



# ADULT PASSPORT APPLICATION

for Canadians 16 years of age or over (in the USA)

## GENERAL INFORMATION AND INSTRUCTIONS

Aussi disponible en français

### Entitlement to a Canadian Passport

- Issued to Canadian citizens only, Canadian passports reflect the identity of the applicant as determined by documentary evidence of citizenship and supplementary documentation.
- Persons 16 years of age or over must use this form (PPTC 140) to apply.
- Children under 16 years of age must have an individual passport (use form PPTC 142 "Child Passport Application").

### Processing Time

Our goal is to have the passport ready in **20 working days** excluding delivery time.

Applications for Canadians living in the USA are processed in Canada and passports are delivered by overnight courier. **DO NOT** mail or bring your application to a Canadian mission in the USA. However, passport applications and related forms are available from these missions.

### Requirements



#### CHECKLIST

- ☐ All **THREE** pages of the application form completed and signed.
- ☐ **TWO** identical passport photos taken within the last 12 months.
- ☐ Application form and one of the photos certified by my guarantor.
- ☐ Original proof of Canadian citizenship (no copies or notarized copies).
- ☐ Documents to support identity.
- ☐ A copy of my Alien Registration Card.
- ☐ Any Canadian passport or travel document issued to me within the last **FIVE** years.
- ☐ 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

**CAN\$97 - includes the passport fee (CAN\$72) and consular service fee (CAN\$25).**

*Payment by CREDIT CARD will facilitate the process. Only Canadian funds are accepted.*

- Credit card -     
(complete section on application form)
- Certified cheque or international money order  
(postal or bank) payable to the Receiver General for Canada

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

### In case of Emergency

If you require a passport in an emergency, contact the nearest Canadian mission.

### Residence in the USA

If you were admitted to the USA as a permanent resident before February 15, 1977, write your Alien Registration Card (Green or Pink Card) number and the date of issue on the application form (section 4). This information is required to determine your Canadian citizenship status.

### Applying by Mail

#### APPLICATIONS ARE PROCESSED IN CANADA



#### BY MAIL

Passport Canada  
Foreign Affairs Canada  
Gatineau Canada K1A 0G3



#### BY COURIER

Passport Canada  
Le 70 Crémazie  
70 Crémazie Street  
Gatineau QC J8Y 3P2  
CANADA

**If you are travelling soon, you should send your documents to Canada by overnight courier. This will also ensure the safety of your documents in transit.**

### 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 your current and ongoing entitlement to a Canadian passport and to provide information to the Consular Affairs Bureau of Foreign Affairs Canada in the event that you require assistance while travelling abroad. The information provided, including the photograph, is subject to routine verifications and security queries. To further strengthen Canadian passport security, your 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](http://www.pptc.gc.ca)



Toll-free:  
Outside continental USA:

1 800 567-6868  
(819) 997-8338



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

Toll-free: 1 866 255-7655

### INFORMATION ON TRAVEL CONDITIONS AND REQUIREMENTS



Web site:

[www.voyage.gc.ca](http://www.voyage.gc.ca)



Consular Affairs Bureau (*Foreign Affairs Canada*)  
Ottawa, Canada: (613) 944-6788

## Canadian Missions in the USA

**DO NOT** mail or bring your application form to a Canadian mission in the USA. However, passport applications and related forms are available from these missions or may be obtained on-line at [www.pptc.gc.ca](http://www.pptc.gc.ca).

\* Indicates offices that provide service in both official languages.

#### \* ATLANTA

The Consulate General of Canada  
100 Colony Square  
Suite 1700  
1175 Peachtree Street NE  
Atlanta GA 30361-6205  
(404) 532-2000  
(404) 532-2050 FAX

#### \* BOSTON

The Consulate General of Canada  
3 Copley Place  
Suite 400  
Boston MA 02116  
(617) 262-3760  
(617) 262-3415 FAX

#### \* BUFFALO

The Consulate General of Canada  
HSBC Center  
Suite 3000  
Buffalo NY 14203-2884  
(716) 858-9500  
(716) 852-4340 FAX

