

# Adult Abroad General Passport Application for Canadians 16 years of age or over applying outside of Canada

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.

Aussi accessible en frança	is
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Type or print in CAPITAL LETTERS using black or dark blue ink.

1 Personal Information	tion (see Instructions	s, section	H)			Date of travel
Surname (last name)						
Given name(s)						
Surname (last name) at birth		Former surn	ame (last	name)		
If passport requested in spousal surname (last name), enter	Year of marriage	Surname (la	ist name)	of spouse		
Date of birth Year Month Day City		Country				Prov./Terr./State (if applicable)
Sex Female Marital status	Eye colour	Current ha	air colour	Height (c	m/in)	Weight (kg/lbs)
Current home address	Apartment City			Country		Postal code
Mailing address (if different from above)						
Number Street Telephone (daytime)	Apartment City Telephone (other)		Email ac	Country ddress (opti	onal)	Postal code
<b>Declaration</b> —I solemnly declare that I am a Canadian citizen, that t photos enclosed are unaltered and a true likeness of me, that all of t statements made and the information provided in this application, as well as any supporting documents, are true. I declare that I have rea and understood the <b>Warning</b> at the top of this page and the Privacy Notice Statement (see section N). I consent to the collection, use an disclosure of my personal information by Passport Program, Citizens and Immigration Canada, other federal government institutions,		ne d	Sign	Sign wi ature (see In	ithin border structions, s	ection H)
Government of Canada offices abroad an outlined in the Privacy Notice Statement i	nd third party entities as	Date Year	Mon	ith Day	Signed at City	Country
Declaration of Guarantor ( Note: You must complete and sign all t	see Instructions, sec hree (3) pages of this application	tion I-A Pa	assport requesting	holder o	r section	• I-B Occupation) ete and sign this section.
Surname (last name)		Given name	(s)			
Canadian passport number (see section	I-A) or Occupation (see se	ection I-B)		Telephone	(daytime)	
Date of birth in passport (see section I-A) or Name of firm/organization (see section I-B)       Telephone (other)         Year       Month       Day			(other)			
Current home address (see section I-A)		section I-B)				
Number Street Declaration—I solemnly declare that I have known personally for at least two (2) years. I have signed th that the image is a true likeness of the applicant. If a a copy of each document to support the applicant's the original(s). I declare that I have read and unders page and the Privacy Notice Statement (see section and disclosure of my personal information by Passp.	he back of <b>one (1)</b> photo to certify applicable, I have signed and dated identity to confirm that I have seen stood the <b>Warning</b> at the top of this N). I consent to the collection, use out Prooram Citizenship and	ior	Signature Date	Country of guaranto	or Signed at	
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		Number of years	Year	Month Day	City	Country





3 Previous Canadi	an Travel Document (see Instructions, sect	ion J)
Has a Canadian travel document (passport, or	ertificate of identity or refugee travel document) been iss	ued to you?
No Yes (specify)	Date of issue Year Month Day	
If the passport is still valid, include it with	your application.	
<ul> <li>Would you like the previous passport returned personal information.</li> </ul>	d to you? If not, it will be securely destroyed by Passport	Program to protect your
Yes, please return the previous passpo	rt to me.	

**Note**: If a valid Canadian travel document has been lost, stolen, damaged or is inaccessible, complete form PPTC 203, Declaration, available online at passportcanada.gc.ca. **A Canadian travel document, once reported lost or stolen, is no longer valid.** There is an administrative fee for the replacement of a valid lost or stolen Canadian travel document (see section D).

4 Proof of Canadian Citizenship (see Instructions, section	on K)			
A To be completed by <b>all applicants</b> . Did you acquire citizenship of another country before January 1, 1947?				
O No (constitution of the Country Country	Effective date Year   Month   Day			
No Yes (specify) By naturalization				
<b>B</b> To be completed if you were <b>born in Canada</b> . Provide <b>one (1)</b> of the documents listed below (o	riginal only):			
Birth certificate in Canada				
Certificate of Canadian citizenship	ctive date of citizenship			
<ul> <li>C To be completed if you were born outside of Canada.</li> <li>1) Provide one (1) of the documents listed below (original only):</li> </ul>				
Certificate of Canadian citizenship Certificate of registration of birth abroad (issued by the Registrar of Canadian Citizenship)				
O Certificate of naturalization O Certificate of retention of Cana (issued before February 15, 1977)	•			
Certificate number Date of issue/Effective date of citizenship				
2) To be completed if you were born outside of Canada between February 15, 1977 and April 16, 1981 inclusive. (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 immigrati	on to Canada?			
$\bigcirc$ Yes $\clubsuit$ Go to section (5) $\bigcirc$ No $\clubsuit$ Continue to question <b>b</b> )				
b) Was one of your parents born in Canada?				
○ Yes ♥ Go to section (5) No ♥ Complete and submit form PPTC 001, Proof of Information, available online at passportcanada	-			

