canadian citizenship (no copies or notarized copies).
- ☐ Any Canadian passport or travel document issued to the child, or in which the name of the child appears.
- ☐ 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 the application.

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.

Processing Times

For information on current processing times, visit our Web site at www.passportcanada.gc.ca or contact us by phone (see "Contact Us", page 2).

Applying by Mail

MAILED-IN APPLICATIONS ARE PROCESSED IN CANADA.



BY MAIL



BY COURIER

Passport Canada Foreign Affairs and International Trade Canada Gatineau Canada K1A 0G3 Passport Canada Le 70 Crémazie 70 Crémazie Street Gatineau QC J8Y 3P2 Canada

DO NOT mail or bring your application to a Canadian government office in the USA. However, passport applications and related forms are available from these offices.

Applying in Person



For Canadians living in Canada:

- At a Passport Canada office
- At a participating Canada Post office
- · At a participating Service Canada Centre

For a list of all of our points of service, visit our Web site at www.passportcanada.gc.ca.



For Canadians living in the USA:

If you require a passport in an emergency, contact the nearest Canadian government office.

This form can only be used to submit an application by mail (see "Applying by Mail") or in person at a Passport Canada office (in Canada).

Fee

For a child aged: •3 to 15 years - CAN\$37

· under 3 years - CAN\$22

Note: - These fees are subject to change.

- Only Canadian funds are accepted.

Important: Passport Services Fees Regulations require that every person who requests a passport service must pay the applicable passport service fee. This fee is non-refundable.

Preferred method of payment

- Debit (Interac) (In person only)
- Credit card application form.)





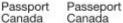
(Complete section on

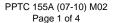
Other acceptable methods of payment

- Certified cheque or money order/international money order (postal or bank) payable in Canadian funds to the Receiver General for Canada
- Cash (In person only. Do not mail cash.)

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









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



www.passportcanada.gc.ca





www.voyage.gc.ca

Toll-free: Outside continental USA: 1 800 567-6868 (819) 997-8338

TTY (For persons who are deaf or hard of hearing)

1 866 255-7655 (7:30 a.m. to 8:00 p.m. EST)

To obtain the most recent version of this form, visit our Web site.

Application forms are also available in Braille, on diskette or in large print for persons with visual impairment.

Passport Canada Office Locations (NOT MAILING ADDRESSES)

DO NOT mail or use courier services to send your application form directly to a Passport Canada office in Canada listed below. However, passport applications and related forms are available from these offices or may be obtained on-line at www.passportcanada.gc.ca.

CANADA

ALBERTA

Calgary Suite 254

Harry Hays Building 220-4th Avenue South East Calgary (South) (English only)

14331 Macleod Trail SW

Edmonton Suite 126

Canada Place Building 9700 Jasper Avenue

BRITISH COLUMBIA

Richmond (English only) Suite 310

5611 Cooney Road Surrey (English only)

Suite 900

13401-108th Avenue

Vancouver Suite 200

Sinclair Centre

757 Hastings Street West

Victoria 5th Floor

Scotiabank Building 747 Fort Street

MANITOBA Winnipeg

Suite 400 433 Main Street **NEW BRUNSWICK**

Fredericton Suite 430 Frederick Square 77 Westmorland Street

NEWFOUNDLAND AND

LABRADOR

St. John's (English only) Suite 802

TD Place 140 Water Street

NOVA SCOTIA

Halifax

Suite 1508, 15th Floor Maritime Centre 1505 Barrington Street

ONTARIO

Brampton (English only)

Suite 401 40 Gillingham Drive

Hamilton Plaza Level

Standard Life Building 120 King Street West Kitchener

Mezzanine Level 40 Weber Street Fast

London

Suite 201, 2nd Floor 400 York Street

Mississauga (English only) Central Parkway Mall

Suite 116, 2nd Floor

377 Burnhamthorpe Road East

North York

Suite 380, 3rd Floor Joseph Shepard Building

4900 Yonge Street Ottawa

Level C, East Tower C.D. Howe Building 240 Sparks Street

Scarborough (English only)

