



# CHILD GENERAL PASSPORT APPLICATION for Canadians under 16 years of age applying in Canada or the USA

**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, and/or the imposition of a period of refusal of passport services, and may be grounds for criminal prosecution as per subsection 57 (2) of the Criminal Code (R.C.S. 1985, C-46).

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

## 1 CHILD'S PERSONAL INFORMATION (SEE INSTRUCTIONS, SECTION J)

Surname (last name) requested to appear in the passport			
Given name(s) requested to appear in the passport			
All former surnames (including surname at birth if different from above. These will not appear in the passport.)			
Place of birth			
City		Country	Prov./Terr./State (if applicable)
Date of birth (YYYY-MM-DD)	Sex <input type="radio"/> F Female <input type="radio"/> M Male <input type="radio"/> X Another gender	Natural eye colour	Height (cm or in)
Current home address			
Number Street Apt. City Prov./Terr./State Postal/ZIP code			
Mailing address (if different from current home address)			
Number Street Apt. City Prov./Terr./State Postal/ZIP code			
Children under 16 years of age are not required to sign the application form, however children aged 11 to 15 are encouraged to sign this section. No one other than the child must sign in the signature box in section 1 or in the passport issued to the child once it is received.		<b>Sign within border</b>	
Date (YYYY-MM-DD) Signed at		Signature of child (see Instructions, section J)	
City		Prov./Terr./State	



**Anticipated date of travel**  
It is recommended that you do not finalize travel plans until you receive the requested passport.

☐

Month

☐

Day

☐

Unknown

## 2 INFORMATION ON APPLICANT PARENT AND OTHER PARENT(S) (SEE INSTRUCTIONS, SECTION K)

<input type="radio"/> No <input type="radio"/> Yes, include all documents			
<input type="radio"/> No <input type="radio"/> Yes, include all documents			
Relationship between the applicant (parent or legal guardian) and the other parent or legal guardian		Date of marriage (if applicable) (YYYY-MM-DD)	
<b>Applicant (parent or legal guardian)</b>		<b>Other parent or legal guardian</b>	
Current surname (last name)		Current surname (last name)	
Given name(s)		Given name(s)	
All former surname(s) (if different from above)		All former surname(s) (if different from above)	
Date of birth (YYYY-MM-DD)	Country of birth	Date of birth (YYYY-MM-DD)	Country of birth
Current home address		Current home address	
Number Street Apt. City Prov./Terr./State Postal/ZIP code		Number Street Apt. City Prov./Terr./State Postal/ZIP code	
Telephone (daytime)	Telephone (other)	Telephone (daytime)	Telephone (other)
Email address		Email address	
<b>Declaration</b> —I solemnly declare that the child named in section 1 is a Canadian citizen, that I am the parent or legal guardian of this child, and that all of the information provided and all statements made in this application, as well as all documents submitted to support the application, including the child's photos are unaltered and true. I declare that I have read and understood the <b>Warning</b> at the top of page 1 and the <b>Privacy Notice Statement</b> in section O. I consent to the collection, use and disclosure of my personal information and that of the child as outlined in the Privacy Notice Statement.		<b>Declaration</b> —I solemnly declare that the child named in section 1 is a Canadian citizen, that I am the parent or legal guardian of this child, and that all of the information provided and all statements made in this application, as well as all documents submitted to support the application, including the child's photos are unaltered and true. I declare that I have read and understood the <b>Warning</b> at the top of page 1 and the <b>Privacy Notice Statement</b> in section O. I consent to the collection, use and disclosure of my personal information and that of the child as outlined in the Privacy Notice Statement.	
Signature of applicant (also sign section 5) Date (YYYY-MM-DD) Signed at		Signature of other parent or legal guardian Date (YYYY-MM-DD) Signed at	

**3 PREVIOUS CANADIAN TRAVEL DOCUMENT (SEE INSTRUCTIONS, SECTION L)**

- Has a Canadian travel document (passport, certificate of identity or refugee travel document) been issued to the child in their current name or any other name?

