

CHILD PASSPORT APPLICATION

for Canadians under 16 years of age (Abroad)

GENERAL INFORMATION AND INSTRUCTIONS

Aussi disponible en français

Entitlement to a Canadian Passport

- Canadian passports are issued to Canadian citizens only.
- If applying for an individual passport for a child under 16 years of age, use this application form (PPTC 042) to apply.

Who May Apply for a Child's Passport?

- One of the parents;
- The custodial parent in cases of separation or divorce; **or**
- The legal guardian.

Periods of Validity for Passports Issued to Children

For a child aged:

- **under 3 years**, the maximum period of validity is **3 years**.
- **3 to 15 years**, the maximum period of validity is **5 years**.

Note: Children who have been issued a passport in their first 12 months are entitled to a replacement passport at no cost. Full application requirements must be met. To ensure the photo is a current and true likeness of the child, the applicant must submit a photo of the child taken within one month of the date the application is submitted.

Where to Apply

The application should be submitted to the nearest passport issuing office in the country in which you are residing or visiting.

The following are passport issuing offices:

- Canadian Embassies
- Canadian High Commissions
- Canadian Consulates (except those headed by Honorary Consular Officers).

Requirements



CHECKLIST

- BOTH** pages of the application form completed and signed.
- TWO** identical passport photos of the child (See "Photo Specifications").
- Application form and one of the photos certified by your guarantor.
- Original proof of Canadian citizenship (no copies or notarized copies).
- Any Canadian passport or travel document issued to the child, or in which the name of the child appears.
- All legal documents that refer to custody or mobility of, or access to, the child.
- The fee.

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

Failure to provide all information will delay issuance of the passport.

Fee

- For a child aged:**
- **under 3 years - CAN\$20**
 - **3 to 15 years - CAN\$35**

The fee is in Canadian dollars and should be converted into local currency.

- Cash
- Certified cheque or money order (postal or bank) payable to the Canadian Embassy, High Commission or Consulate as the case may be.

Administrative fees and any applicable interest will be applied to all dishonoured payments.

Protection of Information



Personal information provided on your application form is protected and used in accordance with the provisions of the *Privacy Act* (Personal Information Bank No. FAI PPU 030).

This information is collected under the *Canadian Passport Order* to determine the current and ongoing entitlement of the child to a Canadian passport and to provide information to the Consular Affairs Bureau of Foreign Affairs Canada in the event that the child requires assistance while travelling abroad. The information provided, including the photograph, is subject to routine verifications and security queries. To further strengthen Canadian passport security, the child's photograph is stored on an alphanumeric template and incorporated into the passport as a digital image.



Additional Information

General information is available 24 hours a day, 365 days a year. Specific information is available during regular office hours. Application forms are available in Braille, on diskette or in large print for persons with a visual impairment.

INFORMATION ON PASSPORTS AND FEES



Web site:

www.pptc.gc.ca



The nearest passport issuing office: *(Consult your local telephone directory.)*

Passport Canada:

(819) 997-8338



TTY *(For persons who are deaf or hard of hearing)*

Montréal, Canada:

(514) 283-5197

INFORMATION ON TRAVEL CONDITIONS AND REQUIREMENTS



Web site:

www.voyage.gc.ca



Consular Affairs Bureau *(Foreign Affairs Canada)*

Ottawa, Canada:

(613) 944-6788

Passport Issuing Office Locations

For the location of the passport issuing office nearest you, we suggest you visit our Web site or consult your local telephone directory.

INSTRUCTIONS

1

Child's Personal Information

NAME TO APPEAR IN PASSPORT

Write the child's name you want to appear in the passport. If this name is different from the name on the child's documentary evidence of citizenship, child's legal change of name document (original document from issuing authority) may be required. Additional documents may be requested to verify the child's identity.

SURNAME AT BIRTH/FORMER SURNAME

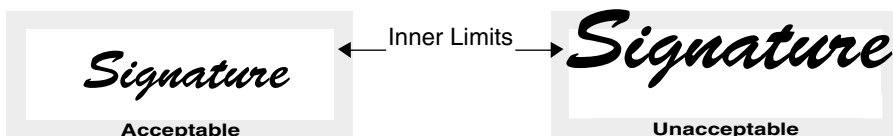
Complete only if different from the surname to appear in the passport (for Passport Canada information only; will not appear in the passport).