Suite 210

200 Town Centre Court

St. Catharines Suite 600 Landmark Building 43 Church Street **Thunder Bay**

2nd Floor 979 Alloy Drive

Toronto (English only) Suite 300

74 Victoria Street Whitby

Whitby Mall 1615 Dundas Street East

Windsor Suite 503 CIBC Building 100 Ouellette Avenue

QUEBEC Gatineau (Hull)

Commercial Level 2 Place du Centre

200 Promenade du Portage

Laval

Suite 500, 5th Floor 3 Place Laval Montréal

West Tower, Suite 803 Complexe Guy-Favreau

200 René-Lévesque Boulevard West

Pointe-Claire

Fairview Pointe Claire Shopping Centre

6815 Trans-Canada Highway

Québec

Suite 200, 2nd Floor

Place de la Cité, Tour Cominar

2640 Laurier Boulevard

Saguenay

Suite 408

Immeuble Saint-Michel 3885 Harvey Boulevard

Saint-Laurent Suite 112

3300 Côte Vertu Boulevard

SASKATCHEWAN

Regina Suite 500

1870 Albert Street Saskatoon

Suite 405 Federal Building 101-22nd Street East

All offices are wheelchair accessible.

USA

DO NOT mail or bring your application form to a Canadian government office in the USA listed below. However, passport applications and related forms are available from these offices or may be obtained on-line at www.passportcanada.gc.ca.

MIAMI SAN JUAN

The Consulate General of Canada

100 Colony Square **Suite 1700** 1175 Peachtree Street NE

Atlanta GA **BOSTON**

> The Consulate General of Canada Three Copley Place

Suite 400 Boston MA

BUFFALO

The Consulate General of Canada **HSBC** Center

Suite 3000 **Buffalo NY** CHICAGO

The Consulate General of Canada Two Prudential Plaza

Suite 2400 180 North Stetson Avenue Chicago IL

The Consulate General of Canada Suite 1700

750 North St. Paul Street

Dallas TX **DENVER**

The Consulate General of Canada **Suite 2600**

1625 Broadway Denver CO

DETROIT

600 Renaissance Center Suite 1100 Detroit MI

LOS ANGELES

The Consulate General of Canada 9th Floor

550 South Hope Street Los Angeles CA

The Consulate General of Canada First Union Financial Center

Suite 1600 200 South Biscayne Boulevard

Miami FL

MINNEAPOLIS The Consulate General of Canada 9th Floor

701 Fourth Avenue South Minneapolis MN

The Consulate General of Canada NEW YORK

The Consulate General of Canada 1251 Avenue of the Americas New York NY

SAN FRANCISCO

San Francisco CA

The Consulate General of Canada 14th Floor 580 California Street

The Honorary Consulate of Canada Hato Rey Center

Suite 802

268 Ponce de Leon Avenue San Juan PR

SEATTLE

The Consulate General of Canada Suite 600

1501 Fourth Avenue Seattle WA

WASHINGTON D.C. The Embassy of Canada 501 Pennsylvania Avenue NW

Washington DC

Child's Personal Information

NAME 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, 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)

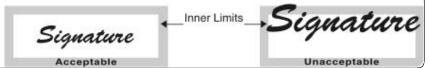
Complete only if different from the surname (last name) to appear in the passport (for Passport Canada information only; will not appear in the passport).

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 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.



(2)

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. A long-form birth certificate showing parents' information may be requested. 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 the 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

Please indicate your current relationship with the other parent: single, common law, married, separated, divorced, widowed. Please indicate date of marriage to the other parent, if applicable. Additional information or documentation may be requested.

For further information, contact Passport Canada.