5 Documents to Support Identity (see Instructions, section L)			
Provide the following information. Include signed and dated copies (both sides), or original documents. <b>Note:</b> The document provided in this section must <b>not</b> be the proof of Canadian citizenship provided in section 4.			
Type of document	Document number	Date of expiry (if applicable) Year Month Day	Your name as it appears on the document
Type of document	Document number	Date of expiry (if applicable) Year Month Day	Your name as it appears on the document

Signature of applicant	Date Year	Month	Day

6)

# Period of Validity (see Instructions, section D)

Choose one (1) of the following periods of validity: () 5-year or  $\bigcirc$  10-year

 $(\mathbf{7})$ Additional Personal Information Note: If insufficient space, attach a separate signed and dated sheet. ○ Same as current home address A Addresses in the last two (2) years ) Different from current home address (complete below) From Year То Month Year Month 1. From Year То Month Year Month 2. **B** Occupation in the last **two (2)** years (check all that apply): I was employed (full- or part-time) I was in school (full- or part-time) other, e.g. homemaker, unemployed or retired Enter full details below for the last two (2) years: Employer/school or other Telephone (daytime) Field of employment/studies Date (from) Address Date (to) С Provide your mother's surname (last name) at the time of her birth. Mother's maiden name  $(\mathbf{8})$ 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) Telephone (other) Cell number or email address (optional) Has known me for Telephone (daytime) Number of years 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 years (9) **Emergency Contact Information (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. Surname (last name) Given name(s) Relationship to the applicant Telephone (daytime) Telephone (other) Cell number Current home address Number Street Apartment City Country Signature of applicant Date Year

Month

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# Adult Abroad General Passport Application

# for Canadians 16 years of age or over applying outside of Canada

# Instructions

# **Entitlement to a Canadian Passport**

#### Important notice—We recommend that you not finalize your travel plans until you receive the requested 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.
- For Canadians under 16 years of age, use form PPTC 042, Child Abroad General Passport Application.
- Applicants who were previously issued a Canadian passport may be able to renew their passport using form PPTC 482, Adult Abroad Simplified Renewal Passport Application. To find out if you are eligible, visit passportcanada.gc.ca.

# **(B)**

# Translation

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**)

# **Requirements Checklist**

- □ All three (3) 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
- □ Application form and one of the photos certified by your guarantor
- □ Proof of Canadian citizenship (original only—the document will be returned to you)
- □ Document(s) to support identity
- □ Any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued in your name
- □ The fee

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

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# Fee and Period of Validity

Where the application is made **outside 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.

There is a separate, non-refundable Can\$45 administrative fee for the replacement of a valid lost or stolen Canadian travel document.

#### 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. 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.

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# 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.

# 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 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)

G Contact Information
Contact mormation
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
Passport Program819-997-8338
TTY (for persons who are Deaf or hard of hearing)
Montréal, Canada514-283-5197
Travel reports, warnings and requirements
Websitetravel.gc.ca
Application forms are available in large print.
A passport application instruction booklet is available in Braille.

# $(\mathbf{H})$

# **Personal Information**

# Surname and given name(s) to appear in passport

Write the name to appear in the passport. If you are requesting a passport in a name that is different from the name that appears on the documentary evidence of citizenship, please note the following:

• For a change of surname resulting from a relationship, you must provide a marriage or common-law relationship certificate, or a document demonstrating termination of the relationship.

• For a legal change of name change, you must provide a birth certificate or citizenship certificate issued in the new name.

Additional documentation will be required to verify your identity as well as the name to appear in the passport (see section L). **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).

#### Date of birth

If your proof of citizenship does not show a complete date of birth, the specific **year**, **month** and **day** of your birth will be entered as shown on your supporting identification. Provide original or copies signed and dated by your guarantor of any supporting identification showing that date of birth.

#### 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.

# Signature

You **must** sign your usual signature on all **three (3)** pages.

gnature on all	Signature	•	Inner Limits	→Signature
	Correct			Incorrect

# **Declaration of Guarantor**

A guarantor is a person other than yourself who confirms your identity. A family member or a person who resides at the same address as the applicant may be the guarantor provided that the individual meets the specified requirements.

