CHILD GENERAL PASSPORT APPLICATION (ABROAD) for Canadians under 16 years of age **INSTRUCTIONS**

Aussi disponible en français

Forms are regularly updated. Applicants are encouraged to use the interactive form available online at passportcanada.gc.ca.

| (A) Entitlement to | a Canadian Passport | | | | | | |
|---|---|-----------------------------|--|--|--|--|--|
| Important Notice—We recommend that you not make any tra • A Canadian passport is the only reliable and universally accepte • Canadian passports are issued to Canadian citizens only. • Canadians 16 years of age or over must use form PPTC 040, A | ed travel and identification document for Cana | | | | | | |
| (B) Who May Apply for a | a Passport on Behalf of a Child? | | | | | | |
| One of the parentsThe custodial parent in cases of separation or divorceThe legal guardian | | | | | | | |
| (C) | anslation | | | | | | |
| All documents submitted throughout the passport application pro- translated by a certified translator. | cess that are in a language other than Englis | h or French must be | | | | | |
| (D) Requirer | ments Checklist | | | | | | |
| ☐ Both pages of the application form completed and signed | ☐ Acceptable proof of parentage. | | | | | | |
| within the last 12 months. | ☐ All documents that refer to custody of | | | | | | |
| ☐ Two (2) identical unaltered passport photos of the child. ☐ Application form and one of the photos certified by your | the child, including the divorce judgme The fee. | ын (II аррисарге). | | | | | |
| guarantor. □ Proof of Canadian citizenship (original only). | Additional documents or information may this application. | be required in support of | | | | | |
| Any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to the child. | ιτιο αρριτοατιστί. | | | | | | |
| (E) | Fee | | | | | | |
| For a child aged – 3 to 15 years—C\$35 – under 3 years—C\$20 | | | | | | | |
| The fee is in Canadian funds and should be converted to local fundaments Government of Canada office abroad. | nds. Please confirm fee and accepted metho | ds of payment with the | | | | | |
| Methods of payment | Important | | | | | | |
| Cash (where accepted), Date to a red (where accepted). | Every person who requests a passport service must pay the applicable fee. | | | | | | |
| Debit card (where accepted), | Applicable ree.Applicants who cancel their application | or are refused a passport | | | | | |
| Credit card (where accepted), or Certified cheque or money order (postal or bank) only where accepted, payable to the Canadian Embassy, High Commission or Consulate as the case may be. | are not eligible for a refund of the passp • Administrative fees and applicable inter | oort service fee. | | | | | |
| | | | | | | | |
| (F) Credit Card Inform | mation (where accepted) | | | | | | |
| COMPLETE and submit with your application if you are paying by | | | | | | | |
| Card type: Visa MasterCard Other (please s | · · · · · · · · · · · · · · · · · · · | | | | | | |
| Name as it appears on card | Card number | Date of expiry Month Year | | | | | |
| Name of child | FOR OFFICIAL USE ONLY | | | | | | |
| AUTHORIZATION—I authorize Passport Canada to charge C\$ to my credit card. | f cardholder Da | ate Year Month Day | | | | | |
| Passport Passeport Canada Canada | | Canadä | | | | | |



Period of Validity for Passports Issued to Children

For a child aged: • 3 to 15 years, the maximum period of validity is 5 years.

• under 3 years, the maximum period of validity is 3 years.

Note: Children who are issued a passport in their first 12 months may be issued a one-time replacement passport, free of charge, valid for the balance of the three-year validity period of the original passport, provided that the original passport is issued before July 1, 2013. Full application requirements must be met. To ensure the photos are a current and true likeness of the child, they must be taken within one month of the date the application is submitted. This service is available until June 30, 2014.

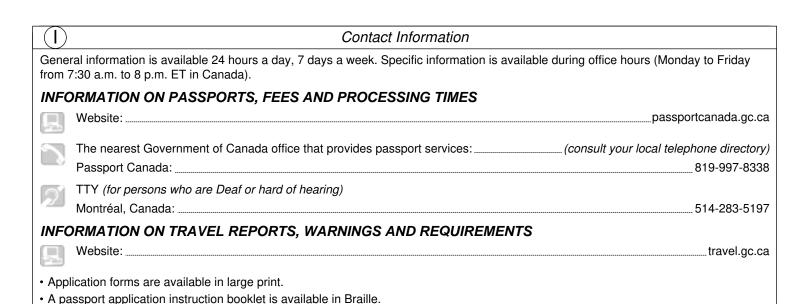


Where to Apply

Submit the child's 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.

The following are Government of Canada offices:

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





Child's Personal Information

SURNAME AND GIVEN NAME(S) TO APPEAR IN PASSPORT

Write the child's name as you want it to appear in the passport. If you are requesting a passport in a name that is different from the name that appears on the child's documentary evidence of citizenship, **one** (1) of the following documents will be required to confirm the child's change of name:

- · Legal change of name order,
- Adoption order, or
- Birth certificate or citizenship certificate issued in the new name.