(3)

Previous Canadian Passport

- Enclose any valid Canadian passport or travel document issued to the child, or in which the name of the child appears. If the child's current passport expires more than 12 months from the date of submission of the 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.
- If the valid passport has been lost, stolen, damaged, destroyed or is inaccessible, complete a "Statutory Declaration" form PPTC 203, available from any Passport Canada office in Canada, any Canadian government office in the USA or at www.passportcanada.gc.ca.

(4)

Proof of Canadian Citizenship

Provide **ONE (1)** of the documents listed in section **4** of the application form (copies or notarized copies are not accepted). It will be returned to you with the passport. Additional information may be requested to confirm the child's citizenship.

CERTIFICATE OF BIRTH IN CANADA

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

If the child was born in Quebec

Only birth certificates issued on or after January 1, 1994, by Le 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:

- In Canada, the office of the Registrar of Canadian Citizenship:
- In the USA:
- The nearest Canadian government office.
- Citizenship and Immigration Canada.....www.cic.gc.ca
- Web sitewww.cic.gc.ca

(5)

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 be a Canadian citizen 18 years of age or older;
- must hold a five-year Canadian passport that is valid or has been expired for no more than one year on the day you submit your application;
- must have been 16 years of age or older when he or she applied for his or her own passport;
- 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.
- must provide the requested information contained in his or her passport;
- must be accessible to Passport Canada for verification.

Family members and those residing at the same address as the applicant may be a guarantor.

Your guarantor must perform free of charge the following TWO (2) tasks:

- 1. Complete and sign the "Declaration of Guarantor" section.
- 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.

Passport Canada reserves the right to request an alternate guarantor.

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 Passport Canada office in Canada or any Canadian government 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.**

Photo Specifications

Your passport application will be rejected if your photos 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 to 36 mm (1 1/4 in. to 1 7/16 in.).
- 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 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

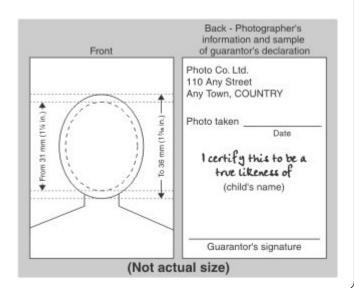
• Two (2) identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

SIZE AND PAPER

- The maximum photo size must be 50 mm wide x 70 mm long (2 in. wide x 2 3/4 in. long).
- · 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*)".



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, citizenship card, Record of Landing (IMM 1000), permanent resident card or Indian Status Card.
- · If you have custody of the child, carry with you copies of documents specifying custody rights.
- 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 caravan, be sure 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:

In Canada 1 800 387-3124 613-943-1055 Outside Canada

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:

You may also order a copy on-line or access an on-line version:



In Canada 1 800 267-8376 **Outside Canada** 613-944-4000

Web site www.international.gc.ca

Protection of Information

Personal information provided on your 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 current and ongoing entitlement of the child to a Canadian passport, to administer passport services and to

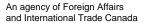
provide information to the Consular Affairs Bureau of Foreign Affairs and International Trade Canada in the event that the child requires assistance while travelling abroad. The information provided, including the photo, is subject to routine verifications and security queries. To further strengthen Canadian passport security, the child's photo is stored on an alphanumeric template and incorporated into the passport as a digital image.

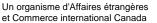
Passport Canada may use the services of third parties to receive passport applications submitted in person and to process the return of incomplete passport applications. In the performance of these services, personal information will be protected and used in accordance with the provisions of the Privacy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

Passport Canada may contact you to solicit feedback about passport services.



Passeport Canada







CHILD GENERAL PASSPORT APPLICATION

INFORMATION PROTECTED

for Canadians under 16 years of age (in Canada and in the USA)

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.