PLACE OF BIRTH

The 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 a written request. Be sure to contact the consulate or embassy of every country you plan to visit to ensure that the child will be admitted if the passport does not include the place of birth.

SIGNATURE

Children 11 years of age or over **MUST** sign their usual signature. The signature **MUST NOT** exceed the inner limits of the signature box.



2

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. A long-form birth certificate showing parents' information may be requested.

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 legal documents that refer to custody or mobility of, or access to, the child must be provided. If a divorce has been granted, a copy of the divorce judgement or order must also be provided. Where joint custody provisions exist, either parent may apply, but both parents must sign the application form.

RELATIONSHIP WITH OTHER PARENT

Please indicate your current relationship with the other parent: single, common-law, married, separated, divorced, widowed. Please indicate date of marriage to the other parent, if applicable. Additional information or documentation may be requested.

For further information, contact any passport issuing office.

3

Previous Canadian Passport

- Enclose any Canadian passport or travel document issued to the child, or in which the name of the child appears.
- If a limited validity passport was issued to the child, it may be extended. The fee for this service is CAN\$12.
- If the valid passport has been lost, stolen, damaged, destroyed or is inaccessible, complete "Statutory Declaration" form PPT 203, available from any passport issuing office.

4

Proof of Canadian Citizenship

Provide **ONE** of the documents listed in section 4 of the application form (copies or notarized copies are not accepted). It will be returned to you with the passport. Additional information may be requested to confirm the child's citizenship.

CERTIFICATE OF BIRTH IN CANADA

A birth certificate may be obtained from the Vital Statistics authorities of the child's province or territory of birth. We recommend that you obtain a long-form birth certificate showing the parents' information as you may be required to submit this document.

If the child was born in Quebec

Only birth certificates issued on or after January 1, 1994, by *Le Directeur de l'état civil* in the province of Quebec are accepted.

CERTIFICATE OF CANADIAN CITIZENSHIP

Large commemorative documents of citizenship issued after February 14, 1977, are **not** accepted. If the child requires a Certificate of Canadian Citizenship, contact the Canadian mission nearest you. You may also visit the Citizenship and Immigration Canada Web site at www.cic.gc.ca.

A guarantor is a person who confirms the child's identity and has knowledge of the child. The guarantor must perform **free of charge** the following **TWO** tasks:

1. Certify the information on the application form by completing and signing the "Declaration of Guarantor" section;
2. Write on the back of **ONE** of the child's photos, "I certify this to be a true likeness of (*child's name*)" and sign.

The guarantor must:

- be accessible to Passport Canada for verification;
- have known you (the applicant) personally for at least **TWO** years;
- have known you and the child well enough to be confident that the statements you have made in the application form are true;
- live within the jurisdiction of the passport issuing office;
- sign the "Declaration of Guarantor" section on the application form;
- sign the statement on the back of **ONE** of the photos; and
- be included in **ONE** of the following groups:

- | | |
|-------------------------------------|------------------------------|
| - dentist, medical doctor | - notary public |
| - judge, magistrate, police officer | - practising lawyer, notary |
| - mayor | - signing officer of a bank. |

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

If you have **not known** an eligible guarantor for at least **TWO** years, complete a "Declaration in Lieu of Guarantor" form PPT 132, available from any passport issuing office. 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.**

Photo Specifications

IMAGE INFORMATION

- Eyes must be open and clearly visible. Glasses, including tinted ones with prescription, may be worn as long as the eyes are clearly visible. Sunglasses are unacceptable.
- Facial expression must be neutral (not frowning or smiling) with the mouth closed.
- Photos must show a full front view of the face with both edges of the face showing clearly. The face and shoulders must be centred in the photo and squared to the camera.
- Photos must reflect/represent natural skin tones.
- The length from chin to crown of head (natural top of head) must be 31 mm to 36 mm.
- The image must be clear, sharp and in focus.
- Photos must be taken with uniform lighting and not show shadows or flash reflection on the face and head. Photos with shadows on the face or background are unacceptable.
- Photos must be taken against a plain, uniform, white or light-coloured background.
- Hats or head coverings are not permitted except when worn for religious reasons and only if the full facial features are clearly visible.
- Black and white or colour photos are acceptable.
- Photos must be originals, not taken from any existing photo, and have been taken within the last 12 months **or** if applying for a replacement passport, taken within the last month.
- Only the head and shoulders of young children must appear on the photo (e.g. no hands holding the child).

