




# Child Abroad General Passport Application

## for Canadians under 16 years of age applying outside of Canada

Information  
Protected

**Warning**—Any false or misleading statement with respect to this application and any supporting document, including the concealment of any material fact, may result in the refusal to issue a passport, the revocation of a currently valid passport, or the refusal of passport services, and may be grounds for criminal prosecution. Your application will not be processed if you fail to complete all of the required sections of this form and/or refuse to consent to the exchange or disclosure of any personal information required for the delivery of passport services.

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

<b>① Child's Personal Information (see Instructions, section H)</b>		 <b>Date of travel</b> Month Day <input type="radio"/> Unknown	
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 Country Postal code			
Mailing address (if different from above) Number Street Apartment City Country Postal 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.		<div>Void if signature touches border</div> <div>Signature of child (see Instructions, section H)</div>	
Date Year Month Day Signed at City Country			
<b>② Information on Applicant (see Instructions, section J)</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 family services organization? <input type="radio"/> No <input type="radio"/> Yes</li><li>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</li></ul> <div>If yes, include <b>all</b> documents</div>			
Relationship between applicant (parent or legal guardian) and other parent or legal guardian			Date of marriage (if applicable) Year Month Day
<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		Date of birth Year Month Day	
Country of birth		Country of birth	
Address		Address	
Telephone (daytime)	Telephone (other)	Telephone (daytime)	Telephone (other)
Email address (optional)		Email address (optional)	
<b>Declaration</b> —I declare that the child named above is a Canadian citizen, 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 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 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.		<b>Declaration</b> —I declare that the child named above is a Canadian citizen, 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 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 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 5)		Signature of other parent or legal guardian	
Date		Date	
Signed at		Signed at	

Aussi accessible en français  
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Government of Canada  
Gouvernement du Canada

Canada

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**Previous Canadian Travel Document (see Instructions, section K)**

- Has a Canadian travel document (passport, certificate of identity or refugee travel document) been issued to the child and is it still valid?

☐ No

☐ Yes (specify)

Number

Date of issue

Year

Month

Day

If yes, include it with your application.

- Would you like the previous passport returned to you? If not, it will be securely destroyed by Passport Program to protect the child's personal information.

☐ Yes, please return the previous passport to me.

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

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**Proof of Canadian Citizenship (see Instructions, sections J and L)**

Provide **one (1)** of the documents listed below (original only):

☐ Birth certificate in Canada

(to be completed if the child was **born in Canada**)

☐ Certificate of Canadian citizenship


Registration number

Date of issue



Certificate number

Date of issue/Effective date of citizenship

5

**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 solemnly declare that the child named above is a Canadian citizen, that the photos enclosed are unaltered and a true likeness of the child, 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 the child by Passport 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

Country

6

**Declaration of Guarantor (see Instructions, section M-A Passport holder or section M-B Occupation)**

The guarantor must know the applicant identified in section 5.

Surname (last name)

Given name(s)

Canadian passport number (see section M-A) or Occupation (see section M-B)

Telephone (daytime)

Date of birth in passport (see section M-A) or Name of firm/organization (see section M-B)

Year

Month

Day

Telephone (other)

Current home address (see section M-A) or Business address (see section M-B)

Number Street

City

Country

Full name of applicant parent or legal guardian

Full name of child

I have known the applicant (parent or legal guardian) for

Number of years

**Declaration**—I solemnly declare that I have known the applicant identified above personally for at least **two (2)** years 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 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

Country

7

**Emergency Contact Information (optional)  
(see Instructions, section N)**

Surname (last name)

Given name(s)

Relationship to the child

Telephone (daytime)

Telephone (other)

Cell number

Current home address

Number Street

Apartment City

Country



# Child Abroad General Passport Application

for Canadians under 16 years of age applying outside of Canada

## Instructions

(A)

### Entitlement to a Canadian Passport

**Important Notice—We recommend that you not finalize your travel plans until you receive the requested passport.**

- A Canadian passport is the only reliable and universally accepted travel and identification document for Canadians who travel abroad.
- Canadian passports are issued to Canadian citizens only.
- For Canadians 16 years of age or over use form PPTC 040, Adult Abroad General Passport Application.

(B)

### Translation

All documents submitted throughout the passport application process that are in a language other than English or French must be translated by a certified translator.