☐ No ☐ Yes (specify)

Number

Date of issue (YYYY-MM-DD)

**If the Canadian travel document has not expired, you must include it with your application.**

Any passport that is damaged or was ever reported as lost or stolen will not be returned and will be securely destroyed to protect your personal information.

- Would you like the previous passport to be cancelled and returned to you?

☐ **Yes, please return it to me. If this box is not checked, the passport will not be returned and will be securely destroyed.**

**Note:** If a Canadian travel document has been reported lost, stolen, damaged or is inaccessible, and has not yet expired, complete form [PPTC 203, Declaration concerning lost, stolen, inaccessible, damaged or found Canadian travel document](#), available online at [Canada.ca/passport](#). **A Canadian travel document is no longer valid if damaged or reported as lost, stolen, or inaccessible.** There is an administrative fee for the replacement of a lost or stolen Canadian travel document that has not yet expired.

**4 PROOF OF CANADIAN CITIZENSHIP (SEE INSTRUCTIONS, SECTIONS K AND M)**

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

☐ Canadian provincial or territorial birth certificate

Registration number

Date of issue

**Note:** A detailed birth certificate showing the names of the child and the parents may also serve as acceptable proof of parentage (see Instructions section K)

☐ Certificate of Canadian citizenship

Certificate number

Date of issue or Effective date of citizenship

**5 DECLARATION OF APPLICANT**

Surname (last name) of applicant

Given name(s) of applicant

Relationship to the 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 O). I consent to the collection, use and disclosure of my personal information and that of the child by the Passport Program, Immigration, Refugees and Citizenship Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the Privacy Notice Statement.

Signature of applicant

Date (YYYY-MM-DD) Signed at

City

Prov./Terr./State

**6 DECLARATION OF GUARANTOR (SEE INSTRUCTIONS, SECTION N)**

The guarantor must know the applicant identified in section 5.

**Note:** The guarantor or the applicant can complete this section, with the exception of the **four fields in bold** which **must** be completed by your guarantor.

Surname (last name) in passport

Given name(s)

Date of birth (YYYY-MM-DD)

Canadian passport number

Date of issue (YYYY-MM-DD)

Date of expiry (YYYY-MM-DD)

Relationship to the applicant (parent or legal guardian)

Telephone (daytime)

Telephone (other)

Current home address

Number Street

Apt.

City

Prov./Terr./State Postal/ZIP code

Full name of applicant (parent or legal guardian)

Full name of child

**Declaration**—I solemnly declare that I have known the applicant identified in section 5 personally for at least **two (2)** years. I have signed the back of **one (1)** of the photos to certify the image is a true likeness of the child. **I acknowledge and understand that I am responsible for validating all pages of the application form and all relevant identity documents to the best of my knowledge.** I declare that I have read and understood the **Warning** at the top of page 1 of this application and the **Privacy Notice Statement** (Section O) of the Instructions. I consent to the collection, use and disclosure of my personal information as outlined in the Privacy Notice Statement.

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

Number of  
years

Signature of guarantor

Date (YYYY-MM-DD) Signed at

City

Prov./Terr./State

**7 EMERGENCY CONTACT INFORMATION (OPTIONAL)**

This information is helpful if the child requires emergency assistance while outside of Canada.

Surname (last name)

Given name(s)

Relationship to the child

Telephone (daytime)

Telephone (other)

Email address

Current home address

Number Street

Apt.

City

Prov./Terr./State Postal/ZIP code

# CHILD GENERAL PASSPORT APPLICATION

## for Canadians under 16 years of age applying in Canada or the USA

### 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 and reflect their identity, as determined by proof of citizenship.
- For Canadians 16 years of age or over, use form [PPTC 153, Adult General Passport Application](#).

