



# Adult Abroad Simplified Renewal Passport Application

for eligible Canadians applying outside of Canada

Protected B when completed

**Warning**—Any false or misleading statement with respect to this application and any supporting document, including the concealment of any material fact, may result in the refusal to issue a passport, the revocation of a currently valid passport, or the refusal of passport services, and may be grounds for criminal prosecution. Your application will not be processed if you fail to complete all of the required sections of this form and/or refuse to consent to the exchange or disclosure of any personal information required for the delivery of passport services.

Type or print in CAPITAL LETTERS using black or dark blue ink.

<b>1 Personal Information (see Instructions, section G)</b>							<b>Date of travel</b> <input type="radio"/> Month <input style="width: 30px; border: 1px solid black;" type="text"/> Day <input style="width: 30px; border: 1px solid black;" type="text"/> <input type="radio"/> Unknown
Surname (last name)							
Given name(s)							
Surname (last name) at birth							
Former surname (last name)				Mother's maiden name			
Date of birth Year <input style="width: 30px; border: 1px solid black;" type="text"/> Month <input style="width: 30px; border: 1px solid black;" type="text"/> Day <input style="width: 30px; border: 1px solid black;" type="text"/>		Place of birth City <input style="width: 100%; border: 1px solid black;" type="text"/>					
Sex <input type="radio"/> Female <input type="radio"/> Male	Marital status	Eye colour	Current hair colour	Height (cm/in)	Weight (kg/lbs)		
Current home address Number <input style="width: 30px; border: 1px solid black;" type="text"/> Street <input style="width: 100%; border: 1px solid black;" type="text"/> Apartment <input style="width: 30px; border: 1px solid black;" type="text"/> City <input style="width: 30%; border: 1px solid black;" type="text"/> Country <input style="width: 30%; border: 1px solid black;" type="text"/> Postal code <input style="width: 30%; border: 1px solid black;" type="text"/>							
Mailing address (if different from above) Number <input style="width: 30px; border: 1px solid black;" type="text"/> Street <input style="width: 100%; border: 1px solid black;" type="text"/> Apartment <input style="width: 30px; border: 1px solid black;" type="text"/> City <input style="width: 30%; border: 1px solid black;" type="text"/> Country <input style="width: 30%; border: 1px solid black;" type="text"/> Postal code <input style="width: 30%; border: 1px solid black;" type="text"/>							
Telephone (daytime)		Telephone (other)		Cell number or email address (optional)			
<b>Declaration</b> —I solemnly declare that I am a Canadian citizen, that the photos enclosed are unaltered and a true likeness of me, that all of the statements made and the information provided in this application, as well as any supporting documents, are true. I declare that I have read and understood the <b>Warning</b> at the top of this page and the Privacy Notice Statement (see Instructions, section J). I consent to the collection, use and disclosure of my personal information by Passport Program, Citizenship and Immigration Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the Privacy Notice Statement in the Instructions.					<b>Sign within border</b>		
					<b>Signature (see Instructions, section G)</b>		
Date Year <input style="width: 30px; border: 1px solid black;" type="text"/> Month <input style="width: 30px; border: 1px solid black;" type="text"/> Day <input style="width: 30px; border: 1px solid black;" type="text"/>			Signed at City <input style="width: 100%; border: 1px solid black;" type="text"/> Country <input style="width: 30%; border: 1px solid black;" type="text"/>				
<b>2 Previous Canadian Passport (see Instructions, section H)</b>							
• Enclose any Canadian passport issued to you within the last <b>six (6)</b> years.			Passport number	Date of issue Year <input style="width: 30px; border: 1px solid black;" type="text"/> Month <input style="width: 30px; border: 1px solid black;" type="text"/> Day <input style="width: 30px; border: 1px solid black;" type="text"/>	Date of expiry Year <input style="width: 30px; border: 1px solid black;" type="text"/> Month <input style="width: 30px; border: 1px solid black;" type="text"/> Day <input style="width: 30px; border: 1px solid black;" type="text"/>		
<b>If you cannot submit the previous passport, or if the previous passport is damaged, you cannot use this form.</b>							
• Would you like the previous passport returned to you? If not, it will be securely destroyed by Passport Program to protect your personal information.							
<input type="checkbox"/> <b>Yes, please return the previous passport to me.</b>							
<b>3 Canadian Citizenship</b>							
To be completed if you were <b>born outside of Canada between February 15, 1977 and April 16, 1981 inclusive.</b>							
<b>a) Are you a naturalized Canadian, i.e. did you receive Canadian citizenship following immigration to Canada?</b> <input type="radio"/> Yes ➔ Go to page 2 <input type="radio"/> No ➔ Continue to question <b>b)</b>							
<b>b) Was one of your parents born in Canada?</b> <input type="radio"/> Yes ➔ Go to page 2 <input type="radio"/> No ➔ Continue to question <b>c)</b>							
<b>c) When was your current certificate of Canadian citizenship issued?</b>							
<input type="radio"/> <b>After January 1, 2007</b> ➔ Submit the certificate with your application (original only).							
<input type="radio"/> <b>Before January 1, 2007</b> ➔ Complete and submit form PPTC 001, Proof of Canadian Citizenship—Additional Information, available online at <a href="http://passportcanada.gc.ca">passportcanada.gc.ca</a> .							



