

# Adult Simplified Renewal Passport Application for eligible Canadians applying in Canada or from the USA

Information Protected

**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.



Date of travel

Month  Day   
 Unknown

<b>1 Personal Information (see Instructions, section H)</b>						
Surname (last name)						
Given name(s)						
Surname (last name) at birth						
Former surname (former last name)				Mother's maiden 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	Marital status	Eye colour	Current hair colour	Height (cm/in)	Weight (kg/lbs)	
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 above) 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"/>						
Telephone (daytime)		Telephone (other)		Cell number or email address (optional)		
<p><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 section K). I consent to the collection, use and disclosure of my personal information by Passport Canada 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.</p>				<p><b>Void if signature touches border</b></p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p><b>Signature (see Instructions, section H)</b></p>		
Date Year <input type="text"/> Month <input type="text"/> Day <input type="text"/>			Signed at City <input type="text"/> Province/Territory/State <input type="text"/>			

<b>2 Previous Canadian Passport (see Instructions, section I)</b>	
<p>• Enclose the most recent <b>5-year</b> or <b>10-year</b> Canadian passport issued in your name that is still valid or has expired within the last year from the date we receive this application.</p>	<p>Number <input type="text"/> Date of issue Year <input type="text"/> Month <input type="text"/> Day <input type="text"/></p>
<p><b>If you cannot submit the previous passport, or if the previous passport is damaged, you cannot use this form.</b></p> <p>• Would you like the previous passport returned to you? If not, it will be securely destroyed by Passport Canada Program to protect your personal information.</p> <p><input type="checkbox"/> <b>Yes, please return the previous passport to me.</b></p>	

<b>3 Canadian Citizenship</b>	
To be completed if you were <b>born outside of Canada between February 15, 1977 and April 16, 1981 inclusively.</b>	
a) Are you a naturalized Canadian, i.e. did you receive Canadian citizenship following immigration to Canada?	<input type="radio"/> Yes ➤ Go to page 2 <input type="radio"/> No ➤ Continue to question b)
b) Was one of your parents born in Canada?	<input type="radio"/> Yes ➤ Go to page 2 <input type="radio"/> No ➤ Continue to question c)
c) When was your current certificate of Canadian citizenship issued?	
<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> .	



Passport Canada    Passeport Canada

Aussi accessible en français  
PPTC 054 (2014-04) R1 - Page 1 of 5



4

**Period of Validity (see Instructions, section C)**Choose **one (1)** of the following periods of validity:  **5-year** or  **10-year**

5

**Additional Personal Information****Note:** If insufficient space, attach a separate signed and dated sheet with the additional personal information.**A** Addresses in the last **two (2)** years  Same as current home address  
 Different from current home address (complete below)

(Number, Street, Apartment, City, Province/Territory/State, Country)

From Year Month To Year Month

1.

From Year Month To Year Month

2.

**B** Occupation in the last **two (2)** years  my employers were and/or  
 I was attending educational institutions and/or  
 other, e.g. homemaker, unemployed or retired, as follows:

Employer/school or other

Address

Telephone (daytime)

Field of employment/studies

Date (from)

Date (to)

yyyy - mm yyyy - mm

6

**References**Provide the following information with respect to **two (2)** persons who are not your relatives 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, Province/Territory/State, Country)

Telephone (daytime)

Telephone (other)

Cell number or email address (optional)

Has known me for

Number of **years**

2. Surname (last name)

Given name(s)

Relationship

Address (Number, Street, Apartment, City, Province/Territory/State, Country)

Telephone (daytime)

Telephone (other)

Cell number or email address (optional)

Has known me for

Number of **years**

7

**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 outside of Canada.

Surname (last name)

Given name(s)

Relationship to applicant

Telephone (daytime)

Telephone (other)

Cell number

Current home address

Number Street

Apartment City

Province/Territory/State Postal/ZIP code

**Signature of applicant**

Date

Year

Month

Day



# Adult Simplified Renewal Passport Application

for eligible Canadians applying in Canada or from the USA

## Instructions

Forms are regularly updated. Applicants are encouraged to use the interactive form available online at [passportcanada.gc.ca](http://passportcanada.gc.ca).

### (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 153, Adult 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 the following conditions are met:

- **you were at least 16 years of age at the time of your previous application;**
- the name 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 **twelve (12)** months. No signature is required on the photos.
- Any **5-year** or **10-year** Canadian passport issued in your name that is still valid or has expired within the last year from the date we receive this application.
- The fee.
- If you were born outside of Canada between February 15, 1977, and April 16, 1981 inclusively, you may be requested to submit further documentation (see section 3).

### (C) Period of Validity and Fee

Where the application is made in <b>Canada</b> and the passport is to be delivered in Canada: <b>5-year validity – C\$120*</b> <b>10-year validity – C\$160*</b>	Where the application is made <b>from the USA**</b> or the passport is to be delivered to the USA**: <b>5-year validity – C\$190*</b> <b>10-year validity – C\$260*</b>
--	---

\*Includes a C\$25 consular services fee.  
\*\*Includes Bermuda, American Samoa, the Midway Islands, Puerto Rico and the US Virgin Islands.