#### B WHO MAY APPLY FOR A PASSPORT FOR A CHILD?

- One of the child's parents
- The child's custodial parent in cases of separation or divorce
- The child's legal guardian

#### C REQUIREMENTS CHECKLIST

- ☐ **Both** pages of the application form completed and signed within the last **twelve (12)** months with page **two (2)** signed and dated by the guarantor
- ☐ **Two (2)** identical and unaltered passport photos of the child taken within the last **six (6)** months, **one (1)** signed by the 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 (see section K)
- ☐ **All** documents (including, but not limited to, any divorce judgment or order) pertaining to the child that refer to custody, decision-making responsibilities, access, parenting time and/or mobility.
- ☐ The fee

**Note:** Additional documents or information may be requested in support of this application. If you are contacted by the Passport Program to provide information or documentation, you must communicate with us as soon as possible. If the required information or documentation is not received within 30 calendar days, your file may be closed. The Passport and Other Travel Document Services Fees Regulations do not allow for the refund of passport service fees whether or not you received the service requested.

#### D FEE AND PERIOD OF VALIDITY

Where the application is made **in Canada**  
the passport is to be delivered in Canada:  
**5-year validity – CAN\$57**

Where the application is made **from the USA\***  
or the passport is to be delivered to the USA\*:  
**5-year validity – CAN\$100**

\*Includes Bermuda, American Samoa, the Midway Islands, Puerto Rico and the US Virgin Islands.

There is a separate, non-refundable CAN\$45 administrative fee for the replacement of a lost or stolen Canadian travel document that has not yet expired.

**Methods of payment** (Canadian funds only):

**For in-person applications:** Credit card (Visa, Mastercard, American Express), prepaid card (**embossed only**), Debit card (Interac), Visa Debit, Mastercard Debit, Virtual Visa Debit and other prepaid cards (Visa, MasterCard, American Express) only submitted by the cardholder and certified cheque or money order (postal or bank) in the exact amount, payable to the Receiver General for Canada.

**For mail-in applications:** Credit card (Visa, Mastercard, American Express) prepaid card (**embossed only**), Visa Debit, Mastercard Debit and Certified cheque or money order (postal or bank) in the exact amount, payable to the Receiver General for Canada. Complete section E with payment information.

#### Important

- Every person who requests passport services 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.
- The Passport Program, Immigration, Refugees and Citizenship Canada does not accept personal cheques or payment in cash for applications submitted in Canada.
- Administrative fees and applicable interest will be applied to all dishonoured payments.
- Fees are subject to change.

In cases where services do not meet established service standards, applicants **may** be eligible for partial compensation of service fees.

For information on Service Standards please visit [Canada.ca/immigration-refugees-citizenship](https://Canada.ca/immigration-refugees-citizenship).

#### E CREDIT CARD INFORMATION

If you are applying in person, **do not complete** this section. If you are applying by mail and paying by credit card, complete and submit this section with your application.

Card type: ☐ Visa ☐ MasterCard ☐ American Express

Name as it appears on card

Card number

Date of expiry  
Month Year

Name of child

For official use only

**Authorization**—I authorize the Passport Program  
to charge  to my credit card.

Signature of cardholder

Date (YYYY-MM-DD)

## F APPLYING IN PERSON

If you cannot submit your passport application in person, an acceptable third party may submit the application on your behalf. For an urgent or express service request you must apply in person yourself. For information on third party eligibility, visit [Canada.ca/passport](https://Canada.ca/passport).



### Canadians can submit an application in Canada at:

- a Passport Program regional office; or
- a participating Service Canada Centre.

For information on service locations, service standards and requirements for expedited services, visit [Canada.ca/passport](https://Canada.ca/passport).



### For Canadians submitting an application from the USA:

If the child requires a passport in exceptional circumstances, contact the nearest Government of Canada office. You can find a list of Government of Canada offices in the USA online at [travel.gc.ca](https://travel.gc.ca) or in your local telephone directory.

## G APPLYING BY MAIL



Mailed-in applications are processed in Canada based on your current location.