#### \* CHICAGO

The Consulate General of Canada  
Two Prudential Plaza  
Suite 2400  
180 North Stetson Avenue  
Chicago IL 60601  
(312) 616-1860  
(312) 616-1877 FAX

#### \* DALLAS

The Consulate General of Canada  
Suite 1700  
750 North St. Paul Street  
Dallas TX 75201  
(214) 922-9806  
(214) 880-9611 FAX

#### \* DENVER

The Consulate General of Canada  
Suite 2600  
1625 Broadway  
Denver CO 80202  
(303) 626-0640  
(303) 572-1158 FAX

#### \* DETROIT

The Consulate General of Canada  
600 Renaissance Center  
Suite 1100  
Detroit MI 48243-1798  
(313) 446-4747  
(313) 567-2164 FAX

#### \* LOS ANGELES

The Consulate General of Canada  
9th Floor  
550 South Hope Street  
Los Angeles CA 90071-2627  
(213) 346-2700  
(213) 620-8827 FAX

#### \* MIAMI

The Consulate General of Canada  
Suite 1600  
200 South Biscayne Boulevard  
Miami FL 33131  
(305) 579-1600  
(305) 374-6774 FAX

#### \* MINNEAPOLIS

The Consulate General of Canada  
701 Fourth Avenue South  
Suite 900  
Minneapolis MN 55415-1899  
(612) 333-4641  
(612) 332-4061 FAX

#### \* NEW YORK

The Consulate General of Canada  
1251 Avenue of the Americas  
New York NY 10020-1175  
(212) 596-1600  
(212) 596-1666 FAX

#### \* SEATTLE

The Consulate General of Canada  
412 Plaza 600  
Sixth Avenue and Stewart Street  
Seattle WA 98101-1286  
(206) 443-1777  
(206) 443-9662 FAX

#### \* SAN JUAN

The Consulate of Canada  
Home Mortgage Plaza  
Suite 515  
268 Ponce de Leon  
San Juan PR 00918  
(787) 759-6629  
(787) 294-1205 FAX

#### \* WASHINGTON D.C.

The Embassy of Canada  
501 Pennsylvania Avenue NW  
Washington DC 20001  
(202) 682-1740  
(202) 682-7689 FAX

# INSTRUCTIONS

1

## Personal Information

### NAME TO APPEAR IN PASSPORT

Write the name you want to appear in the passport. If this name is different from the name on your documentary evidence of citizenship, the original of the documentation listed below may be required:

- Marriage certificate
- Legal change of name (original document from issuing authority).

Additional documentation will be required to verify your identity as well as the name to appear in the passport (*see instruction No. 5 "Documents to Support 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).

### ADDING A SPOUSAL SURNAME TO A VALID PASSPORT

Your spouse's surname may be added to a valid passport provided the passport was issued in your surname at birth and the marriage occurred after the issuance of the passport. A marriage certificate or additional documentation will be required.

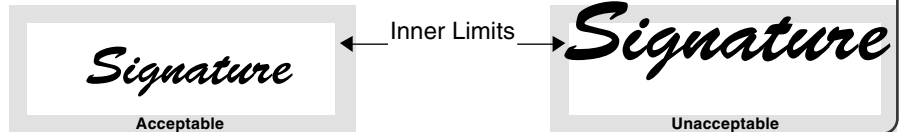
The fee for this service is CAN\$12.

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

### SIGNATURE

You **MUST** sign your usual signature on all **THREE** pages. Your signature **MUST NOT** exceed the inner limits of the signature box.



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## Declaration of Guarantor

A guarantor is a person who confirms your identity. Your guarantor must perform **free of charge** the following **THREE** tasks:

1. Certify the information on your application form by completing and signing the "Declaration of Guarantor" section;
2. Write on the back of **ONE** of your photos, "I certify this to be a true likeness of (*your name*)" and sign;
3. Sign and date the photocopy of your supplementary documentation (*see instruction No. 5 "Documents to Support Identity"*).