<b>4</b>	<b>Period of Validity (see Instructions, section C)</b>
Choose <b>one (1)</b> of the following periods of validity: <input type="radio"/> <b>5-year</b> or <input type="radio"/> <b>10-year</b>	

<b>5</b>	<b>Additional Personal Information</b>							
<b>Note:</b> If insufficient space, attach a separate signed and dated sheet.								
<b>A</b> Addresses in the last <b>two (2)</b> years <input type="radio"/> Same as current home address <input type="radio"/> Different from current home address (complete below)								
1.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 15%;"></td> <td style="border-bottom: 1px solid black; width: 15%; text-align: center;">From</td> <td style="border-bottom: 1px solid black; width: 15%; text-align: center;">Year</td> <td style="border-bottom: 1px solid black; width: 15%; text-align: center;">Month</td> <td style="border-bottom: 1px solid black; width: 15%; text-align: center;">To</td> <td style="border-bottom: 1px solid black; width: 15%; text-align: center;">Year</td> <td style="border-bottom: 1px solid black; width: 15%; text-align: center;">Month</td> </tr> </table>		From	Year	Month	To	Year	Month
	From	Year	Month	To	Year	Month		
2.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 15%;"></td> <td style="border-bottom: 1px solid black; width: 15%; text-align: center;">From</td> <td style="border-bottom: 1px solid black; width: 15%; text-align: center;">Year</td> <td style="border-bottom: 1px solid black; width: 15%; text-align: center;">Month</td> <td style="border-bottom: 1px solid black; width: 15%; text-align: center;">To</td> <td style="border-bottom: 1px solid black; width: 15%; text-align: center;">Year</td> <td style="border-bottom: 1px solid black; width: 15%; text-align: center;">Month</td> </tr> </table>		From	Year	Month	To	Year	Month
	From	Year	Month	To	Year	Month		
<b>B</b> Occupation in the last <b>two (2)</b> years (check all that apply): <input type="checkbox"/> I was employed (full- or part time) <input type="checkbox"/> I was in school (full- or part time) <input type="checkbox"/> other, e.g. homemaker, unemployed or retired								
Enter full details below for the last <b>two (2)</b> years:								
Employer/school or other	Address	Telephone (daytime)	Field of employment/studies	Date (from)	Date (to)			