The original documents that you enclose with your application are valuable. We recommend that you use a courier or mail service that allows you to track your package.

### By mail from British Columbia, Yukon, Northwest Territories or Nunavut

Passport Program  
PO Box 4000 STN LCD 3  
Mississauga ON L5K 0A9  
Canada

### By mail from New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island

Passport Program  
PO Box 9325 RPO CSC  
Halifax NS B3K 0J1  
Canada

### By mail from all other provinces and the United States

Passport Program  
Gatineau QC K1A 0G3  
Canada

### By courier

Passport Program  
22 de Varennes Street  
Gatineau QC J8T 8R1  
Canada

## H ANTICIPATED DATE OF TRAVEL

Regardless of the date of travel you indicate on the application form, processing times and requirements for expedited services are still applicable. Processing times begin once a completed application form, payment and all required supporting documentation are received (see section C). Processing times **do not** include mailing time. Visit [Canada.ca/passport](https://Canada.ca/passport) for more details.

**It is recommended that you do not finalize travel plans until you receive the requested passport.**

The Government of Canada, or any representative of the Government of Canada, will not be liable for any loss incurred as a result of or arising out of the passport not being delivered in time for you to travel on the date you have specified on the application form.

## I CONTACT INFORMATION

General information is available 24 hours a day, 7 days a week. Agents are available Monday to Friday from 7:30 a.m. to 8:00 p.m. (Eastern Time) in Canada.



### Information on passports, fees and processing times

[Canada.ca/passport](https://Canada.ca/passport)

Toll-free: 1-800-567-6868

Outside the continental USA: 1-819-997-8338

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

Toll-free: 1-866-255-7655

### Travel reports, warnings and requirements

For travel advice and warnings or foreign entry and exit requirements (how long the passport has to be valid for travel to a foreign country), visit [travel.gc.ca](https://travel.gc.ca)

## J CHILD'S PERSONAL INFORMATION

### Surname (last name) and given name(s) requested to appear in the passport

Write the child's full name to appear in the passport exactly as it appears on the child's proof of Canadian citizenship. If you are requesting a passport in a name that is different from the name that appears on the proof of citizenship, you must provide a Legal Name Change certificate, Court Order or Adoption Order displaying the child's old and new name. If the child has legally changed their name, you must apply for a new travel document for the child that accurately reflects the child's new name.

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

### All former surnames

All former surname(s) that differ from the surname requested to appear in the passport, including the child's surname at birth must be declared. Please separate your former surnames by a comma. These former surnames will not appear in the passport.

### 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, complete and submit form [PPTC 077, Request for a Canadian passport without place of birth](#), available online at [Canada.ca/passport](https://Canada.ca/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 supporting identification showing that date of birth or copies signed and dated by your guarantor.

### Sex

If the sex or gender identifier requested to appear in the passport does not match the submitted proof of Canadian citizenship or the child's latest travel document, complete and submit form [PPTC 644, Request – sex or gender identifier – Child Under 16 Years of Age \(PPTC 644\)](#), available online at [Canada.ca/passport](https://Canada.ca/passport).

### Current home address and Mailing address (if different from current home address)

The passport will be delivered to the mailing address provided. If the mailing address changes within 30 days of submitting the child's application, you must notify the Passport Program (see section G).

### Signature

Children under 16 years of age are not required to sign the application form, however children aged 11 to 15 are encouraged to sign section 1. No one other than the child must sign in the signature box in section 1 or in the passport issued to the child once it is received.



Inner Limits



## K INFORMATION ON APPLICANT AND PROOF OF PARENTAGE

**All parents, including all legal guardians,** are requested (and may be required) to participate in obtaining passport services for the child and to sign the application form. The other parent(s) and legal guardian(s) may be contacted. If you do not know the current whereabouts of the other parent(s) or legal guardian(s), contact the Passport Program (section I). If the child has more than **two (2)** parents or legal guardians, provide the required information **(including their signatures)** for each additional parent or legal guardian on a separate sheet of paper and sign and date it before you submit it with the application.

