



# 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.**

<b>① Child's Personal Information (see Instructions, section G)</b>					
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   Prov./Terr./State (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/State   Postal/ZIP code					
Mailing address (if different from above) Number   Street   Apartment   City   Province/Territory/State   Postal/ZIP code					
Children 11 years of age or over must sign in the signature box. <b>Note:</b> At no time should a person other than the child sign in the signature box.			<b>Void if signature touches border</b>		
Date Year   Month   Day		Signed at City   Province/Territory		<b>Signature of child (see Instructions, section G)</b>	

<b>② Information on Applicant (see Instructions, section I)</b>					
<ul style="list-style-type: none"> <li>• 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?</li> <li>• Are there any separation agreements, court orders or legal proceedings pertaining to custody of, mobility of, or access to the child?</li> </ul>			<input type="radio"/> No <input type="radio"/> Yes    If yes, include <b>all</b> documents <input type="radio"/> No <input type="radio"/> Yes		
<b>Applicant (parent or legal guardian)</b>			<b>Other parent or legal guardian</b>		
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			Address		
Telephone (daytime)		Telephone (other)	Telephone (daytime)		Telephone (other)
Cell number (optional)			Cell number (optional)		
<b>Declaration</b> —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 <b>Warning</b> at the top of this page and the <i>Privacy Notice Statement</i> (see section Privacy Notice Statement). I consent to the collection, use and disclosure of my personal information and the child by the Passport Canada Program—Citizenship and Immigration Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the <i>Privacy Notice Statement</i> in the Instructions.			<b>Declaration</b> —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 <b>Warning</b> at the top of this page and the <i>Privacy Notice Statement</i> (see section Privacy Notice Statement). I consent to the collection, use and disclosure of my personal information and the child by the Passport Canada Program—Citizenship and Immigration Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the <i>Privacy Notice Statement</i> 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 Privacy Notice Statement). I consent to the collection, use and disclosure of my personal information and the child by the 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

Postal 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 Privacy Notice Statement). I consent to the collection, use and disclosure of my personal information by the 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

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?

No

Yes (specify)

Number

Date of issue

Year

Month

Day

Place of issue

**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](http://passportcanada.gc.ca). **A Canadian travel document, once reported lost or stolen, is no longer valid.**

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



# Child Travel Document Application

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

### INSTRUCTIONS

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

Aussi accessible en français

<b>(A)</b>	<b>Entitlement to a Canadian Travel Document</b>
<p><b>Important Notice—We recommend that you not finalize your travel plans until you receive the requested travel document.</b></p> <ul style="list-style-type: none"> <li>• <b>Travel document</b> (United Nations Convention Relating to the Status of Refugees, 1951 and its Protocol of 1967): issued to persons in Canada with protected person status, including Convention refugees and persons in need of protection.</li> <li>• <b>Certificate of identity</b>: issued to permanent residents of Canada who are not yet Canadian citizens, who are stateless, or who are unable to obtain a national passport.</li> </ul> <p><b>Warnings:</b></p> <ul style="list-style-type: none"> <li>• Some countries may not accept the certificate of identity as a valid travel document. You should check with the consulate or embassy of the country the child will be visiting before applying for a certificate of identity.</li> <li>• Travel documents and certificates of identity are not valid for travel to the bearer's country of citizenship.</li> <li>• Persons 16 years of age or over must use form PPTC 190, Adult Travel Document Application.</li> <li>• Eligibility for either a travel document or a certificate of identity can only be determined after all required information has been submitted and reviewed. These documents are issued only in Gatineau, Quebec.</li> <li>• If the child is issued a Canadian travel document and the child later obtains a travel document or a passport issued by the child's country of citizenship, you <b>must</b> return the Canadian travel document issued in the name of the child to the Passport Canada Program—Citizenship and Immigration Canada.</li> </ul>	

