



# Child General Passport Application (in the USA) for Canadians under 16 years of age

PROTECTED WHEN  
COMPLETED - B

**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 Child's Personal Information (see Instructions, section I)</b>				<b>Date of travel</b> Month <input type="text"/> Day <input type="text"/>	
Surname (last name)				<input type="radio"/> Unknown	
Given name(s)					
Surname (last name) at birth			Former surname (last name)		
Date of birth Year <input type="text"/> Month <input type="text"/> Day <input type="text"/>		Place of birth City <input type="text"/> Country <input type="text"/> Prov./Terr./State (if applicable) <input type="text"/>			
Sex <input type="radio"/> Female <input type="radio"/> Male	Eye colour <input type="text"/>	Current hair colour <input type="text"/>	Height (cm/in) <input type="text"/>	Weight (kg/lbs) <input type="text"/>	
Current home address Number <input type="text"/> Street <input type="text"/> Apartment <input type="text"/> City <input type="text"/> Province/Territory/State <input type="text"/> Postal/ZIP code <input type="text"/>					
Mailing address (if different from current home address) Number <input type="text"/> Street <input type="text"/> Apartment <input type="text"/> City <input type="text"/> Province/Territory/State <input type="text"/> Postal/ZIP code <input type="text"/>					
Children 11 years of age or over must sign in this signature box. <b>Note:</b> At no time should a person other than the child sign in this signature box, without exception.			<b>Sign within border</b>  <b>Signature of child (see Instructions, section I)</b>		
Date Year <input type="text"/> Month <input type="text"/> Day <input type="text"/>		Signed at City <input type="text"/> State <input type="text"/>			

<b>2 Information on Applicant (see Instructions, section J)</b>					
<ul style="list-style-type: none"> <li>Is the child currently the subject of an adoption process or partially or fully in the care of a family services organization? <input type="radio"/> No <input type="radio"/> Yes</li> <li>Are there any separation agreements, court orders or legal proceedings pertaining to custody of, mobility of, or access to the child? <input type="radio"/> No <input type="radio"/> Yes</li> </ul>		<input type="checkbox"/> If yes, include <b>all</b> documents			
Relationship between the applicant (parent or legal guardian) and the other parent or legal guardian				Date of marriage (if applicable) Year <input type="text"/> Month <input type="text"/> Day <input type="text"/>	
<b>Applicant (parent or legal guardian)</b>			<b>Other parent or legal guardian</b>		
Surname (last name) at your birth			Surname (last name) at your birth		
Given name(s)			Given name(s)		
Date of birth Year <input type="text"/> Month <input type="text"/> Day <input type="text"/>		Country of birth <input type="text"/>	Date of birth Year <input type="text"/> Month <input type="text"/> Day <input type="text"/>		Country of birth <input type="text"/>
Address			Address		
Telephone (daytime) <input type="text"/>		Telephone (other) <input type="text"/>	Telephone (daytime) <input type="text"/>		Telephone (other) <input type="text"/>
Email address (optional) <input type="text"/>			Email address (optional) <input type="text"/>		
<b>Declaration</b> —I declare that the child named above is a Canadian citizen, that I am the parent or legal guardian of this child and that the statements made in this application 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 section O). I consent to the collection, use and disclosure of my personal information and that of the child by the Passport Program, Immigration, Refugees and Citizenship 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>Declaration</b> —I declare that the child named above is a Canadian citizen, that I am the parent or legal guardian of this child and that the statements made in this application 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 section O). I consent to the collection, use and disclosure of my personal information and that of the child by the Passport Program, Immigration, Refugees and Citizenship Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the Privacy Notice Statement in the Instructions.		
Signature of applicant (also sign section 5)		Date	Signed at	Signature of other parent or legal guardian	

Aussi accessible en français - PPTC 143

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Government of Canada  
Gouvernement du Canada



# Child General Passport Application (in the USA) for Canadians under 16 years of age

## Instructions

### (A) 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.
- Canadian passports are issued to Canadians only and reflect the child's identity, as determined by proof of citizenship.
- For Canadians 16 years of age or over, use form PPTC 140, Adult General Passport Application (in the USA).

