

CHILD'S REFUGEE TRAVEL DOCUMENT OR CERTIFICATE OF IDENTITY**IMMIGROUP ORDER FORM****INSTRUCTIONS**

Read all instructions and follow carefully

1. Please complete the order form and application forms included herein. Make sure to include your telephone number and email address where you can be contacted.
2. Fax or scan and email all forms and documents in the document checklist to our office for review at **416-640-2650** or **info@immigroup.com**.
3. You will be contacted within 1 - 2 business days regarding your application. **If you have not been contacted after 2 business days, please contact our office at 1-866-760-2623 to confirm we have received your order.**
4. After we have reviewed your forms and documents, we will advise you to send the original forms and copies of documents to our office at:
1180 Danforth Avenue, Toronto, ON M4J 1M3
5. Once approved, you will receive your travel document or certificate of identity directly from Passport Canada.

Please note that additional documentation may be requested on an as-needed basis. English or French translations of documents not in English or French must also be provided.

APPLICATIONS MISSING THIS ORDER FORM WILL NOT BE PROCESSED

DOCUMENT CHECKLIST

- IMMIGROUP ORDER FORM**
- TRAVEL DOCUMENT APPLICATION FORM**
(duly completed and signed by applicant and guarantor)
- PROOF OF IMMIGRATION STATUS IN CANADA**
(PR Card, Protected Person Status Document, TRP. You must be in possession of the original document. An IMM 1000 is not acceptable proof of immigration status)
- 2 DOCUMENTS SHOWING PROOF OF IDENTITY.**
- ORIGINALS OR COPIES CERTIFIED BY A GUARANTOR**
(Driver's License, Provincial / Territorial Photo ID, Health Card (except Alberta, Manitoba), Certificat de Selection, OAS Card, government employee ID)
- 2 PASSPORT PHOTOS** (one must be signed by guarantor)
IF APPLICABLE:
- ANY PREVIOUS TRAVEL DOCUMENT OR PASSPORT PROOF OF URGENCY ISSUED** (for urgent filing).
- Please note that there is no formal procedure for expediting this application and faster service is not guaranteed. Expediting of an application on humanitarian grounds is at the discretion of Passport Canada.
- If your name has changed since birth, you must also include a copy of your **MARRIAGE CERTIFICATE OR LEGAL NAME CHANGE.**

SERVICE OPTIONS

REGULAR SERVICE	URGENT PROCESSING
\$282.50	\$390.50
<input type="checkbox"/> Including: \$250 Immigroup Service Fee \$32.50 HST	<input type="checkbox"/> Including \$350 Immigroup Service Fee \$45.50 HST
Processing Time: approximately 20 calendar days Note: Timeline is entirely determined by government	Proof of urgency required. Immigroup cannot guarantee urgent processing.

ADDITIONAL INFORMATION
*There will be two charges showing on your credit card. The first one is the Immigroup fee. The second charge you will see is the government fee of \$120 for a travel document or \$260 for a certificate of identity, as determined by Passport Canada.

Name Address Primary Phone Other Phone E-mail (please write legibly) **CREDIT CARD INFORMATION**

Cardholder Name	<input type="text"/>
Card Number	<input type="text"/>
Expiry Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	CW <input type="text"/>
Cardholder Signature	<input type="text"/>

DISCLAIMER*Applicant must sign below*

*By signing below I assert that I have read and agreed to the terms and conditions as listed on <http://www.immigroup.com/disclaimer.php> and agree to the following conditions:

*Immigroup Inc is not responsible for documents or passports lost by courier companies or any government office.

*Immigroup Inc is not responsible for applications that are rejected.

*All fees are non-refundable once applications are submitted to the government.

*I agree to being charged the total fees corresponding with my required service

*I assert that I am using Immigroup to apply for my Travel Document

*I understand that cancellation of this service after my order is received by Immigroup Inc. will bear a minimum cancellation fee of \$42.50

SIGN HERE:



Child Travel Document Application

for stateless and protected persons in Canada (under 16 years of age)

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 Canadian travel document, the revocation of a valid Canadian travel document, or the refusal of travel document 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 travel document services.

Type or print in CAPITAL LETTERS using black or dark blue ink.