(C)

### Requirements Checklist

- ☐ **Both** pages of the application form completed and signed within the last **twelve (12)** months.
- ☐ **Two (2)** identical unaltered passport photos of the child taken within the last **twelve (12)** months.
- ☐ Application form and one of the photos certified by your guarantor.
- ☐ Proof of Canadian citizenship (original only). The document will be returned to you.
- ☐ Any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to the child.
- ☐ Acceptable proof of parentage.
- ☐ **All** documents (including any divorce judgment) that refer to custody of, mobility of, or access to the child.
- ☐ The fee.

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

(D)

### Period of Validity and Fee

#### 5-year validity – Can\$100

The fee is in Canadian funds and should be converted to local funds. Please confirm fee and accepted methods of payment with the nearest Government of Canada office abroad.  
There is a separate non-refundable Can\$45 administrative fee for the replacement of a valid lost or stolen Canadian travel document.

#### Method of payment

- Cash (where accepted).
- Debit card (Interac), Visa debit, virtual debit or other prepaid cards (Visa, MasterCard, American Express) only for in-person applications submitted by the cardholder (where accepted).
- Prepaid debit cards are not accepted.
- Credit card (where accepted).
- Certified cheque or international money order (postal or bank) in the exact amount, payable to the Canadian Embassy, High Commission or Consulate as the case may be (where accepted).

#### Important

- Every person who requests a passport service must pay the applicable fee in the exact amount.
- Applicants who cancel their application or are refused a passport are not eligible for a refund of the passport service fee.
- Administrative fees and applicable interest will be applied to all dishonoured payments.
- Fees are subject to change.

(E)

### Credit Card Information (where accepted)

Payment by credit card for passport services at a Government of Canada office abroad requires the completion of a separate credit card authorization form. By completing and signing the authorization form, you are providing formal authorization to charge your credit card for payment of services requested. The form must be included with your passport application.

**Important Notice:** There is a fee to use the credit card payment service, a payment solution developed by the Department of Foreign Affairs, Trade and Development Canada. This fee is separate and independent from the amount payable to the Government of Canada for any passport service.

For more information and to access the credit card authorization form online, visit the Government of Canada website at [travel.gc.ca](http://travel.gc.ca).

**F****Where to Apply**

Submit the child's application at the nearest Government of Canada office that provides passport services in the country where you reside or are visiting. A list of Government of Canada offices abroad is available online at [travel.gc.ca](http://travel.gc.ca) or consult your local telephone directory.

Offices authorized to process passport applications include:

- Canadian embassies
- Canadian high commissions
- Canadian consulates (except those headed by honorary consuls).

**G****Contact Information**

General information is available 24 hours a day, 7 days a week. Specific information is available from the nearest Government of Canada office that provides passport services (consult your local telephone directory).

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

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



Passport Program ..... 819-997-8338



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

Montréal, Canada ..... 514-283-5197

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

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

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

**H****Child's Personal Information****Surname and given name(s) to appear in passport**

Write the child's name to appear in the passport. The name must not differ from the name that appears on the child's documentary evidence of citizenship.

Additional documents may be requested to verify the child's identity.

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

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

**Date of birth**

If the child's proof of citizenship does not show a complete date of birth, the specific **year**, **month** and **day** of the child's birth will be entered as shown on the child's supporting identification. Provide original or copies signed and dated by your guarantor of any supporting identification showing that date of birth.

**Place of birth**

The child's place of birth must be provided on the application form. If you do not wish the child's place of birth to appear in the passport, submit form PPTC 077, Request for a Canadian Passport Without a Place of Birth, available online at [passportcanada.gc.ca](http://passportcanada.gc.ca).

**Signature**

Children 11 years of age and over **must** sign their usual signature. The child's signature in section 1 will appear in the passport. Therefore, the signature **must not** exceed the inner limits of the signature box.



Inner Limits



**Note:** At no time should a person other than the child sign in the signature box, section 1.

**I****Who May Apply for a Passport on Behalf of a Child?**

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

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

**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. If you do not know the whereabouts of the other parent, please contact us. Where a legal guardian is the applicant, the other legal guardian(s), as the case may be, is (are) also required to participate. Proof of legal guardianship is required.