### (B) Who May Apply for a Passport for a Child?

- One of the child's parents
- The child's custodial parent in cases of separation or divorce
- The child's legal guardian

### (C) Requirements Checklist

- Both** pages of the application form completed and signed within the last **twelve (12)** months and certified by the guarantor
- Two (2)** identical unaltered passport photos of the child taken within the last **six (6)** months, **one (1)** certified by the guarantor
- Proof of Canadian citizenship (original only); the document will be returned to you
- Any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to the child
- Acceptable proof of parentage
- All** documents (including any divorce judgment) that refer to custody of, mobility of, or access to the child
- The fee

**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.

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

### (D) Fee and Period of Validity

Where the application is made **from the USA\*** or the passport is to be delivered to the USA\*:  
**5-year validity – CAN\$100**

\*Includes Bermuda, American Samoa, the Midway Islands, Puerto Rico and the US Virgin Islands.  
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** (Canadian funds only):

- Debit card (Interac), Visa Debit, Virtual Visa Debit or other prepaid cards (Visa, MasterCard, American Express) only for in-person applications submitted by the cardholder. Prepaid debit cards are not accepted;
- Credit card and prepaid card (**embossed only**). If you are applying by mail, see section E; or
- Certified cheque or money order (postal or bank) in the exact amount, payable to the Receiver General for Canada.

**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.
- The Passport Program, Immigration, Refugees and Citizenship Canada does not accept personal cheques or payment in cash for applications submitted in Canada.
- Administrative fees and applicable interest will be applied to all dishonoured payments.
- Fees are subject to change.

### (E) Credit Card Information

If you are applying in person, **do not complete** this section. If you are applying by mail and paying by credit card, complete and submit this section with your application.

Card type:     Visa     MasterCard     American Express

Name as it appears on card	Card number	Date of expiry Month   Year
Name of child	For official use only	
<b>Authorization</b> —I authorize the Passport Program to charge CAN\$ _____ to my credit card.	Signature of cardholder	Date Year   Month   Day

**F****Applying in Person****Canadians can submit an application in Canada at:**

- a Passport Program regional office;
- a participating Canada Post office; or
- a participating Service Canada Centre.

For information on service locations, service standards and requirements for expedited services, visit [Canada.ca/passport](http://Canada.ca/passport).

**For Canadians submitting an application from the USA:**

If the child requires a passport in exceptional circumstances, contact the nearest Government of Canada office. You can find a list of Government of Canada offices in the USA online at [travel.gc.ca](http://travel.gc.ca) or in your local telephone directory.

**G****Applying by Mail**

Mailed-in applications are processed in Canada.

**By mail**

Passport Program  
Gatineau QC K1A 0G3  
Canada

**By courier**

Passport Program  
22 de Varennes Street  
Gatineau QC J8T 8R1  
Canada

The original documents that you enclose with your application are valuable. We recommend that you use a courier or mail service that allows you to track your package.

**H****Contact Information**

- General information is available 24 hours a day, 7 days a week. Agents are available Monday to Friday from 7:30 a.m. to 8:00 p.m. (Eastern Time) in Canada.
- The passport application instruction booklet in Braille is available upon request only. For more information or to order that format, contact the Passport Program.

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

[Canada.ca/passport](http://Canada.ca/passport)

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

TTY (for people who are Deaf or hard of hearing) Toll-free: 1-866-255-7655

**Travel reports, warnings and requirements**

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

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### Child's Personal Information

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

Write the child's name to appear in the passport. The name must not differ from the name that appears on the child's proof of citizenship. Additional documents may be requested to verify the child's identity.

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

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

#### Date of birth

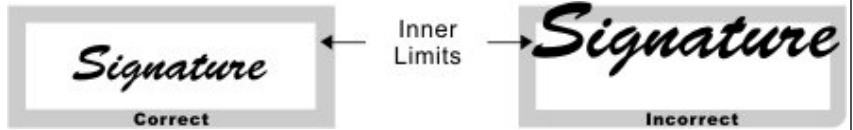
If the child's proof of citizenship does not show a complete date of birth, the specific **year, month and day** of the child's birth will be entered as shown on the child's supporting identification. Provide original supporting identification showing that date of birth or copies signed and dated by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

#### Place of birth

The child's place of birth must be provided on the application form. If you do not wish the child's 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 [Canada.ca/passport](http://Canada.ca/passport).

#### Signature

Children 11 years of age or over **must** sign their usual signature.



**Note:** At no time should a person other than the child sign in the signature box in section 1, without exception.

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### Information on Applicant and Proof of Parentage

**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. If you do not know the whereabouts of the other parent, contact the Passport Program. When a legal guardian is the applicant, the other legal guardian(s), as the case may be, must also participate. Proof of legal guardianship is required.

#### Proof of parentage

You must provide one of the following acceptable proof of parentage documents demonstrating the relationship between the child and the parent(s):

- A detailed birth certificate from Canada (also serves as proof of citizenship) or from a foreign country in which the child was born, indicating the name of the parent(s); or
- An order of adoption indicating the name of the adopting parent(s).

