

# Additional information for children in foster care and children undergoing an adoption process in Canada

Use if the applicant is a licensee or representative of a licensed adoption agency

Aussi disponible en français

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

**A**

## 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 applicant and the legal guardian, 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. All 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.

**B**

## Information and Documents Required

**NOTE: Additional documentation may be required following review of the application.**

**Throughout the document the term "the person who has parental authority" also refers to the person who has attributes of parental authority allowing him or her to complete a passport application.**

**The following information/documents are required:**

- Evidence of the child's Canadian citizenship. If such evidence cannot be submitted due to confidentiality reasons, please contact Passport Canada;
- The consent to adoption signed by the biological parents;
- A letter from the licensee of the adoption agency indicating who the child's legal guardian is or the person who has parental authority, and stating that a private adoption is in process, that all the adoption consents have been obtained (required only if the consent to adoption from the biological parent(s) have not been submitted), and that the time period for cancelling the adoption has expired. If the time period has not expired, a passport cannot be issued unless the biological parent(s) consent(s) to the issuance of the passport;
- If the applicant is not the child's legal guardian or the person who has parental authority, a letter from the child's legal guardian or the person who has parental authority authorizing the applicant to apply for the passport;
- If the applicant is not the child's legal guardian or the person who has parental authority, the authorization from the child's legal guardian or the person who has parental authority to release the passport to the applicant;
- A copy of the court orders or agreements involving the adoption agency with the child if such court orders or agreements exist. If a copy of the court orders or agreements cannot be forwarded to Passport Canada because of confidentiality reasons, the passport application must be accompanied by a summary of the orders or agreements signed by the licensee or lawyer of the adoption agency. The summary must indicate:
  - 1) who the child's legal guardian is or the person who has parental authority;
  - 2) whether a mobility restriction clause exists, and if so, what it entails; and
  - 3) the date and number of the court order, if possible;
- The custody or guardianship agreement signed by the child's biological parents and the future adoptive parents for the duration of the adoption process, if such an agreement exists.

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**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 to issue 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 refused.**

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

<b>①</b> <i>Child's Personal Information</i>			
Surname (last name)			
Given name(s)			Date of birth
			Year    Month    Day

<b>②</b> <i>Applicant</i>			
The applicant is a licensee or representative of a licensed adoption agency			
Surname (last name)		Given name(s)	
Professional title		Agency name	
Work address			
Number	Street	Apartment    City	Province/Territory    Postal code
Daytime telephone number		Alternate telephone number	Email address
<b>DECLARATION</b> —I solemnly declare that the child named above is a Canadian citizen, that I have been authorized by the legal guardian to apply for a passport on behalf of the child named above, and that the statements made in this application are true. I declare that I have read and understood the <b>WARNING to all applicants and guarantors</b> at the top of this page.			
Name of legal guardian			
Signature of applicant		Date	Signed at
		Year    Month    Day	City Province/Territory

<b>③</b> <i>Declaration of Guarantor</i>			
<b>Note:</b> Section to be completed by the guarantor only if the applicant has completed and signed this application form.			
The guarantor must be a Canadian passport holder who has known the applicant for at least <b>two (2)</b> years and has knowledge of the child.			
Surname (last name)		Given name(s)	
Date of birth	Canadian passport number	Date of issue	Date of expiry
Year    Month    Day		Year    Month    Day	Year    Month    Day
Surname (last name) in passport, if different		Daytime telephone number	Alternate telephone number
Current home address			
Number	Street	Apartment    City	Country    Postal code
<b>DECLARATION</b> —I solemnly declare that I have known the applicant identified above personally for at least <b>two (2)</b> years. I have signed on the back of <b>one (1)</b> photo to certify that the image is a true likeness of the child. I declare that I have read and understood the <b>WARNING to all applicants and guarantors</b> at the top of this page.		I have known the applicant for	<b>Signature of guarantor</b>
		Number of years	
		Date	Signed at
Year    Month    Day	City Province/Territory		