SURNAME (LAST NAME) AT BIRTH/FORMER SURNAME (FORMER LAST NAME)

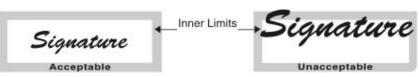
Complete if different from the surname (last name) to appear in the passport (for Passport Canada information only—will not appear in the passport).

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, submit form PPTC 077, Request for a Canadian Passport Without a Place of Birth, available online at passportcanada.gc.ca.

SIGNATURE

Children 11 years of age or over **must** sign their usual signature. The child's signature in section 1 will appear in the passport. Therefore, the signature **must not** exceed the inner limits of the signature box.



Note: At no time should a person other than the child sign in the signature box, section 1.



Information on Applicant

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. Where a legal guardian is the applicant, the other legal guardian(s), as the case may be, is (are) also required to participate. Proof of legal guardianship is required.

PARENTAGE LINK BETWEEN THE CHILD AND THE PARENT(S)

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 or a foreign country where 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 on behalf of 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 parent(s)/legal guardian(s) who participated in the previous application is (are) the same one(s) who is (are) participating in this application.

CUSTODY, SEPARATION AND DIVORCE

Where 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. Where joint custody provisions exist, either parent may apply.

RELATIONSHIP WITH OTHER PARENT

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

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



Previous Canadian Travel Document

- Enclose any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to the child. If the child's current passport is valid for more than 12 months from the date the application is submitted, provide a written explanation as to why you are applying at this time. Should Passport 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 is not to be used for travel and must be returned immediately to Passport Canada or if abroad to the nearest Government of Canada office.



Proof of Canadian Citizenship

Provide **one (1)** of the documents indicated in section 4 of the application form (original only). It will be returned to you. Additional information may be required to confirm the child's citizenship.

CERTIFICATE OF BIRTH IN CANADA

Only official birth documents issued by the vital statistics authority of the child's province or territory of birth in Canada are accepted. This includes detailed birth certificates indicating the name of the parent(s). 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 the child requires 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.



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 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 such as name, approximate age, place of birth, physical description and some personal history such as occupation and place of residence. A family member or person residing at the same address as you (the applicant) may be the guarantor provided that the individual meets the specified requirements.
- have known you well enough to be confident that the statements you have made in the application form are true;
- be included in one (1) of the following groups:
 - · dentist, medical doctor
 - judge, magistrate, police officer
 - mayor

- notary public
- · practising lawyer, notary
- · signing officer of a bank

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

- live within the jurisdiction of the Government of Canada office that provides passport services;
- · be accessible to Passport Canada for verification;

The parent or legal guardian applying for a passport for the child, cannot sign as guarantor. However, if applicable, the other parent or legal guardian of the child may sign as guarantor.

The guarantor must perform free of charge the following two (2) tasks:

- 1. Complete and sign the *Declaration of Guarantor* section (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.

The guarantor is not required to be Canadian.

Passport Canada reserves the right to request an alternate guarantor.

The applicant must not assist the guarantor in performing his or her duties.

If your guarantor requires assistance, contact Passport Canada.

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 that provides passport services. This form must be completed at your expense before a person authorized by law to administer an oath or solemn affirmation. **This may delay the processing time of the passport.**

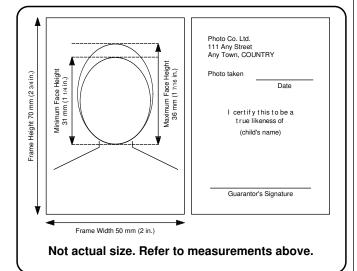


Rules for Canadian Passport Photos

You must submit two (2) identical photos with each passport application.

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 centered 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/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 12 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 and the date the photo was taken. The photographer may use a stamp or handwrite this information (stick-on labels are not acceptable).
- The quarantor's signature.

EXTRA DETAILS

- · Glasses, including tinted prescription glasses, may be worn in photos as long as the eyes are clearly visible and there is no glare in the glasses. Sunglasses and the red-eye effect are unacceptable.
- · Hats and head coverings must not be worn, unless worn 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.

CHILD PHOTOS

- The above rules apply equally to photos of children;
- The photo must show the child's head and shoulders only. The hands of the parent or child must not appear in the photo.
- · Passport Canada recognizes that it is difficult to obtain a neutral expression from a newborn and will be tolerant in this respect.
- If applying for a one-time replacement passport for a child, you must include a photo that was taken within one month of the date the application is submitted.