#### The guarantor 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;

#### • perform the following three (3) tasks free of charge:

- 1. Complete and sign the Declaration of Guarantor (section 2) (ensure you have completed and signed all **three (3)** pages of the application 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 it.
- 3. If applicable, sign and date a copy of each document to support your identity (see section L).
- know you well enough to be confident that the statements you have made on the application form are true.

• be accessible to the Passport Program for verification; Passport Program reserves the right to request a new guarantor.

The applicant must not assist the guarantor in performing his or her duties. If your guarantor requires assistance, contact Passport Program.

The guarantor can be either a Canadian passport holder (see section I-A below) or a member of an eligible occupation (see section I-B below).

#### Section I-A: Canadian passport holder

# The guarantor must:

- be a Canadian citizen, 18 years of age or over;
- hold a 5-year or a 10-year Canadian passport that is valid or has expired within the last year from the date we receive this application;
- have been 16 years of age or over when the application was submitted for the passport identified in section 2 on this application form; and
- provide the requested information contained in the passport issued in his or her name by completing, by hand, the declaration of guarantor section of the application form.
- A Canadian passport holder guarantor does not need to reside in the same country as the applicant.

#### OR

### Section I-B Occupation

#### The guarantor must:

- currently work and/or reside within the area of accreditation served by the Government of Canada office abroad where the application is submitted; and
- be currently registered/licensed with the appropriate local authority to practice **one (1)** of the following professions:
  - Dentist

Notary public

Medical doctor

- PharmacistVeterinarian
- Dean or head of university or college
  - i college
- JudgeLawyer or notary

Police officer
Signing officer of a bank or trust company, or of a financial institution that offers a full range of banking services (cash withdrawals, deposits, savings)

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

A guarantor from the eligible list of occupations does not need to be a Canadian citizen.

If you have **not known** an eligible guarantor from either section I-A, Canadian passport holder, or section I-B, Occupation, for at least **two (2)** years, complete form PPTC 132, Statutory Declaration in Lieu of Guarantor, available at any Government of Canada office that provides passport services. The form must be completed at your expense before a person who is authorized by law to administer an oath or solemn affirmation. **This may delay the processing time of the passport.** 

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# Previous Canadian Travel Document

• Enclose any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued in your name. If the 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.

• A person's name may appear in only one (1) valid Canadian travel document.

**Note:** If a valid Canadian travel document has been lost, stolen, damaged or is inaccessible, complete form PPTC 203, Declaration, available online at passportcanada.gc.ca. **A Canadian travel document, once reported lost or stolen, is no longer valid.** If found, it must not be used for travel and must be returned immediately to Passport Program or if abroad to the nearest Government of Canada office. There is an administrative fee for the replacement of a valid lost or stolen Canadian travel document (see section D).

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# Proof of Canadian Citizenship

Provide **one (1)** of the documents indicated in section 4 on the application form (original only). 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 Program.

#### Certificate of birth in Canada

Only official birth documents issued by the vital statistics office for the applicant's province or territory of birth in Canada are accepted. Certain exceptions may apply. More information is available online at passportcanada.gc.ca.

# Certificate of Canadian citizenship

Commemorative documents of citizenship, are **not** accepted. If you require a certificate of Canadian citizenship, contact the nearest Government of Canada office. You may also visit the Citizenship and Immigration Canada website at cic.gc.ca.

# (L)

# **Documents to Support Identity**

- Provide at least **one (1)** document to support your identity with the name, sex, date of birth, signature and photo to appear in the passport. More than one document may be used to fulfill the requirements.
- All documents submitted to support your identity must be valid and, must be issued by a federal or, provincial/territorial authority (or local equivalent abroad),
- The document (or documents when combined), must include your name, sex, date of birth, signature and photo.
- Copies are acceptable provided your guarantor has signed and dated a copy of each document (both sides) confirming that the original document has been seen. If you are submitting original documents, they will be returned to you.
- If you are submitting copies and 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 original document (both sides) to indicate that the original document has been seen.

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# **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).
- The guarantor's signature.

#### 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.

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# **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 may be disclosed to third party entities, such as law enforcement authorities and identity document issuing institutions, for verification and security queries to CIC or other federal government of Canada offices abroad for those same purposes. To strengthen the security of the Canadian passport, the photo of the bearer and the personal information found on page 2 of the booklet. The chip contains, in electronic format, the photo of the bearer and the personal information found on page 2 of the booklet.