QUANTITY AND FORMAT

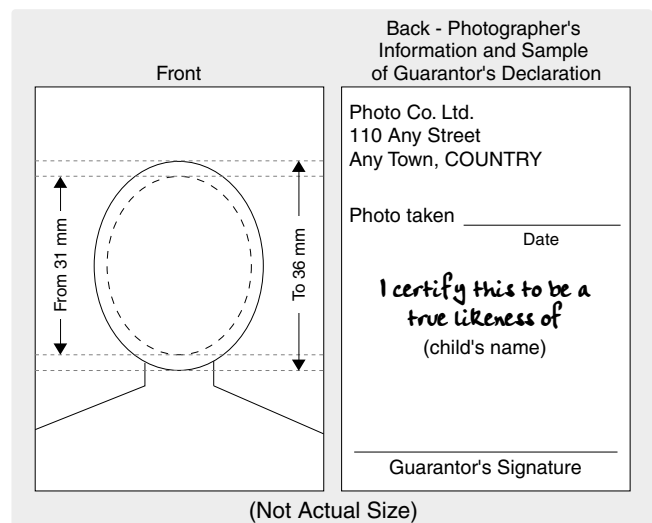
- Two identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

SIZE AND PAPER

- The maximum photo size must be 50 mm wide x 70 mm long.
- Heavy weight paper is unacceptable.
- Photos must be printed on high quality photographic paper.

PHOTOGRAPHER AND GUARANTOR

- Photos must be taken by a commercial photographer.
- The name of the photographer or studio, the address and the date the photo was taken (not the date the photo was printed) must be provided directly on the back of one photo (see illustration).
- One photo must be signed by a guarantor as a true likeness of the child.



IMPORTANT INFORMATION CONCERNING CHILDREN TRAVELLING ABROAD

Travelling With Children or Children Travelling Alone



Immigration authorities in most countries are becoming increasingly vigilant when children are crossing international borders. Whether travelling alone or accompanied by an adult, each child travelling abroad must have a valid passport and may also require supporting documentation. Prior to any travel that includes a child, 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
- Legal 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:

- Always carry proper identification for yourself and the child - passport, birth certificate, citizenship card, Record of Landing (IMM 1000) or Indian Status Card.
- If you have legal custody of the child, carry with you copies of documents specifying custody rights.
- 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 as part of a caravan, be sure you are in the same vehicle as the child you are accompanying when arriving at a border crossing.
- Have the child memorize your home and/or office telephone number and teach him or her to call you in an emergency.

Custody Information

1. 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 what documentation may be required relating to the custody of the child.

For further information, contact:



Foreign Affairs Canada:

Outside Canada

(613) 943-1055

2. If a custody dispute could possibly arise while travelling with the child, you should talk to a Canadian lawyer prior to your departure. We suggest you also read the publication *International Child Abductions: A Manual for Parents*.

For a free copy call:



Outside Canada

(613) 944-4000

You may also order a copy on-line or access an on-line version:



Web site

www.fac-aec.gc.ca

CHILD PASSPORT APPLICATION

for Canadians under 16 years of age (Abroad)

WARNING to all applicants and guarantors - Any false statement, misrepresentation or concealment of any material fact on this form or any document presented in support of this application may lead to refusal or revocation of a passport and be grounds for criminal prosecution.

Print in block letters using black or dark blue ink.

1 <i>Child's Personal Information</i>					
Surname					Date of Travel <input type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Unknown
Given Name(s)					
Surname at Birth/Former Surname <i>(See instruction No. 1)</i>					
Date of Birth <small>Year Month Day</small>		Place of Birth <small>City Province/Territory (If applicable) Country</small>			
Sex <input type="checkbox"/> Female <input type="checkbox"/> Male		Eye Colour	Hair Colour	Height	Weight
Permanent Address <small>Number Street Apartment City Country Postal Code</small>					
Mailing Address <i>(If different from above)</i> <small>Number Street Apartment City Country Postal Code</small>					
Children 11 years of age or over must sign in the signature block.					<div style="border: 1px solid gray; padding: 10px; width: fit-content; margin: auto;"> <p style="text-align: center; font-size: small;">Void if signature touches border</p> <div style="border: 1px solid gray; height: 60px; margin: 10px auto;"></div> <p style="text-align: center; font-size: small;">Signature of Child <i>(See instruction No. 1)</i></p> </div>
Date <small>Year Month Day</small>		Signed at <small>City Country</small>			