<b>6</b>	<b>References</b>	
Provide the following information with respect to <b>two (2)</b> persons who are not your relatives and who have known you for at least <b>two (2)</b> years. They may be contacted to confirm your identity.		
1. Surname (last name)	Given name(s)	Relationship
Address (Number, Street, Apartment, City, Country)		
Telephone (daytime)	Telephone (other)	Cell number or email address (optional)
		Has known me for Number of <b>years</b>
2. Surname (last name)	Given name(s)	Relationship
Address (Number, Street, Apartment, City, Country)		
Telephone (daytime)	Telephone (other)	Cell number or email address (optional)
		Has known me for Number of <b>years</b>

<b>7</b>	<b>Emergency Contact Information (optional)</b>
We recommend that you provide the name of someone who would <b>not</b> normally travel with you. This information is helpful if you have an accident or become ill while travelling.	
Surname (last name)	Given name(s)
Relationship to the applicant	Telephone (daytime)
	Telephone (other)
	Cell number
Current home address	
Number	Street
Apartment	City
Country	Postal/ZIP code
<b>Signature of applicant</b>	Date
	Year
	Month
	Day



# Adult Abroad Simplified Renewal Passport Application

for eligible Canadians applying outside of Canada

## Instructions

**(A)**

### Who May Use This Form?

**Important notice—We recommend that you not finalize your travel plans until you receive the requested passport.**

**Note:** If you cannot answer **yes** to all of the conditions outlined here, or if this is your first application for a Canadian passport, you must complete form PPTC 040, Adult Abroad General Passport Application. Additional documents or information may be requested in support of this application.

You may use this form to **renew a passport** only if all of the following conditions are met:

- **you were at least 16 years of age at the time of your previous application;**
- the information (name, date of birth, sex and place of birth) on this application form is exactly as it appears on page 2 of the submitted passport **1**;
- you submit a previous Canadian passport that:
  - is valid or expired for no more than **one (1) year** **2**;
  - was/is valid for **five (5) years** or **ten (10) years** **3**;
  - **is not** damaged; and
  - was **never** reported lost or stolen.



**(B)**

### Requirements Checklist

- Both** pages of the application form completed and signed within the last **twelve (12)** months
- Two (2)** identical unaltered passport photos taken within the last **six (6)** months. No signature is required on the photos
- Enclose any Canadian passport issued to you within the last **six (6)** years
- The fee
- If you were born outside of Canada between February 15, 1977, and April 16, 1981 inclusive, you may be requested to submit further documentation (see section 3)

**Note:** All documents submitted throughout the passport application process that are in a language other than English or French must be translated by a certified translator.

**(C)**

### Fee and Period of Validity

Where the application is made **outside of Canada** or the passport is to be delivered outside Canada:

**5-year validity – Can\$190\***

**10-year validity – Can\$260\***

\*A Can\$25 consular services fee is included in the above-mentioned fee.

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

#### Methods of payment

- Cash (where accepted).
- Debit card (Interac), Visa Debit, Virtual Visa Debit or other prepaid cards (Visa, MasterCard) only for in-person applications submitted by the cardholder (where accepted). Prepaid debit cards are not accepted.
- Credit card (where accepted).
- Certified cheque or international money order (postal or bank) in the exact amount, payable to the Canadian embassy, high commission or consulate as the case may be (where accepted).

#### Important

- Every person who requests passport services must pay the applicable fee in the exact amount.
- Applicants who cancel their application or are refused a passport are not eligible for a refund of the passport service fee. Only the consular services fee of Can\$25, applied only to adult applications, is refundable.
- Administrative fees and applicable interest will be applied to all dishonoured payments.
- Fees are subject to change.

All Canadian passports contain 36 pages.

**(D)**

### Credit Card Information (where accepted)

Payment by credit card for passport services at a Government of Canada office abroad requires the completion of a separate credit card authorization form. By completing and signing the authorization form, you are providing formal authorization to charge your credit card for payment of the services requested. The form must be included with your passport application.

**Important notice:** There is a fee to use the credit card payment service, a payment solution developed by Foreign Affairs, Trade and Development Canada. This fee is separate and independent from the amount payable to the Government of Canada for any passport service.