<b>(B)</b>	<b>Requirements Checklist</b>		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> All <b>four (4)</b> pages of the application form completed and signed within the last <b>twelve (12)</b> months.</li> <li><input type="checkbox"/> <b>Two (2)</b> identical unaltered passport photos of the child.</li> <li><input type="checkbox"/> Application form and one of the photos certified by your guarantor.</li> <li><input type="checkbox"/> A valid and eligible proof of immigration status to Canada for the child (original only). The document will be returned to you.</li> <li><input type="checkbox"/> Any previous Canadian certificate of identity or Canadian refugee travel document issued to the child.</li> <li><input type="checkbox"/> Any valid or expired foreign travel document or national passport issued to the child or in which the child's name appears.</li> </ul> </td> <td style="width: 50%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Acceptable proof of parentage.</li> <li><input type="checkbox"/> <b>All</b> documents (including any divorce judgment) that refer to custody of, mobility of, or access to the child.</li> <li><input type="checkbox"/> A copy of the receipt for fees paid (IMM 5401) if you have applied for Canadian citizenship for the child.</li> <li><input type="checkbox"/> The fee.</li> </ul> <p><b>Note:</b> All documents submitted throughout the travel document application process that are in a language other than English or French must be translated by a certified translator.</p> <p>Additional documents or information may be requested in support of this application.</p> </td> </tr> </table>		<ul style="list-style-type: none"> <li><input type="checkbox"/> All <b>four (4)</b> pages of the application form completed and signed within the last <b>twelve (12)</b> months.</li> <li><input type="checkbox"/> <b>Two (2)</b> identical unaltered passport photos of the child.</li> <li><input type="checkbox"/> Application form and one of the photos certified by your guarantor.</li> <li><input type="checkbox"/> A valid and eligible proof of immigration status to Canada for the child (original only). The document will be returned to you.</li> <li><input type="checkbox"/> Any previous Canadian certificate of identity or Canadian refugee travel document issued to the child.</li> <li><input type="checkbox"/> Any valid or expired foreign travel document or national passport issued to the child or in which the child's name appears.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Acceptable proof of parentage.</li> <li><input type="checkbox"/> <b>All</b> documents (including any divorce judgment) that refer to custody of, mobility of, or access to the child.</li> <li><input type="checkbox"/> A copy of the receipt for fees paid (IMM 5401) if you have applied for Canadian citizenship for the child.</li> <li><input type="checkbox"/> The fee.</li> </ul> <p><b>Note:</b> All documents submitted throughout the travel document application process that are in a language other than English or French must be translated by a certified translator.</p> <p>Additional documents or information may be requested in support of this application.</p>
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<b>(D)</b>	<b>Credit Card Information</b>	
<p><b>Complete</b> and submit with your application if you are paying by credit card.</p>		
<p>Card type:   <input type="radio"/> Visa   <input type="radio"/> MasterCard   <input type="radio"/> American Express</p>		
Name as it appears on card	Card number	Date of expiry Month   Year
Name of child	FOR OFFICIAL USE ONLY	
<p><b>Authorization</b>—I authorize the Passport Canada Program to charge C\$ <input style="width: 50px;" type="text"/> to my credit card.</p>	Signature of cardholder	Date Year   Month   Day

**E**

**Where to Apply**



**By mail**

Certificate of Identity Section  
Passport Canada Program  
Gatineau QC K1A 1L2

**By courier or in person**

Certificate of Identity Section  
Passport Canada Program  
Place du Centre, Commercial Level 2  
200 Promenade du Portage  
Gatineau QC J8X 4B7

**Do not** mail or bring your application form to any Passport Canada Program service location. The original documents that you enclose with your application are valuable. We recommend you use a courier or mail service that allows you to trace your mail.

**F**

**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 travel documents, fees and processing times**



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



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



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

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

**Information on immigration status and returning to Canada (Citizenship and Immigration Canada)**



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



Toll-free ..... 1-888-242-2100



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

Toll-free ..... 1-888-576-8502 (8 a.m. to 4 p.m. ET)

**Information on travel reports, warnings and requirements**



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

- Application forms are available in large print.
- A travel document application instruction booklet is available in Braille.

**G****Child's Personal Information****Surname and given name(s) to appear in travel document**

Write the child's name as you want it to appear in the travel document. This name is normally the same as the surname (last name) and given name(s) shown on the child's proof of immigration status. If you are requesting a travel document in a name that is different from the name that appears on the child's immigration status document, **one (1)** of the following documents will be required to confirm the child's change of name:

- a legal change of name order;
- an adoption order; or
- proof that the record of entry at Citizenship and Immigration Canada has been amended, i.e. approved "Request to Amend the Record of Landing or the Confirmation of Permanent Residence" form (IMM 1436).

Additional documentation may be required to verify the child's identity.

**Surname (last name) at birth and former surname (last name)**

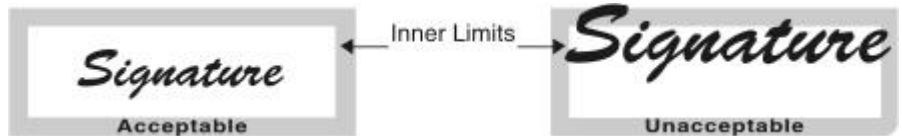
Complete if different from the surname (last name) to appear in the travel document (for the Passport Canada Program—Citizenship and Immigration Canada information only—will not appear in the travel document).