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

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

- a detailed birth certificate from Canada (also serves as proof of citizenship) or from a foreign country where the child was born, 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 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 participating in this application.

**Custody, separation or 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 be the applicant.

**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.

**Deceased parent**

If the other parent is deceased, the applicant must enclose a death certificate with the passport application. When completing section 2 of the form, the applicant must provide as much information as possible.

**K****Previous Canadian Travel Document**

- Enclose any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to the child. If this passport is valid for more than **twelve (12)** months from the date the application is submitted, provide a written explanation as to why you are applying at this time. Should Passport Program, Citizenship and Immigration Canada (CIC) not be satisfied that you have a valid reason for applying early, your application for a new passport may be refused.
- A person's name may appear in only **one (1)** valid Canadian 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 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 Passport Program or if abroad to the nearest Government of Canada office. There is an administrative fee for the replacement of a valid lost or stolen Canadian travel document (see section D).

**L****Proof of Canadian Citizenship**

Provide **one (1)** of the documents indicated in section 4 of the application form (original only). It will be returned to you. Additional information may be requested to confirm the child's citizenship.

**Certificate of birth in Canada**

Only official birth documents issued by the vital statistics office of the child's province or territory of birth in Canada are accepted. This includes detailed birth certificates indicating the name of the parent(s) which can also be used as proof of parentage (see section J). Certain exceptions may apply. More information is available online at [passportcanada.gc.ca](http://passportcanada.gc.ca).

**Certificate of Canadian citizenship**

Commemorative documents of citizenship are **not** accepted. If the child requires a certificate of Canadian citizenship, contact the nearest Government of Canada office. You may also visit the Citizenship and Immigration Canada website at [cic.gc.ca](http://cic.gc.ca).

**(M)****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:**

- have known you (the applicant) personally for at least **two (2)** years\*;  
 \* To know an applicant personally means that the guarantor is able to confirm aspects of the applicant's personal attributes. A family member or a person who resides at the same address as you (the applicant) may be the guarantor, provided that the individual meets the specified requirements. The parent or legal guardian applying for the passport on behalf of the child cannot sign as guarantor. However, the child's other parent or legal guardian may sign as guarantor.
- perform the following **two (2)** tasks **free of charge**:
  1. Complete and sign the Declaration of Guarantor (section 6) (ensure you have completed and signed **both** 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;
- know you well enough to be confident that the statements you have made in the application form are true;
- be accessible to Passport Program, Citizenship and Immigration Canada (CIC) for verification; Passport Program 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 Passport Program.

The guarantor can be either a Canadian passport holder (see section M-A below) or a member of an eligible occupation (see section M-B below).

**Section M-A Canadian passport holder, the guarantor must:**

- be a Canadian citizen, 18 years of age or over;
- hold a **5-year** or a **10-year** Canadian passport that is valid or has expired within the last year from the date we receive this application;
- have been 16 years of age or over when the application was submitted for the passport identified in section 6 of this application form; and
- provide the requested information contained in the passport issued in his or her name by completing, by hand, the declaration of guarantor section of the application form.

It is not necessary that a Canadian passport holder guarantor to reside in the same country as the applicant.

**OR****Section M-B Occupation, the guarantor must:**

- currently work and/or reside within the area of accreditation served by Government of Canada office abroad where the application is submitted; and
- be currently registered/licensed with appropriate local authority to practice **one (1)** of the following professions:
 

• Dentist	• Notary public
• Medical doctor	• Pharmacist
• Dean/head of university or college	• Veterinarian
• Judge	• Police officer
• Lawyer/notary	• Signing officer of a bank or trust company or of a financial institution that offers a full range of banking services (cash withdrawals, deposits, savings)

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

It is not necessary that a guarantor from the eligible list of occupations to be a Canadian citizen.

If you have **not known** an eligible guarantor from either section M-A, Canadian passport holder, or section M-B, Occupation, for at least **two (2)** years, complete form PPTC 132, Statutory Declaration in Lieu of Guarantor, available at any Government of Canada office that provides passport services. 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 passport.**

**(N)****Emergency Contact Information**

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.