#### Your guarantor must:

- be a citizen of Canada or the USA and must be accessible to Passport Canada for verification;
- have known you personally for at least **TWO** years and well enough to be confident that the statements you have made in your application form are true;
- sign the "Declaration of Guarantor" section on your application form;
- sign the statement on the back of **ONE** of your photos; and
- be included in **ONE** of the following groups:
  - dentist, medical doctor or chiropractor
  - lawyer
  - notary public (notarial seal must appear on the application form)
  - pharmacist
  - police officer, judge, magistrate
  - signing officer of a bank or trust company, or of a financial institution that offers the full range of banking services (cash withdrawals, deposits and savings)
  - veterinarian.

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 Canadian mission in the USA. 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.**

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## Previous Canadian Passport

- Enclose any Canadian passport or travel document issued to you within the last **FIVE** years.
- A person's name may appear in only **ONE** valid Canadian passport, Certificate of Identity or Travel Document.
- Passports are valid for a maximum of **FIVE** years from the date of issue. If, under exceptional circumstances, a limited validity passport was issued to you within the last **FIVE** years, 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 Canadian mission in the USA.

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 your citizenship. If you are a woman who, before 1947, married a man who was not a British subject, contact Passport Canada.

### CERTIFICATE OF BIRTH IN CANADA

You may obtain a birth certificate from the Vital Statistics authorities of your province or territory of birth.

#### If you were 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 you require 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](http://www.cic.gc.ca).

At least **ONE** document to support your identity and the name to appear in the passport must be submitted with your application form. Further documentation may be required.

Supplementary documentation must be issued by a federal, provincial/state or municipal authority and include the bearer's name and signature. For example:

- |  |   |  |
|--|---|--|
| - Non-Drivers License                        | - Military identification                     | - Alien Registration Card  |
| - Provincial/state driver's licence          | - Certificate of Indian Status                | - Other federal Identification card                                    |
| - Provincial health care card                | - Firearms Licence - Possession • Acquisition | - Federal, provincial/state or municipal employee identification card. |
| - Other provincial/state identification card | - Old Age Security card                       |  |

Your guarantor must sign and date the photocopies of the documents you are submitting to indicate the originals have been seen.

If you are using form PPT 132, "Statutory Declaration in Lieu of Guarantor", the same official who signs the "Declaration" must also sign and date the photocopies of your identification to indicate the originals have been seen. If you have no documents to support your identity, call Passport Canada.

### 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 1 1/4 inches to 1 7/16 inches.
- 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 must have been taken within the last 12 months.

#### 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 2 inches wide x 2 3/4 inches 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 applicant.

Front	Back - Photographer's Information and Sample of Guarantor's Declaration
	Photo Co. Ltd. 110 Any Street Any Town, COUNTRY  Photo taken _____ Date _____  <b>I certify this to be a true likeness of</b> (applicant's name)  _____ Guarantor's Signature
(Not Actual Size)	



## Helpful tips for completing your passport application

To avoid delays in the processing of your passport application, pay special attention to the following 12 areas:

- 1. Photos**  
The finished photos must have a white or light-coloured background, and be free of shadows on the face or background. You must have a neutral expression. Your photographer may consult [www.pptc.gc.ca](http://www.pptc.gc.ca) to access the specifications.
- 2. Proof of citizenship (*original document only*)**  
Your original birth certificate or citizenship certificate/card (*not a copy*) must be submitted. If you were born in the province of Quebec, only birth certificates issued on or after January 1, 1994, by *Le Directeur de l'état civil* are accepted.
- 3. Complete citizenship information**  
All applicants must complete the question:  
*"Did you acquire citizenship of another country...?"*  
See the application form; section 4.
- 4. Fees**  
Submit the correct fee. Fill out the credit card information, or send a certified cheque or an international money order in **Canadian funds** only.
- 5. Choose an eligible guarantor**  
Your guarantor must be from an approved occupational group as listed in General Information; instruction #2. Retired guarantors are not eligible unless still registered in their professional association listing of active members.
- 6. Complete your application before your guarantor signs it.**  
The guarantor must certify to the best of his or her knowledge and belief the information on the form. Make sure your guarantor signs the declaration on the form and writes your name on the back of one of the photos and signs it as well as copies of your supporting identification.
- 7. Provide supporting identification (ID)**  
Provide a copy (*both sides*) of a government issued ID with your name and signature. The copy must be signed and dated by your guarantor.
- 8. References**  
Your guarantor should not be used as a reference. Relatives should not be used as references. A friend or co-worker is best.
- 9. Submit any valid passport or travel document**  
If your passport is still valid when you apply, you must submit it. Any travel document issued in the last five years must be submitted. If your passport has expired, you do not need to submit it.
- 10. To use your spousal name**  
If you want the passport in your spousal name, you must complete the requested information about your marriage.  
See the application form; section 1; line 4.
- 11. Complete and sign all three pages**  
You must sign with your usual signature in the three signature blocks provided (one signature per page). Your signature must not touch the border. If the signature touches the border on page one of the application, it may be rejected and a new signature will be required which will incur delays.
- 12. Additional personal information**  
Indicate your mother's surname when she was born (mother's maiden name).  
See the application form, last page; first block.