① Child's Personal Information (see Instructions, section G)					
Surname (last name)					
Given name(s)					
Surname (last name) at birth			Former surname (last name)		
Date of birth Year Month Day		Place of birth City Country Province/Territory(if applicable)			
Sex <input type="radio"/> Female <input type="radio"/> Male	Eye colour	Current hair colour	Height (cm/in)	Weight (kg/lbs)	
Current home address Number Street Apartment City Province/Territory Postal code					
Mailing address (if different from above) Number Street Apartment City Province/Territory Postal code					
Children 11 years of age or over must sign in the signature box. Note: At no time should a person other than the child sign in the signature box.			Void if signature touches border		
Date Year Month Day		Signed at City Province/Territory		Signature of child (see Instructions, section G)	

② Information on Applicant (see Instructions, section I)					
<ul style="list-style-type: none"> Is the child currently the subject of an adoption process or partially or fully in the care of a provincial/territorial family services organization in Canada? Are there any separation agreements, court orders or legal proceedings pertaining to custody of, mobility of, or access to the child? 			<input type="radio"/> No <input type="radio"/> Yes If yes, include all documents <input type="radio"/> No <input type="radio"/> Yes		
Applicant (parent or legal guardian)			Other parent or legal guardian		
Surname (last name) at your birth			Surname (last name) at your birth		
Given name(s)			Given name(s)		
Date of birth Year Month Day		Country of birth	Date of birth Year Month Day		Country of birth
Relationship with other parent		Date of marriage (if applicable) Year Month Day	Relationship with parent applying		Date of marriage (if applicable) Year Month Day
Address (Number, Street, Apartment, City, Province/Territory, Postal code)			Address (Number, Street, Apartment, City, Province/Territory, Postal code)		
Telephone (daytime)		Telephone (other)	Telephone (daytime)		Telephone (other)
Cell number (optional)			Cell number (optional)		
Declaration —I declare that I am the parent or legal guardian of this child and that the statements made in this application are true. I declare that I have read and understood the Warning at the top of this page and the Privacy Notice Statement (see section P). I consent to the collection, use and disclosure of my personal information and that of the child 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.			Declaration —I declare that I am the parent or legal guardian of this child and that the statements made in this application are true. I declare that I have read and understood the Warning at the top of this page and the Privacy Notice Statement (see section P). I consent to the collection, use and disclosure of my personal information and that of the child 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.		
Signature of applicant (also sign section 4)			Signature of other parent or legal guardian		
Date			Date		
Signed at			Signed at		

Aussi accessible en français
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3**Proof of Immigration Status in Canada (see Instructions, section J)**To establish the child's immigration status in Canada, provide **one (1)** of the following valid documents (original only):

- Permanent resident card Protected person status document Verification of status
 Notice of decision Temporary resident permit

Document number

Date of issue

Year Month Day

Date of expiry (if applicable)

Year Month Day

4**Declaration of Applicant**

Surname (last name) of applicant

Given name(s) of applicant

Relationship to child

Surname (last name) of child

Given name(s) of child

Declaration—I understand that if the child is issued a Canadian travel document and later obtains a passport issued by the child's country of citizenship, I am obliged to return the Canadian travel document to Passport Canada Program—Citizenship and Immigration Canada. I solemnly declare that the photos enclosed are unaltered and a true likeness of the child and 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 **Warning** on page 1 and the Privacy Notice Statement (see section P). I consent to the collection, use and disclosure of my personal information and that of the child 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.

Signature of applicant

Date

Year Month Day

Signed at

City

Province/Territory

5**Declaration of Guarantor (see Instructions, section K)****The guarantor must know the applicant identified in section 4.**

Surname (last name)

Given name(s)

Occupation

Name of firm/organization

Telephone (daytime)

Telephone (other)

Cell number (optional)

Business address

Number Street

City

Province/Territory/State

Postal/ZIP code

Full name of applicant parent or legal guardian**Full name of child**I have known
the applicant
parent or
guardian for

Declaration—I solemnly declare that I have known the applicant identified above personally for at least **six (6)** months and have knowledge of the child. I have signed the back of **one (1)** photo to certify that the image is a true likeness of the child. I declare that I have read and understood the **Warning** on page 1 and the Privacy Notice Statement (see section P). 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.

Signature of guarantor

Date

Year Month Day

Signed at

City

Province/Territory/State

Number of months

6

Previous Canadian Travel Document (see Instructions, section L)

Has a Canadian certificate of identity or Canadian refugee travel document been issued to the child and is still valid?

No

Yes (specify)

Number

Date of issue

Year

Month

Day

If yes, include the travel document with your application.

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.** There is an administrative fee for the replacement of a valid lost or stolen Canadian travel document (see section C).

7

Citizenship and Travel Documentation (see Instructions, section M)

Note: If insufficient space, use section 9, Additional Information, or attach a separate signed and dated sheet.

What is the child's original citizenship?

Did the child acquire any other citizenship?

No

Yes



Indicate country

Does the child have any valid or expired travel document or passport from any country other than Canada?

No

Yes



Enclose the document (original only). If no longer in your possession, explain why.

Has the child visited another country since his or her entry to Canada?

No

Yes (specify)



Date left Year Month Day	Date returned Year Month Day	Country	Reason

Have you, since the child's date of entry to Canada, applied for a passport or travel document for the child (or renewal of such a document) from his or her country of origin or citizenship?