2 <i>Information on Applicant</i>					
Is the child the subject of an adoption process? Are there any separation agreements, court orders or legal proceedings pertaining to custody or mobility of, or access to the child?					<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes
					<input type="checkbox"/> → If yes, include all legal documents <i>(See instruction No. 2)</i>
Applicant (Parent or Legal Guardian)			Other Parent		
Surname at Birth			Surname at Birth		
Given Name			Given Name		
Date of Birth <small>Year Month Day</small>		Country of Birth	Date of Birth <small>Year Month Day</small>		Country of Birth
Relationship with Other Parent		Date of Marriage <i>(If applicable)</i> <small>Year Month Day</small>	Relationship with Parent Applying		Date of Marriage <i>(If applicable)</i> <small>Year Month Day</small>
Address <small>Number Street Apartment City Country Postal Code</small>			Address <small>Number Street Apartment City Country Postal Code</small>		
Home Telephone No. ()	Business Telephone No./Ext. ()	Fax Number <i>(Optional)</i> ()	Home Telephone No. ()	Business Telephone No./Ext. ()	Fax Number <i>(Optional)</i> ()
DECLARATION - I solemnly declare that the child named above is a Canadian citizen, that I am the parent or legal guardian of the child named above and that the statements made in this application are true.			DECLARATION - I solemnly declare that the child named above is a Canadian citizen, that I am the parent of the child named above and that the statements made in this application are true.		
Signature of Applicant Date Signed at			Signature of Other Parent Date Signed at		

COMPLETE NEXT PAGE

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3 Previous Canadian Passport	
• Does the child's name appear in any Canadian passport, Certificate of Identity or Travel Document? <input type="radio"/> No <input type="radio"/> Yes (<i>Specify</i>)	
Number <input style="width: 100%;" type="text"/>	Date of Issue <input style="width: 100%;" type="text"/>
• If the passport has been lost, stolen, damaged, destroyed or is inaccessible, you must include with this application form a completed "Statutory Declaration" form PPT 203, available from any passport issuing office.	

4 Proof of Canadian Citizenship	
If the child was born in Canada , provide ONE of the following (No copies):	
<input type="radio"/> Birth Certificate in Canada	Registration Number <input style="width: 100%;" type="text"/> Date of Issue <input style="width: 100%;" type="text"/>
<input type="radio"/> Certificate of Canadian Citizenship	Certificate Number <input style="width: 100%;" type="text"/> Date of Issue <input style="width: 100%;" type="text"/>
If the child was born outside of Canada , provide the following (No copies):	
<input type="radio"/> Certificate of Canadian Citizenship	Certificate Number <input style="width: 100%;" type="text"/> Date of Issue <input style="width: 100%;" type="text"/>

Declaration of Applicant	
Surname of Applicant (<i>See General Information, page 1 "Who May Apply for a Child's Passport?"</i>)	Given Name of Applicant
Relationship to Child	Surname of Child
Given Name of Child	
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.	Void if signature touches border
Date Year Month Day	Signed at City Country
Signature of Applicant (<i>See instruction No. 1</i>)	

5 Declaration of Guarantor	
Surname	Given Name
Occupation (<i>See instruction No. 5</i>)	Name of Firm/Organization
Business Telephone Number/Extension ()	Home Telephone Number ()
Fax Number (<i>Optional</i>) ()	
Business Address Number Street City Country Postal Code	
DECLARATION - I solemnly declare that to the best of my knowledge and belief, the statements made in this application are true. I have known the applicant personally for at least TWO years. I have knowledge of the child and I have certified, on the back of one photo, that the image is a true likeness of the child.	Knowledge of Applicant Number of years
Void if signature touches border	
Signature of Guarantor (<i>See instruction No. 1</i>)	
Name of Applicant	Name of Child
Date Year Month Day	Signed at City Country

ENSURE BOTH PAGES ARE COMPLETE Page 2 of 2

For additional information on passports, we suggest you visit our Web site at
www.pptc.gc.ca