#### Method of payment (Canadian funds only)

- Debit card (Interac), Visa debit, virtual 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**). Fill out and detach section D of this form and enclose it with your application
- Certified cheque or money order (postal or bank) in the exact amount, payable to the Receiver General for Canada

#### Important

- Every person who requests a passport service 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 C\$25, applied only to adult applications, is refundable.
- Passport Canada Program—Citizenship and Immigration 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.

All Canadian passports contain 36 pages.

### (D) Credit Card Information

**Complete** and submit with your application if you are paying by credit card.

Card type:  Visa  MasterCard  American Express

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

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

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

A list of service locations is available online at [passportcanada.gc.ca](http://passportcanada.gc.ca).

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

If you require a passport in exceptional circumstances, contact the nearest Government of Canada office. A list of Government of Canada offices in the USA is available online at [travel.gc.ca](http://travel.gc.ca) or consult your local telephone directory.

**F****Applying by Mail**

Mailed-in applications are processed in Canada.

**By mail**

Passport Canada Program  
Gatineau QC K1A 0G3  
Canada

**By courier**

Passport Canada 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 trace your mail.

**G****Contact Information**

General information is available 24 hours a day, 7 days a week. Specific information is available Monday to Friday from 7:30 a.m. to 8 p.m. ET in Canada.

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

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



Toll-free ..... 1-800-567-6868

Outside continental USA ..... 819-997-8338



TTY (for persons who are Deaf or hard of hearing)

Toll-free ..... 1-866-255-7655

**Information on 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.

**H****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 153, Adult General Passport Application.

**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 Canada Program—Citizenship and Immigration Canada information only—will not appear in the passport).

**Mother's maiden name**

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

**Date of birth**

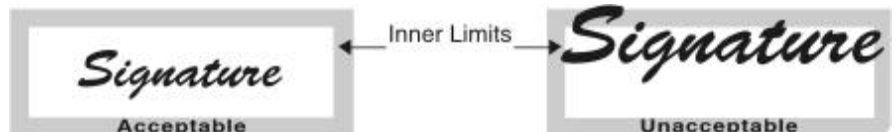
The specific **year**, **month** and **day** of your birth will be entered as shown on your previous passport.

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

**Signature**

You **must** sign your usual signature on **both** pages. Your signature in section 1 will appear in the passport. Therefore, your signature **must not** exceed the inner limits of the signature box.



I

### Previous Canadian Passport

- Enclose the most recent 5-year or 10-year Canadian passport issued in your name that is still valid or has expired within the last year from the date we receive this application. If you cannot submit the previous passport, or if the previous passport is damaged, you cannot use this form. You must complete form PPTC 153, Adult 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 Canada 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.

J

### Canadian Passport Photo Instructions

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

#### The photos must:

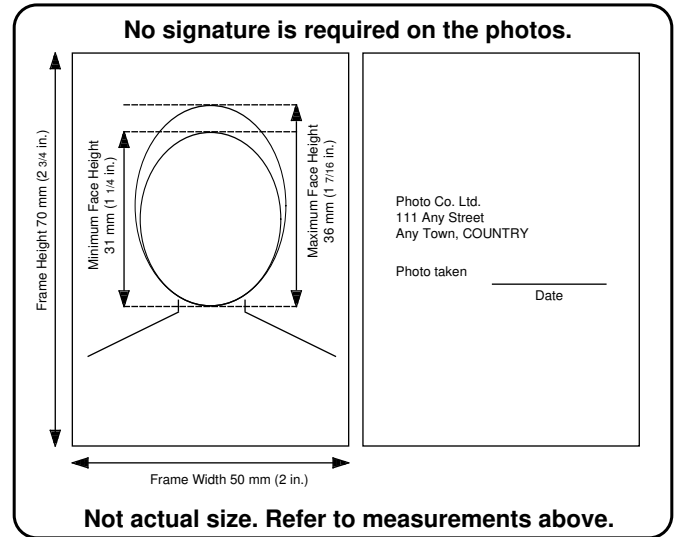
- be taken by a commercial photographer;
- be clear, sharp and in focus. Photos may be in colour or in black and white;
- have a neutral facial expression (**eyes open and clearly visible, mouth closed, no smiling**);
- have uniform lighting—no shadows, glare or flash reflections;
- be taken **straight on** with the face and shoulders 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/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 **twelve (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).
- No signature is required on the photos.

#### Additional information

- **Glasses**, including tinted prescription glasses, may be worn in photos as long as there is no glare and the eyes are clearly visible. The red-eye effect and sunglasses are not acceptable.
- **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.



K

### Privacy Notice Statement

All personal information provided on this application form is collected by Passport Canada Program—Citizenship and Immigration Canada (PCPCIC) for the purpose of determining entitlement of the applicant to a Canadian passport and to provide information to the Consular Operations Bureau of the Department of Foreign Affairs, Trade and Development 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, PCPCIC 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 PCPCIC or other federal government institutions or Government of Canada offices abroad for those same purposes. To strengthen the security of the Canadian passport, PCPCIC 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 (excluding the signature) found on page 2 of the booklet.

PCPCIC may contact the applicant/passport holder to solicit feedback about passport services.