For more information and to access the credit card authorization form online, visit the Government of Canada website at [travel.gc.ca](http://travel.gc.ca).

**E****Where to Apply**

Submit your application at the nearest Government of Canada office that provides passport services in the country where you reside or are visiting. A list of Government of Canada offices abroad is available online at [travel.gc.ca](http://travel.gc.ca) or consult your local telephone directory.

Offices authorized to process passport applications include:


- Canadian embassies
- Canadian high commissions
- Canadian consulates (except those headed by honorary consuls)

**F****Contact Information**

General information is available 24 hours a day, 7 days a week. Specific information is available at the nearest Government of Canada office that provides passport services (consult your local telephone directory).


**Information on passports, fees and processing times**

 Website ..... [passportcanada.gc.ca](http://passportcanada.gc.ca)

 Passport Program ..... 819-997-8338

 TTY (for persons who are Deaf or hard of hearing)  
Montréal, Canada ..... 514-283-5197

**Travel reports, warnings and requirements**

 Website ..... [travel.gc.ca](http://travel.gc.ca)

- Application forms are available in large print.
- A passport application instruction booklet is available in Braille.

**G****Personal Information****Surname and given name(s) to appear in passport**

Your name must be written **exactly** as it appears on page 2 of the submitted passport. Your surname (last name) and given name(s) must be spelled the same and be placed in the same order. If your name has changed, you **cannot** use this form. You must complete form PPTC 040, Adult Abroad General Passport Application.

**Note:** If you are anticipating a change of name in the near future, a new complete general passport application with fees will need to be submitted.

**Surname (last name) at birth and former surname (last name)**

Complete if different from the surname (last name) to appear in the passport (for Passport Program, Citizenship and Immigration Canada information only—it will not appear in the passport).

**Mother's maiden name**

Indicate your mother's surname (last name) when she was born.

**Date of birth**

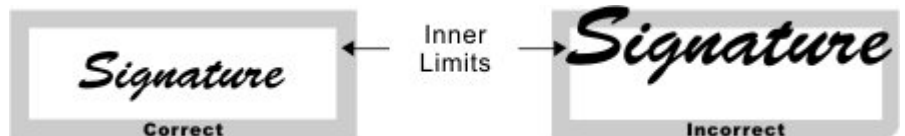
The specific **year**, **month** and **day** of your birth will be entered as shown on your previous passport.

**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, complete and submit form PPTC 077, Request for a Canadian passport without place of birth, available online at [passportcanada.gc.ca](http://passportcanada.gc.ca).

**Signature**

You **must** sign your usual signature on **both** pages.



**(H)****Previous Canadian Passport**

- Enclose any Canadian passport issued to you within the last **six (6)** years. If you cannot submit the previous passport, or if the previous passport is damaged, you cannot use this form. You must complete form PPTC 040, Adult Abroad General Passport Application, available online at [passportcanada.gc.ca](http://passportcanada.gc.ca).
- A person's name may appear in only **one (1)** valid Canadian travel document (passport, certificate of identity or refugee travel document).

**Note:** If your current passport is valid for more than **twelve (12)** months from the date the application is submitted, provide a written explanation as to why you are applying at this time. Should Passport Program, Citizenship and Immigration Canada not be satisfied that you have a valid reason for applying early, your application for a new passport may be refused.

**(I)****Canadian Passport Photo Instructions**

You must submit **two (2)** identical unaltered photos with each passport application. Digital (electronic format) copies of photos are unacceptable.