(P)

Protection of Information



All personal information provided on this application form is protected and used in accordance with the provisions of the *Privacy* Act (Personal Information Bank No. DFAIT PPU 030). Personal information is collected by Passport Canada 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 Operations Bureau of Foreign Affairs and International Trade Canada in the event that the child requires assistance while travelling abroad. The guarantor's information is also checked to determine whether the person meets the requirements to act as a quarantor. All information provided, including information regarding the parents, is subject to routine verifications and security queries including validation of Canadian citizenship with Citizenship and Immigration Canada.

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.

IMPORTANT INFORMATION CONCERNING CHILDREN TRAVELLING ABROAD

For more information, visit international.gc.ca and travel.gc.ca/child.



Travelling with Children or Children Travelling Alone



Immigration authorities in most countries are becoming 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.



Documentation to Facilitate Travel Abroad



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

- · Birth certificate showing the names of both parents.
- · Documents pertaining to custody.
- If the child is travelling with one parent, a letter signed and dated from the other parent authorizing travel (letter may have to be notarized).
- If the child is travelling with someone other than the parent, a letter signed and dated from both parents authorizing travel with that person (letter may have to be notarized).
- If the child is travelling alone, a letter signed and dated from both parents authorizing travel (letter may have to be notarized).
- If one of the parents is deceased, the death certificate.



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 assist in confirming your legal right or authorization to enter Canada upon your return.
- · If you have custody of the child, carry copies of documents specifying custody rights to the child.
- If you are not the legal guardian of the child, carry a letter of permission or authorization for you to have custody when entering Canada. When a parent is travelling alone 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 where the parent or legal guardian can be contacted.
- If you are travelling with a group, ensure 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 an emergency.



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. It is recommended that, before leaving on a trip, you check with the embassy or consulate of the country or countries the child will be visiting to determine the documentation that may be required relating to custody of the child.

For further information, contact:



Foreign Affairs and International Trade Canada:

Outside Canada: 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 you also read the publication *International Child Abductions: A Manual for Parents*.

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



Website: travel.gc.ca

For a free copy, call:



Outside Canada: ______613-944-4000

INFORMATION **PROTECTED**

CHILD GENERAL PASSPORT APPLICATION (ABROAD) for Canadians under 16 years of age Forms are regularly updated. Applicants are encouraged to use the interactive form available online at passportcanada.gc.ca

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.

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

| (1) Child's P | ersonal Information | (see Instruction | ons, section | J) | TT | Date of travel Month Day | | | |
|--|---|-------------------------------------|---|-----------------------------|-----------------------------------|--|--|--|--|
| Surname (last name) | | | | | | | | | |
| | | | | | | Unknown | | | |
| Given name(s) | | | | | | | | | |
| · , | | | | | | | | | |
| Surname (last name) at bir | th/former surname (forn | ner last name) | | | | | | | |
| Carriamo (last hamo) at si | timormor sumamo (iom | nor last riams, | | | | | | | |
| Data of hirth | Place of birth | | | | | | | | |
| Date of birth Year Month Day | riace of birth | | | | | | | | |
| • | City . | 1 | Country | | Prov./Terr./State (if applicable) | | | | |
| Sex Female E | Eye colour | Current hair co | lour | Height (cm/in) | | Weight (kg/lbs) | | | |
| Current home address | | | | | | | | | |
| | | | | • | | | | | |
| Number Street Mailing address (if different) | · · · · · · · · · · · · · · · · · · · | nent City | | Country | | Postal code | | | |
| , | nom above) | | | | | | | | |
| Number Street Children 11 years of age o | · · · · · · · · · · · · · · · · · · · | ent City | | Country | ura tauah | Postal code | | | |
| Note: At no time should a | <u> </u> | • | ₩ | —— Void if signate | ure touch | es border ———— | | | |
| signature box. | | | | | | | | | |
| Date | Signed at | | | | | | | | |
| Year Month | Day | | | o: | | <i></i> 0 | | | |
| | City | Сог | untry | Signature of child (s | ee Instruc | tions, section J) | | | |
| (2) | Information o | n Applicant (s | see Instructio | ons, section K) | | | | | |
| Is the child currently the sthe care of a family service. | subject of an adoption pr | rocess or partiall | y or fully in | ○ No ○ Yes | 7 | | | | |
| Are there any separation | agreements, court orde | rs or legal proce | edings | ○ No ○ Yes | | yes, include all documents | | | |
| pertaining to custody of, i | mobility of, or access to parent or legal guardiar | | | | r logol g | uordion | | | |
| Surname (last name) at you | | 1) | Other parent or legal guardian Surname (last name) at your birth | | | | | | |
| Carrianie (last name) at you | | | Carriamo (last | name, at your ontr | | | | | |
| Given name(s) | | | Given name(s) | | | | | | |
| | | | | | | | | | |
| Date of birth Year Month Day | Country of birth | | Date of birth | Month Day | untry of b | irth | | | |
| | | | | | | | | | |
| Relationship with other pare | nt Date of marriage | <i>(if applicable)</i> Month Day | Relationship w | ith parent applying | Date of | marriage (if applicable) | | | |
| | | | | | | | | | |
| Address (Number, Street, Apartme | ent, City, Country, Postal code) | | Address (Numbe | r, Street, Apartment, City, | Country, Po | ostal code) | | | |
| | | | | | | | | | |
| Daytime telephone number | | e number | Daytime telepho | one number | Alternate telephone number | | | | |
| Email address (optional) | | | Email address (optional) | | | | | | |
| Email address (optional) | | | Email address (| οριισται | | | | | |
| DECLARATION—I solemnly decla | | | | | | med above is a Canadian | | | |
| citizen, that I am the parent or lega statements made in this application | | | | | | nild named above and that the that I have read and understood | | | |
| the WARNING to all applicants a | nd guarantors at the top of this | s page. | the WARNING to | all applicants and gua | rantors at t | he top of this page. | | | |
| | | | | | | | | | |
| Signature of applicant (also sign | section 5) Date | Signed at | Signature of othe | r parent or legal guard | ian | Date Signed at | | | |