# ADULT PASSPORT APPLICATION

for Canadians 16 years of age or over (in the USA)

INFORMATION  
PROTECTED

**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 Personal Information						
Surname					 <b>Date of Travel</b> <input type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Unknown	
Given Name(s) (See instruction No. 1)						
Surname at Birth (See instruction No. 1)				Former Surname (See instruction No. 1)		
If passport requested in spousal surname, enter				Year of Marriage		Surname of Spouse (See instruction No. 1)
Date of Birth Year Month Day		Place of Birth City Province/Territory (If applicable) Country				
Sex <input type="checkbox"/> Female <input type="checkbox"/> Male		Marital Status	Eye Colour	Hair Colour	Height	Weight
Permanent Address Number Street Apartment City Province/Territory/State Postal Code/Zip Code						
Mailing Address (If different from above) Number Street Apartment City State Zip Code						
Home Telephone Number ( )		Business Telephone Number/Extension ( )		Fax Number or E-Mail Address (Optional) ( )		
<b>DECLARATION</b> - I solemnly declare that I am a Canadian citizen, that the photos enclosed are a true likeness of me and that all of the statements made in this application are true.				<div>→ Void if signature touches border ←</div> <div>Signature (See instruction No. 1)</div>		
Date Year Month Day		Signed at City State				

COMPLETE NEXT PAGE

2 Declaration of Guarantor					
Surname			Given Name		
Occupation (See instruction No. 2)			Name of Firm/Organization		
Business Telephone Number/Extension ( )		Home Telephone Number ( )		Fax Number (Optional) ( )	
Business Address Number Street City State Zip Code					
<b>DECLARATION</b> - I solemnly declare that to the best of my knowledge and belief, all of the statements made in this application are true. I have known the applicant personally for at least TWO years and have certified, on the back of one photo, that the image is a true likeness of the applicant. If applicable, I have also certified on the photocopy of the supplementary documentation that, to the best of my knowledge, the photocopy is a true likeness of the original.			Knowledge of applicant Number of years		<div>→ Void if signature touches border ←</div> <div>Signature of Guarantor (See instruction No. 1)</div>
Date Year Month Day			Signed at City State		

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Passport Canada  
Passeport Canada

An Agency of  
Foreign Affairs Canada

Un organisme  
d'Affaires étrangères Canada

Canada

**3****Previous Canadian Passport**

- Enclose any Canadian passport or travel document issued to you within the last **FIVE** years.
- Would you like the passport to be returned to you? Yes ☐ No ☐
- 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 Canadian mission in the USA. The maximum validity of a passport is **FIVE** years.

**4****Proof of Canadian Citizenship**If you were born in **Canada**, provide **ONE** of the two documents listed below (**No copies**):

<input type="radio"/> Birth Certificate in Canada (See instruction No. 4)	Registration Number	Date of Issue
<input type="radio"/> Certificate of Canadian Citizenship (See instruction No. 4)	Certificate Number	Date of Issue

If you were born **outside of Canada**, provide **ONE** of the four documents listed below (**No copies**):

<input type="radio"/> Certificate of Canadian Citizenship (See instruction No. 4)	Certificate Number	Date of Issue
<input type="radio"/> Certificate of Naturalization	Certificate Number	Date of Issue
<input type="radio"/> Certificate of Retention of Canadian Citizenship	Certificate Number	Date of Issue
<input type="radio"/> Certificate of Registration of Birth Abroad (Issued by the Registrar of Canadian Citizenship)	Certificate Number	Date of Issue

Did you acquire citizenship of another country before FEBRUARY 15, 1977?