No



Provide a detailed explanation of your reasons for not applying.

Yes



If the request was refused, enclose the letter of refusal. If unable to provide this letter, explain why. If no reply was received, write all the steps you have taken.

8

Application for Canadian Citizenship (see Instructions, section N)

Note: If insufficient space, use section 9, Additional Information, or attach a separate signed and dated sheet.

Have you applied for Canadian citizenship for the child?

No



Explain why you have not applied.

Yes



Enclose the receipt confirming payment of fees (IMM 5401) or, if applicable, a copy of the letter of refusal.

Signature of applicant

Date

Year

Month

Day

9

Additional Information

Large empty rectangular box for providing additional information.

10

Emergency Contact Information (optional)



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

Surname (last name)		Given name(s)	
Relationship to the child	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

7. Your representative's contact information

Name of firm or organization (if applicable)			
Mailing address			
Postal code/ZIP			
Telephone number	Country code	Area code	Number
	()		
Fax number	Country code	Area code	Number
	()		
E-mail address (if applicable)			

By indicating your representative's e-mail address, you are hereby authorizing Citizenship and Immigration Canada to transmit your file and personal information to this specific e-mail address.

8. Your representative's declaration:

- I declare that the information in Section B is truthful, complete and correct.
- I understand and accept that I am the person appointed by the applicant to conduct business on the applicant or sponsor's behalf with Citizenship and Immigration Canada and Canada Border Services Agency.

Signature of representative

Party ID (if known)

Date

SECTION C: CANCEL THE APPOINTMENT OF A REPRESENTATIVE

I withdraw my authorization for this person to serve as my representative, to receive information on my case file and to conduct business on my behalf with Citizenship and Immigration Canada and Canada Border Services Agency.

9. Your representative's full name

Family name (Surname)

Given name(s)

Name of firm or organization
(if applicable)
SECTION D: YOUR DECLARATION**10.**

- I declare that I have fully and truthfully answered all questions on this form and any attached application (if applicable).
- I also declare that I have read and understood all the statements on this form, having asked and obtained an explanation for every point that was not clear to me.

Signature of applicant

Date

Signature of spouse or common-law partner
(if applicable)

Date

Warning! It is a serious offence to give false or misleading information on this form.

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used in assessing your application according to the requirements of the Act. It will be retained in a Personal Information Bank identified in **Infosource**. The information may be shared with other organizations such as the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP), the Canadian Security and Intelligence Service (CSIS), where there is an agreement or arrangement with a foreign government, in accordance with subsection 8(2) of the *Privacy Act*. Pursuant to the *Immigration and Refugee Protection Regulations*, the information may also be shared with a regulatory body that is responsible for governing or investigating the conduct of representatives, such as a provincial and territorial law society, the *Chambre des Notaires du Québec* and the Immigration Consultants of Canada Regulatory Council (ICCRC). Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries.**

Note: Photo specifications for the travel document are different from those for a permanent resident card. Your travel document application will be refused if your photos do not meet the following specifications:

IMAGE INFORMATION

- 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 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.
- 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.
- The image must be clear, sharp and in focus.
- Photos must be taken against a plain, uniform, white or light-coloured background.
- Photos must reflect/represent natural skin tones.
- The length from chin to crown of the head (natural top of head) must be between 31 mm and 36 mm (1¼ in. and 1 7/16 in.).
- Hats and other head coverings are not permitted except when worn for religious or medical 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

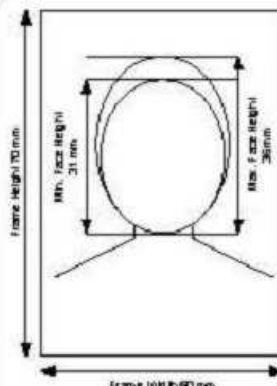
- **Two (2)** identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

SIZE AND PAPER

- The photos must measure 50 mm x 70 mm (2 in. wide x 2 ¾ in. high) in size.
- Heavy weight paper is unacceptable.
- Photos must be printed on plain, 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).
- The guarantor must clearly write on the back of **one (1)** photo: "I certify this to be a true likeness of *(applicant's name)*."

 <p>Frame Height: 70 mm</p> <p>Min. Face Height: 31 mm</p> <p>Max. Face Height: 36 mm</p> <p>Frame Width: 50 mm</p>	<p>Photo Co. Ltd. 111 Any Street Any Town, COUNTRY</p> <p>Photo taken _____ Date _____</p> <p>I certify this to be a true likeness of <u>(applicant's name)</u></p> <p>_____ Guarantor's Signature</p>
<p>Not actual size. Refer to measurements above.</p>	