Canada

Canadä

| Previous Canadian Travel Document (see Instructions, section L) | | | | | | | | | | | | |
|--|---------------------|-----------------------|----------------------|---------------------------|---|--|------------|--------|--|------------|---|----------|
| Has a Canadian travel document (passport, certificate of identity or refugee travel document) been issued to the child and is it still valid? | | | | | | | | | | | | |
| ○No ○Y | es (specify) | Number | | Date of Year | issue Month | Day | Dav i | | If yes, include it wit your application. | th | | |
| Would you like the previous passport returned to you? If not, it will be securely destroyed by Passport Canada to protect the child's personal information. Yes, please return the passport to me. | | | | | | | | | | | | |
| | | | | | | | | | complete form P | | | |
| 4 | | | | | • | ` | | | s, section M) | | | |
| A To be completed if the child was born in Canada. Provide one | | | | | | (1) of the documents listed below (original only): | | | | only): | | |
| Birth certificate in Canada | | numbe | | | | | | | | | | |
| Certificate of Canadian citizenship | | number | | | | late of citiz | zenship | | | | | |
| B To be comp | pleted if the child | l was born o ı | _ | | | de the f | ollowing | | cument (origina | | | |
| Certificate of Canadian citizenship | | | | number | Date of issue/Effective date of citizenship | | | | | | | |
| (5) | | | De | eclarat | | | | | | | | |
| Surname (last | name) of applic | ant | | | (| Given r | ame(s) | of a | oplicant | | | |
| Relationship to | child | Surname | (last name) | of child | | | | Giv | ven name(s) of c | hild | | |
| DECLARATION—I solemnly declare that the child named herein is a Canadian citizen, that the photos enclosed are a true likeness of the child 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 on page 7. | | | | | | | | | | | | |
| Signature of a | pplicant | | Da | te Year | , Moi | nth Da | y | | Signed at | | | |
| | | | | | | | | | City | | Cou | ntry |
| 6 Note: | Soction to be com | The | guarantor mu | ust know | the ap | plicant i | dentified | in se | section N) ection 5. signed both pages | of this a | polication form | |
| Surname (last | | preted by the g | uaramor om | у п ине ар | | | ame(s) | ariu | signed both pages | oi tilis a | ррпсанон ютт. | |
| Occupation | | | | Name of firm/organization | | | | | | | | |
| Occupation | | | | | | Ivalile of Illilivorgalisation | | | | | | |
| Daytime teleph | none number | | Evening telephone nu | | e num | mber Cell number | | | Cell number | (optional) | | |
| Business addre | ess | | | | | | | | | | | |
| Number Street | | | Ci | ity | | | | | Country | | Postal code | |
| Full name of a | pplicant | | | | I | Full na | me of ch | ild | | | | |
| the applicant | | child. I have sig | aned on the b | back of o | ne (1) | photo to | certify th | nat th | ne image is a true l | | wo (2) years and have of the child. I declare the | |
| l gijardian for ⊢ | Signature of gu | | | | | Date | | | Signed at | | | \dashv |
| Number of years | | | | | | Year | Month | Day | City | | Cou | ntry |
| (7) | | Eı | mergency | / Conta | act In | forma | tion (o | ptic | onal) | | | |
| | commend that you | | | | | | | | travel with the cada. | hild. Th | is information is | |
| Surname (last name) | | (| Given name(s) | | | | | | | | | |
| | | | | | | | | 0 " | | | | |
| Relationship to | the child [| aytime teleph | none numbe | er | | =venin(|) telepho | ne | number | Cell nu | ımber | |
| Current home | address | | | | | | | | | | | |
| Number Street | | | Apartment C | itv | | | | | Country | | | |