(1) Child's Personal Informati							Mont			
Surname (last name)						XA)		nown		
Given name(s) (see instruction no. 1)										
Surname (last name) at birth/for	mer surname (former last n	name) (se	e instruction no.	. 1)						
Date of Birth Year Month Day	Place of birth City	Prov.	tate Country							
Sex Female Male	Eye Colour	Hair Col	our	ŀ	Height		Weight			
Address of Permanent Residence	t, City)			Province/	Territory/State	Postal Code/Zip code				
Mailing Address (If different from a	ment, City	<i>'</i>)		Province/	Territory/State	Postal Code/Zip code				
Children 11 years of age or over must sign in the signature block.					– Void if sig	gnature touche	s border —	•		
Date Year Month Day	Signed at City Province/	Territory/Si	ate		Signature o	f child <i>(see instr</i>	ruction no. 1)			
(2) Information on Applicant										
Is the child the subject of an add Are there any separation agreer pertaining to custody or mobility	dings [No	=	→	If yes, ind documer (see instri					
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	untry of birth		Date of Birth Year	n Mor	nth Day	Country of birt	h			
Relationship with other parent	Date of marriage (if applicable Year Month	le) Day	Relationship	with p	parent apply	ving Date of m Year	narriage <i>(if a</i>	applicable) onth Day		
Address (Number, Street, Apartment, City,	Province/Territory/State, Postal code	e/Zip code)	Address (Nur	mber, Sti	reet, Apartment	t, City, Province/Teri	ritory/State, Po	stal code/Zip code)		
Home telephone no. Business tele	ephone no./ext. Cell. number (d	optional)	Home teleph	none n	O. Busines	ss telephone no./ex	xt. Cell. nu	mber (optional)		
DECLARATION - I solemnly declare that t that I am the parent or legal guardian of the made in this application are true. I declare WARNING to all applicants and guarant	e child named above and that the s that I have read and understood the	statements	that I am the pa made in this ap	rent or plication	legal guardian n are true. I de	that the child name of the child named clare that I have re arantors above.	d above and t	hat the statements		
Signature of applicant (also sign section	A) Date Signe	ed at	Signature of o	ther na	rent or legal o	nuardian D	ate	Signed at		





PPTC 155 (07-10) M02	
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age 2 of 2	,
(3)	

Previous Canadian Passport

Enclose any valid Canadian passport or travel document issued to the child, or in which the name of the child appears. 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 Passport Canada office in Canada, any Canadian government office in the USA or at www.passportcanada.gc.ca.

(4) Proof of Canadian Citizenship												
A To be completed if the child was born in Canada. Provide ONE									_			
Birth certificate in Canada			Registration number						Date	of Issue		
Certificate of Canadian citizenship			Certificate number Date of Issue									
B To be completed if the child was born outside of Canada. Prov			$\overline{}$			ocument	(по со	pies):				
Certificate of C	Canadian c	tizenship		Cert	tificate num	ber				Date	of Issue	
Declaration of Applicant												
Surname (last name) of applicant (see General Information and Instructions, page 1 "Who May Apply for a Passport on Behalf of a Child?")			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 Mon	th _I Day	Signed at										
		City Pro	ovince/Territory/St	tate	- 20	Sig	nature of	applica	int <i>(see instr</i>	uction	no. 1)	
(5)		Declaration of Gu	arantor (to	be	comple	eted k	y guar	antor)				
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 tel () ()					elephone number				
Address of permanent residence												
Number Street City Province/Territory/State Postal code/Zip 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 photo 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.			wn t for									
Name of applicant Name of child		Date		·		Signed		or guaranto	- J			
			Year		Month Da		y City Province/Territory/Sta					ory/State
(6) Credit Card Information												
COMPLETE ONLY if you are not appearing in person and you wish to pay by credit card. FOR OFFICIAL												
Name Appearing on Card				USE ONLY								
								Authorization Number				
Card Number							Date of Expiry Month Year		'			
AUTHORIZATION - I authorize Passport Canada to charge CAN\$ Signature of Cardholder		lder		Date Year Month Day			Day					