**The photos must:**

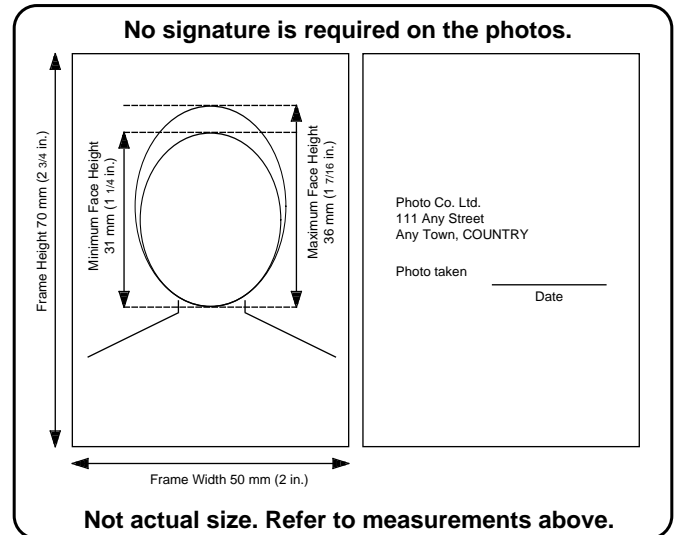
- be taken by a commercial photographer;
- be clear, sharp and in focus. Photos may be in colour or in black and white;
- have a neutral facial expression (**eyes open and clearly visible, mouth closed, no smiling**);
- have uniform lighting—no shadows, glare or flash reflections;
- be taken **straight on** with the face and shoulders centred and squared to the camera;
- be taken in front of a plain white or light-coloured background to clearly distinguish the person from the background. Photos must reflect or represent natural skin tones;
- be originals that **have not been altered in any way** or taken from an existing photo;
- reflect your current appearance (taken within the last **six (6)** months); and
- be professionally printed on plain, high-quality photographic paper (photos printed at home and photos printed on heavy-weight paper are not acceptable).

**The following must appear on the back of one photo**

- The name and complete address of the photo studio (not a P.O. Box) and the date the photo was taken. The photographer may use a stamp or handwrite the information (stick-on labels are not acceptable).
- No signature is required on the photos.

**Additional information**

- Prescription glasses may be worn in photos as long as there is no glare and the eyes are clearly visible. The red-eye effect, tinted glasses and sunglasses make the photos unacceptable.
  - **Hats and head coverings** must not be worn, except for religious beliefs or medical reasons. However, the head covering must not cast shadows on the face and the full face must be clearly visible.
- More information is available at [passportcanada.gc.ca](http://passportcanada.gc.ca).

**(J)****Privacy Notice Statement**

All personal information provided on this application form is collected by Passport Program, Citizenship and Immigration Canada (CIC) for the purpose of determining entitlement of the applicant to a Canadian passport and to provide information to the Consular Operations Bureau of Foreign Affairs, Trade and Development Canada in the event that the passport holder requires assistance while travelling abroad. In the performance of those services, personal information is collected, used and disclosed under the authority of the *Canadian Passport Order* and in accordance with the *Privacy Act* and any other federal laws, regulations and policies applicable to the protection of personal information, as described in Personal Information Bank PPTC PPD 102 (Regular and Official Travel Passports). In the context of the delivery of passport services, CIC and other federal government institutions or Government of Canada offices abroad assisting in the delivery of passport services may exchange personal information. In addition, in determining current and ongoing entitlement and to maintain the integrity of the Passport Program, all personal information collected is subject to verification and security queries to authenticate identity and citizenship, as well as to identify the existence of grounds for refusal to issue a passport, the revocation of a currently valid passport or the refusal of passport services. In the same context, the guarantor's personal information is also subject to verification and security queries to determine whether the individual meets the guarantor requirements. Personal information may be disclosed to third party entities, such as law enforcement authorities and identity document issuing institutions, for verification and security queries required in the delivery of passport services. Personal information may also be disclosed by third party entities to CIC or other federal government institutions or Government of Canada offices abroad for those same purposes. To strengthen the security of the Canadian passport, CIC uses facial recognition technology. Also, an electronic chip is inserted into the booklet. The chip contains, in electronic format, the photo of the bearer and the personal information found on page 2 of the booklet. CIC may contact the applicant/passport holder to solicit feedback about passport services.