<input type="radio"/> No				
<input type="radio"/> Yes (Specify)	By birth	Country	Effective Date	
	By naturalization		Year	Month
			Day	

When did you become a Canadian citizen? Specify the date

Year	Month	Day
------	-------	-----

After becoming a Canadian citizen, did you reside outside of Canada for 10 consecutive years or more before July 1967?

<input type="radio"/> No	From	Year	Month	Day	To	Year	Month	Day
<input type="radio"/> Yes (Specify)								

**USA RESIDENCE** - If you were admitted to the USA as a permanent resident before February 15, 1977, write your Alien Registration Card (Green or Pink Card) number and the date of issue. Include a copy of your Card.

Alien Registration Card Number	Date of Issue	Year	Month	Day
--------------------------------	---------------	------	-------	-----

**5****Documents to Support Identity**




Provide the following information. Include signed copies (See instruction No. 5).

Type of Document	Document Number	Date of Issue	Name of bearer as it appears on the document
		Year	Month
		Day	
Type of Document	Document Number	Date of Issue	Name of bearer as it appears on the document
		Year	Month
		Day	

**Declaration of Applicant****DECLARATION** - I solemnly declare that the statements made in this application are true.

Signature of Applicant	Date	Signed at
	Year	Month
	Day	City
		State

**Credit Card Information****COMPLETE ONLY** if you are paying by credit card (for applications sent to Canada only).

<input type="checkbox"/> 	Name Appearing On Card	FOR OFFICIAL USE ONLY Authorization Number
<input type="checkbox"/> 	Card Number	
<input type="checkbox"/> 	Date of Expiry	
<b>AUTHORIZATION</b> - I authorize Passport Canada to charge CAN\$ to my credit card.	Signature of Cardholder	Date
	Year	Month
	Day	

COMPLETE NEXT PAGE

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### Additional Personal Information

Addresses in the last **TWO** years (If different from current address. If insufficient space, attach a separate sheet.)

1. \_\_\_\_\_

2. \_\_\_\_\_  
Number Street Apartment City Province/Territory/State Country

<b>From</b> <small>Year Month</small>	<b>To</b> <small>Year Month</small>
<b>From</b> <small>Year Month</small>	<b>To</b> <small>Year Month</small>

Occupation (If insufficient space, attach a separate sheet.)

In the last **TWO** years, ☐ my employers were and/or ☐ I was attending educational institutions as follows:

Employer/School	Address	Business Telephone No.	Nature of Employment/Studies	From	Dates To

Mother's Maiden Name



(Provide your mother's surname at the time of her birth.)

### References

Provide the following information with respect to **TWO** persons who are neither your relatives nor your guarantor and who have known you for at least **TWO** years. They will be contacted to confirm your identity.

1. Surname		Given Name	
Relationship	Address		
Home Telephone No. (   )	Business Telephone No./Extension (   )	Fax No. or E-Mail Address (Optional)	Has known me for <small>State number of years</small>
2. Surname		Given Name	
Relationship	Address		
Home Telephone No. (   )	Business Telephone No./Extension (   )	Fax No. or E-Mail Address (Optional)	Has known me for <small>State number of years</small>

ENSURE ALL THREE PAGES ARE COMPLETE

### Emergency Contact



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		Given Name	
Relationship to Applicant		Home Telephone Number (   )	Business Telephone No./Extension (   )
Address			
<small>Number</small>	<small>Street</small>	<small>Apartment</small>	<small>City</small>
<small>Province/Territory/State</small>		<small>Postal Code/Zip Code</small>	

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### Declaration of Applicant

**DECLARATION** - I solemnly declare that the statements made in this application are true.

Signature of Applicant	Date <small>Year Month Day</small>	Signed at <small>City State</small>
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