**Date of birth**

The date of birth will be inscribed in the travel document exactly as it appears on the proof of immigration status unless Citizenship and Immigration Canada records have been amended subsequent to the child's admission to Canada. In this case, the original approved "Request to Amend the Record of Landing or the Confirmation of Permanent Residence" form (IMM 1436) is required. If the child's proof of immigration status does not show a complete date of birth, indicate the specific **year, month and day** of the birth. Provide copies of any documents you may have showing this date of birth, (i.e. provincial health card).

**Signature**

Children 11 years of age or over **must** sign their usual signature. The child's signature in section 1 will appear in the travel document. 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.

**H****Who May Apply for a Travel Document on Behalf of a Child?**

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

**I****Information on Applicant and Proof of Parentage**

**Both parents** are requested to participate in obtaining a travel document 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 requested to participate. Proof of legal guardianship is required.

**Parentage link between the child and the parent(s)**

You must submit one of the following acceptable proof of parentage documents demonstrating the relationship between the child and the parent(s):

- a detailed birth certificate from the child's country of birth, 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 certificate of identity or Canadian travel document was previously issued to the child in his or her name; and
- the parents or legal guardians who participated in the previous application are the same ones who 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 requested.

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

**J****Proof of Immigration Status in Canada**

Provide **one (1)** of the valid immigration status documents listed in section 3 of the application form (**original only**). It will be returned to you. A Notice of decision from the Immigration and Refugee Board of Canada or a Verification of status from Citizenship and Immigration Canada confirming the child's protected person status are acceptable documents. Additional information may be required to confirm the child's immigration status in Canada. If you require an immigration status document, contact Citizenship and Immigration Canada (see section F).

**(K)****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:**

- be a Canadian citizen or a permanent resident living in Canada;
- have known you (the applicant) personally for at least **six (6)** months\*;
  - \*To know an applicant personally means that the guarantor is able to confirm aspects of the applicant's personal attributes. 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.
- know 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 or chiropractor  | • postmaster   |
| • judge, magistrate, police officer (municipal, provincial or RCMP)                        | • principal of primary or secondary school                         |
| • lawyer (member of a provincial bar association), or notary in Quebec                     | • professional accountant (member of APA, CA, CGA, CMA, PA or RPA) |
| • mayor  | • professional engineer (P. Eng., Eng. in Quebec)                  |
| • minister of religion authorized under provincial or territorial law to perform marriages | • senior administrator in a community college (including CEGEP)    |
| • notary public  | • senior administrator or teacher in a university                  |
| • optometrist  | • veterinarian   |
| • pharmacist   |  |

The above list is not a recognition or endorsement by Passport Canada Program—Citizenship and Immigration Canada (PCPCIC) of professional status or superior qualifications.

• be accessible to the PCPCIC for verification.

The parent or legal guardian applying for a travel document 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 5). Ensure you have completed and signed all **four (4)** 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.

PCPCIC reserves the right to request a new guarantor.

The applicant must not assist the guarantor in performing his or her duties. If your guarantor requires assistance, contact the PCPCIC.

If you **have not known** an eligible guarantor for at least **six (6)** months, complete form PPTC 326, Statutory Declaration in Lieu of Guarantor for a Travel Document, available from any Passport Canada Program regional office or contact the PCPCIC (see section F). The 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 travel document.**

**(L)****Previous Canadian Travel Document**

- Enclose any valid Canadian certificate of identity or Canadian refugee travel document issued to the child. If the child's current travel document 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 (PCPCIC) not be satisfied that you have a valid reason for applying early, your application for a new travel document may be refused.
- A person's name may appear in only **one (1)** valid Canadian certificate of identity or Canadian refugee 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](http://passportcanada.gc.ca). **A Canadian certificate of identity or Canadian refugee travel document, once reported lost or stolen, is no longer valid.** If found, it must not be used for travel and must be returned immediately to PCPCIC or if abroad to the nearest Government of Canada office.

**(M)****Citizenship and Travel Documentation**

- Enclose any valid or expired foreign travel document or national passport issued to the child or in which the child's name appears. If you are no longer in possession of this travel document or passport, write on the application form a description of the document, date and place of issue and explain its present whereabouts. If the document has been seized by Citizenship and Immigration Canada, provide the *Notice of Seizure* (IMM 5265).
- If the child has visited another country since his or her entry to Canada, write the date or dates he or she left Canada, the date or dates he or she returned and explain the reason for the visit (if insufficient space, use section 9, Additional Information, of the application form).
- If the child has been refused a national passport, enclose the letter of refusal. If this letter is not in either English or French, you must submit a translation of the document done by a certified translator.
- If the child has been refused a national passport and you have not received a letter of refusal from the authorities to whom the application was made, enclose copies of any relevant letters you may have retained regarding the request for a passport or renewal of such a document for the child. Write on the application form the results of the application including the date you were refused (if insufficient space, use section 9, Additional Information, of the application form).
- If you have applied for a national passport for the child and have not received a written response, write in detail on the application form all the steps you have taken (by order of date) to obtain the passport and the results achieved. Enclose copies of any relevant letters you may have retained (if insufficient space, use section 9, Additional Information, of the application form).