# Child Abroad General Passport Application

for Canadians under 16 years of age applying outside of Canada



## Canadian Passport Photo Instructions

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

### The photos must:

- be taken by a commercial photographer;
- be clear, sharp and in focus. Photos may be in colour or in black and white;
- have a neutral facial expression (**eyes open and clearly visible, mouth closed, no smiling**);
- have uniform lighting—no shadows, glare or flash reflections;
- be taken **straight on** with the face and shoulders centred and squared to the camera;
- be taken in front of a plain white or light-coloured background to clearly distinguish the person from the background. Photos must reflect/represent natural skin tones;
- be originals that **have not been altered in any way** or taken from an existing photo;
- reflect 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.

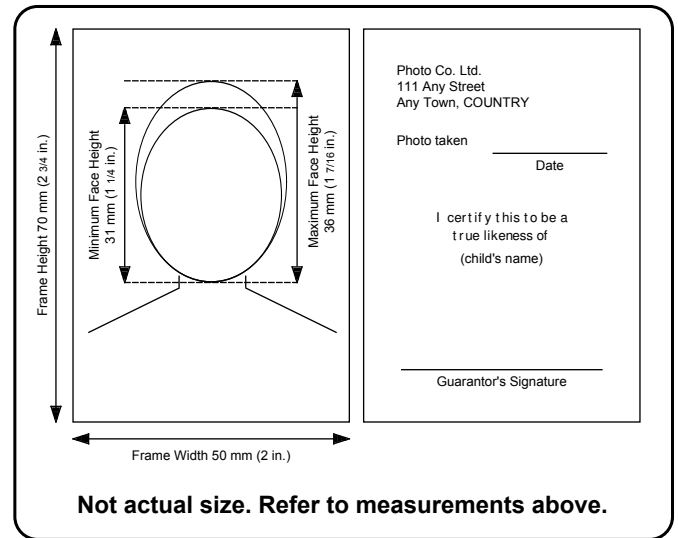
### Additional information

- **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 not acceptable.
- **Hats and head coverings** must not be worn, except for religious beliefs or medical reasons. However, the head covering must not cast shadows on the face and the full face must be clearly visible.

### 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 the child must not appear in the photo.
- Passport 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.
- 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.

More information is available on our website at [passportcanada.gc.ca](http://passportcanada.gc.ca).



## Privacy Notice Statement

All personal information provided on this application form is collected by Passport Program, Citizenship and Immigration Canada (CIC) for the purpose of determining entitlement of the child to a Canadian passport and to provide information to the Consular Operations Bureau of the Department of Foreign Affairs, Trade and Development Canada in the event that the passport holder requires assistance while travelling abroad. In the performance of those services, personal information is collected, used and disclosed under the authority of the *Canadian Passport Order* and in accordance with the *Privacy Act* and any other federal laws, regulations and policies applicable to the protection of personal information, as described in Personal Information Bank PPTC PPD 102 (Regular and Official Travel Passports). In the context of the delivery of passport services, CIC and other federal government institutions or Government of Canada offices abroad assisting in the delivery of passport services may exchange personal information. In addition, in determining current and ongoing entitlement and to maintain the integrity of the passport program, all personal information collected is subject to verification and security queries to authenticate identity and citizenship, as well as to identify the existence of grounds for refusal to issue a passport, the revocation of a currently valid passport or the refusal of passport services. In the same context, the guarantor's personal information is also subject to verification and security queries to determine whether the individual meets the guarantor requirements. Personal information may be disclosed to third party entities, such as law enforcement authorities and identity document issuing institutions, for verification and security queries required in the delivery of passport services. Personal information may also be disclosed by third party entities to CIC or other federal government institutions or Government of Canada offices abroad for those same purposes. To strengthen the security of the Canadian passport, CIC 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.

CIC 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).

Q

## Travelling with Children or Children Travelling Alone



Immigration authorities in most countries are increasingly vigilant when children cross international borders. Whether travelling alone or accompanied by an adult, each child travelling abroad must have an individual valid 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.

R

## Documentation to Facilitate Travel Abroad



The following documents may be requested 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. The Department of 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.

S

## 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 your custody rights.
- If you are not the legal guardian of the child, carry a letter of permission or authorization giving you 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 requested relating to custody of the child.

For further information, contact:



The Department of Foreign Affairs, Trade and Development Canada:  
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:



Phone number.....613-944-4000