**Exception:** An application submitted for a child will be accepted without proof of parentage only if:

- a Canadian travel document was previously issued to the child in his or her name; and
- the parents or legal guardians who participated in the previous application are the same ones participating in this current application.

#### Custody, separation or divorce

When a court order or agreement exists referring to custody of the child, only the person with custodial rights may apply. All documents that refer to custody of, mobility of, or access to the child must be provided. If a divorce has been granted, a copy of the divorce judgment or order must also be provided. When joint custody provisions exist, either parent may be the applicant.

#### Relationship with other parent

Indicate your current relationship with the other parent: single (no relationship), common law, married, separated, divorced or widowed. Indicate the date of marriage to the other parent, if applicable. Additional information or documentation may be requested.

#### Children in foster care or undergoing an adoption process in Canada

In addition to this form, you must complete **one (1)** of the following forms: PPTC 463A, PPTC 463B or PPTC 463C, Additional information for children in foster care and children undergoing an adoption process in Canada, available online at [Canada.ca/passport](http://Canada.ca/passport).

When a legal guardian is the applicant, proof of legal guardianship must be provided.

#### Deceased parent

If the other parent is deceased, the applicant must enclose a death certificate with the application. When completing section 2 on the form, the applicant must provide as much information as possible.

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### Previous Canadian Travel Document

- Enclose any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to the child. 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 the Passport Program, Immigration, Refugees and Citizenship 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 concerning a lost, stolen, inaccessible, damaged or found Canadian travel document, available online at [Canada.ca/passport](http://Canada.ca/passport).

**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 the 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).

**L****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 the child's citizenship.

**Certificate of birth in Canada**

Only official birth documents issued by the vital statistics office for the child's province or territory of birth in Canada are accepted. This includes detailed birth certificates indicating the name of the parent(s) which can also be used as proof of parentage (see section J). Certain exceptions may apply. More information is available online at [Canada.ca/passport](http://Canada.ca/passport).

**Certificate of Canadian citizenship**

Commemorative documents of citizenship are **not** accepted. If the child requires a certificate of Canadian citizenship, contact the nearest Government of Canada office. You may also visit the Immigration, Refugees and Citizenship Canada website at [cic.gc.ca](http://cic.gc.ca).

**M****Declaration of Guarantor**

A guarantor is a person other than the applicant who confirms the applicant's identity and has knowledge of the child. The other parent, legal guardian, family member or a person who resides at the same address as the applicant may be the guarantor, provided that this individual meets the specified requirements.

**The guarantor must:**

- have known you (the applicant) personally for at least **two (2)** years. To know you personally to confirm aspects of your personal attributes;
- 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;
- currently work and/or reside within the USA;
- perform the following **two (2)** tasks **free of charge**:
  1. Complete and sign the Declaration of Guarantor (section 6). Ensure you have completed and signed **both** pages of the application before submitting it to your guarantor.
  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 it.
- be currently registered/licensed with the appropriate local authority to practice **one (1)** of the following professions:
 

• Dentist	• Notary public
• Medical doctor	• Pharmacist
• Dean or head of university or college	• Veterinarian
• Judge	• Police officer
• Lawyer or notary	• 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 the Passport Program of professional status or superior qualifications.

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

The 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 the Passport Program.

If you have **not known** an eligible guarantor for at least **two (2)** years, complete form PPTC 132, Statutory Declaration in Lieu of Guarantor, available at any Government of Canada office in the USA 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.**

**N****Emergency Contact Information**

We recommend that you provide the name of someone who would **not** normally travel with the child. This information is helpful if the child has an accident or becomes ill while travelling.



## Privacy Notice Statement

All personal information provided on this application form is collected by the Passport Program, Immigration, Refugees and Citizenship Canada (IRCC) for the purpose of determining entitlement of the child to a Canadian passport and to provide information to the Consular Operations Bureau of Global Affairs Canada in the event that the passport holder requires assistance while travelling abroad. In the performance of those services, the 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, IRCC 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 IRCC or other federal government institutions or Government of Canada offices abroad for those same purposes. To strengthen the security of the Canadian passport, IRCC 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. IRCC may contact the applicant or passport holder to solicit feedback about passport services.