**(N)****Application for Canadian Citizenship**

- If you have lost the child's Canadian citizenship receipt, write the date the application was made.
- If you were unsuccessful in your child's application for Canadian citizenship, enclose the letter of refusal. If you have lost the letter of refusal, write the date you applied and the reason for the refusal.





## Travel Document Photo Instructions

**Note:** Photo specifications for the travel document are different from those for a permanent resident card.

You must submit **two (2) identical photos** with each Canadian travel document application.

### The photo must

- be taken by a commercial photographer;
- be clear, sharp and in focus. Photo 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 original and **not have been altered in any way** or taken from an existing photo;
- reflect the current appearance of the child (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

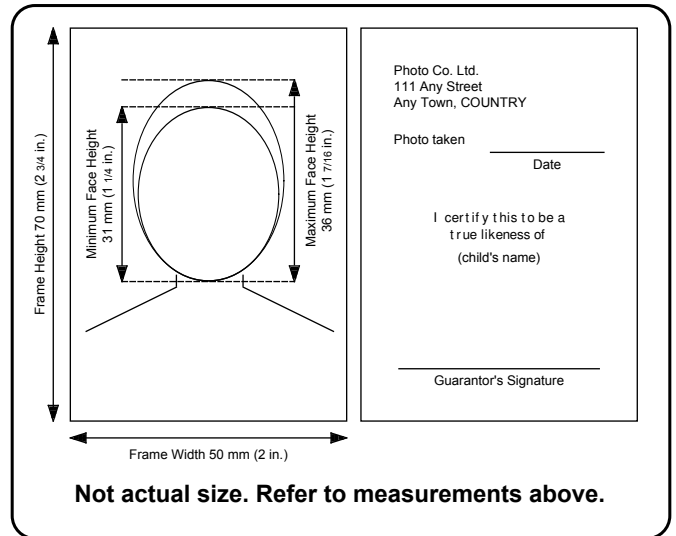
- The name and complete address of the photo studio and the date the photo was taken. The photographer may use a stamp or handwrite this information (stick-on labels are not acceptable).
- The **guarantor's** signature.

### 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 unacceptable.
- **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.

### Child photos

- The above instructions 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.
- The Passport Canada Program—Citizenship and Immigration 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 (1)** month of the date the application is submitted.
- For newborn babies, the photo may be taken while the child is sitting in a car seat, as long as a white blanket is placed over the seat behind the child's head. There must be no shadows on the face or shoulders, around the ears or in the background.



## Privacy Notice Statement

All personal information provided on this application form is collected by the Passport Canada Program—Citizenship and Immigration Canada (PCPIC) for the purpose of determining entitlement of the child to a Canadian travel document and to provide information to the Consular Operations Bureau of Foreign Affairs, Trade and Development Canada in the event that the travel document 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 101 (Certificate of Identity and Refugee Travel Documents). In the context of the delivery of travel document services, the PCPIC and other federal government institutions or Government of Canada offices abroad assisting in the delivery of travel document 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 travel document, the revocation of a currently valid travel document or the refusal of travel document 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 travel document services. Personal information may also be disclosed by third-party entities to PCPIC or other federal government institutions or Government of Canada offices abroad for those same purposes. To strengthen the security of the Canadian travel document, PCPIC 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. PCPIC may contact the applicant/passport holder to solicit feedback about passport services.

# Important information concerning children travelling abroad

For more information, visit [international.gc.ca](http://international.gc.ca) and [travel.gc.ca/child](http://travel.gc.ca/child).

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## 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 travel document or 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.

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## 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 alone, with only one parent, or with someone other than the custodian or guardian, a letter authorizing the person to travel abroad with the child. The child should have a letter from every person or organization with custodial rights, guardianship rights or, in Quebec only, parental authority. Foreign Affairs, Trade and Development Canada recommends that the letter be certified, stamped, or sealed by an official with the authority to administer an oath or solemn declaration
- If one of the parents is deceased, the death certificate

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## 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 that specify 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 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.

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## 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, Trade and Development Canada:

In Canada ..... 1-800-267-6788  
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 Abduction: A Guidebook for Left-Behind Parents*.

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



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

For a free copy, call:



In Canada ..... 1-800-267-8376  
Outside Canada ..... 613-944-4000