

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

Use if the applicant is a director of family services, a social worker or a child protection worker

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;
- A letter from the director of family services indicating the child's legal guardian or the person who has parental authority;
- 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, or, when applicable, a letter of delegation of authority for passports applied for by a social worker;
- If the applicant is not the child's legal guardian or the person who has parental authority, 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 family services 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 director of family services or the agency's lawyer. 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;
- In case of public probationary adoption, a letter from the director of family services confirming that the child is undergoing an adoption process, and the name of the future adoptive parents.

(C)

Declaration of Guarantor

The guarantor may be a Canadian passport holder, the director of family services or another social worker who has known the applicant for at least **two (2)** years and has knowledge of the child. The director of family services or the social worker is not required to hold a Canadian passport and cannot act as guarantor if he/she is the applicant.

If the director of family services and the social worker have not known each other for at least **two (2)** years, or if they have not known another social worker for at least **two (2)** years, then an administrative services employee, a human resources employee or a lawyer from family services may act as guarantor based on access to the director's or the social worker's employment records. In such cases, the guarantor does not have to have known the applicant for **two (2)** years.



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

INFORMATION
PROTECTED

Use if the applicant is a director of family services, a social worker or a child protection worker

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.

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

② <i>Applicant</i>		
The applicant is: <input type="checkbox"/> Director of family services <input type="checkbox"/> Social worker <input type="checkbox"/> Child protection worker		
Surname (last name)		Given name(s)
Professional title		Name of organization
Work address Number Street Apartment City Province/Territory Postal code		
Daytime telephone number	Alternate telephone number	Email address
<input type="checkbox"/> I am the legal guardian of the child DECLARATION —I solemnly declare that the child named above is a Canadian citizen, that I am the 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 WARNING to all applicants and guarantors at the top of this page.		
<input type="checkbox"/> I am not the legal guardian of the child DECLARATION —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 WARNING to all applicants and guarantors at the top of this page.		
<input type="checkbox"/> Name of legal guardian		
Signature of applicant		Date Year Month Day
		Signed at City Province/Territory

③ <i>Declaration of Guarantor (see Instructions, section C)</i>			
<i>Note: Section 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		Name of organization	
Daytime telephone number	Alternate telephone number	I have known the applicant for (number of years)	
Work address Number Street Apartment City Province/Territory Postal code			
Must be completed if the guarantor is acting based on personal knowledge (passport holder) <input type="checkbox"/>	Canadian passport number		Surname (last name) in passport, if different
	Date of birth Year Month Day	Date of issue Year Month Day	Date of expiry Year Month Day
<input type="checkbox"/> I am acting as professional guarantor DECLARATION —I solemnly declare that I know the applicant identified above professionally. 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 at the top of this page.			
<input type="checkbox"/> I am acting as guarantor based on personal knowledge (passport holder) 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 at the top of this page.			
Signature of guarantor		Date Year Month Day	
		Signed at City Province/Territory	

Aussi disponible en français

Page 2 of 2