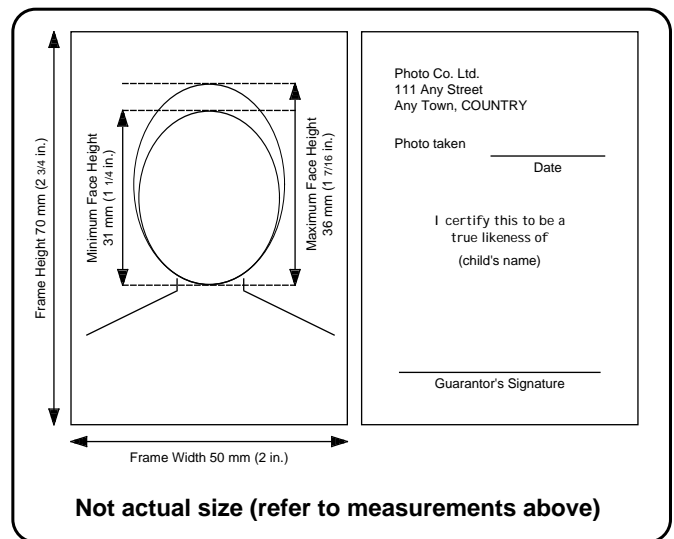


## Canadian Passport Photo Instructions

You must submit **two (2)** identical and unaltered photo prints with each passport application. Electronic photos are not acceptable.

### The photos must:

- be taken in person by a commercial photographer;
- be professionally printed on plain, high quality photographic paper (photos printed at home are not acceptable);
- be clear, sharp and in focus; in colour or black and white;
- show a neutral facial expression (**no smiling, mouth closed**) and looking straight at the camera, with **eyes open and clearly visible**;
- have uniform lighting—no shadows, glare or flash reflections;
- show a full front view of the face and top of the shoulders squared to the camera (face and shoulders centered in the photo, head not tilted or turned);
- reflect natural skin tone and be taken against a plain white or light-coloured background with enough contrast between the background, facial features and clothing, so that your features appear clearly against the background;
- be originals that **have not been altered in any way** and not taken from an existing photo;
- be taken within the last **six (6)** months from the date the application is submitted and reflect the current appearance of the child.



### 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 this 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. The head covering and hair must not cast shadows on the face and the full face must be clearly visible.

### Child photos

- The instructions above also apply to photos of children.
- The photo must show the child's head and shoulders only. The parent's or child's hands must not appear in the photo.
- The Passport Program, Immigration, Refugees and Citizenship Canada recognizes that it is difficult to obtain a neutral expression from a newborn and will be tolerant in this respect.
- For newborn babies, the photo may be taken while the child is sitting in a car seat, as long as a white blanket is placed over the seat behind the child's head. There must be no shadows on the face or shoulders, around the ears or in the background.

More information is available at [Canada.ca/passport](http://Canada.ca/passport).

# Important Information Concerning Children Travelling Abroad

For more information, visit [international.gc.ca](http://international.gc.ca) and [travel.gc.ca/child](http://travel.gc.ca/child).

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## Travelling with Children or Children Travelling Alone



Immigration authorities in most countries are increasingly vigilant when children cross international borders. Whether travelling alone or accompanied by an adult, each child travelling abroad must have an individual valid passport and may also require supporting documentation. Prior to any travel, you should contact the embassy or consulate of all countries the child will be visiting to inquire about entry requirements.

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## Documentation to Facilitate Travel Abroad



The following documents may be requested to support the entry of a child to another country:

- Birth certificate showing the names of both parents.
- Documents pertaining to custody.
- A letter of consent authorizing the child to travel alone, with only one parent or with someone other than the custodian or guardian, as the case may be. The child should have a letter from every person or organization with custodial rights, guardianship rights or, in Quebec only, parental authority. Global Affairs Canada recommends that the letter be certified, stamped or sealed by an official with the authority to administer an oath or solemn declaration.
- If one of the parents is deceased, the death certificate.

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## Documentation and Tips to Facilitate the Return to Canada



The following tips may help to avoid delays when a child is returning to Canada:

- Make sure you carry proper identification for yourself and any children travelling with you to help confirm legal right or authorization to enter Canada upon your return.
- If you have custody of the child, carry copies of documents that specify custody rights.
- If you are not the legal guardian of the child, carry a letter of permission or authorization giving you custody when entering Canada. When one parent is travelling 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 at which the parents or legal guardians can be contacted.
- If you are travelling with a group, make sure you are in the same vehicle as the child you are accompanying when arriving at a border crossing.
- Have the child memorize a telephone number to call in case of emergency.

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## Custody Information

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. Before leaving on a trip, you are advised to check with the embassy or consulate of the country or countries the child will be visiting to determine the documentation relating to custody of the child that may be requested.

For further information, contact:



Global Affairs Canada

Outside Canada.....1-613-944-6788

- If a custody dispute could possibly arise while travelling with the child, you should talk to a lawyer prior to your departure. We suggest that you also read the publication *International Child Abduction: A Guidebook for Left-Behind Parents*.

You may order a copy online or access an online version at:



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

For a free copy, call:



Phone number.....1-613-944-4000