### All former surnames

All former surname(s) that differ from the current surname, including the parent's surname at birth must be declared.

### Proof of parentage and proof of guardianship

An acceptable proof of parentage document demonstrating the relationship between the child and the parent(s) and/or legal guardian(s) must be submitted.

Multiple documents may be required if parentage cannot be established with only one document:

- A detailed birth certificate showing the name(s) of the parent(s) from a Canadian province or territory (also serves as proof of Canadian citizenship, see section M) or from a foreign country in which the child was born, indicating the full name of the parent(s) and the full name of the child, the child's date and place of birth, the issuing authority from the country of birth or their government representative abroad, and the date of registration or issue;
- An adoption order indicating the names of the child and adopting parent(s);
- Proof of guardianship indicating the names of child and the legal guardian(s).

**Exception:** An application submitted for a child will be accepted without proof of parentage only if:

- a Canadian travel document was previously issued to the child in their name; and
- the parents or legal guardians who participated in the previous application are the same ones participating in this current application.

### Agreements and legal documents

**All documents** (including but not limited to, any divorce judgment or order) pertaining to the child that refer to custody, decision-making responsibilities, access, parenting time and/or mobility must be submitted with the application. If necessary, contact the applicable issuing authority to obtain **all** necessary documents. In processing a passport application for a child under 16 years of age, the Passport Program must be vigilant in ensuring that the legal rights of the parents or legal guardian(s) with respect to the child are safeguarded and that the said child is protected from any foreseeable harm. As such, the Passport Program must fulfill its legal obligations in delivering a passport in the name of each child, as is outlined in the *Canadian Passport Order* and the *Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction*. These legal obligations may require the Passport Program to request access to all legal documents naming the child in question and/or information regarding all parent(s) or legal guardian(s).

### Relationship of the applicant parent with the other parent(s) and/or legal guardian(s)

Indicate your current relationship with the other parent: single (no relationship), common law, married, separated, divorced or widowed. Indicate the date of marriage to the other parent, if applicable. Additional information or documentation may be requested.

### Children in foster care or undergoing an adoption process in Canada

If the child is in foster care or undergoing an adoption process in Canada, you must also complete **one (1)** of the following forms: [PPTC 463A](#), [PPTC 463B](#) or [PPTC 463C](#), *Additional Information for children in foster care and children undergoing an adoption process in Canada*, available online at [Canada.ca/passport](#).

### Deceased parent(s) and/or legal guardian(s)

If any of the other parents or legal guardians are deceased, you must enclose a copy of the death certificate(s) with the application. When completing section 2 on the application form, you must provide as much information on the deceased parent(s) and/or legal guardians as possible.

**Additional documentation** (for example, marriage certificate, legal change of name certificate, etc) may be required to link the name(s) of parents or legal guardian(s) from the proof of parentage document to the name(s) identified in section 2 of the application form or in other submitted documentation.

## L PREVIOUS CANADIAN TRAVEL DOCUMENT

Enclose any Canadian travel document (passport, certificate of identity or refugee travel document) that is not expired and was issued to the child in their current name or any other name. If the travel document's expiry date is 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 the Passport Program not be satisfied that you have an acceptable reason for applying early, your application for the child's passport may be refused.

## M PROOF OF CANADIAN CITIZENSHIP

**Important:** A Canadian provincial or territorial birth certificate does not constitute an acceptable proof of Canadian citizenship if, at the time of your child's birth in Canada, one or both of the parents was or were employed in Canada by a foreign government or international agency and neither parent was a Canadian citizen or permanent resident. See subsection 3(2) of the *Citizenship Act* for more information. You may also request a formal assessment by submitting an application for a citizenship certificate to Immigration, Refugee and Citizenship Canada (IRCC). For more details, visit the IRCC website at [Canada.ca/citizenship](#).

The original proof of Canadian citizenship you submit with the child's application will be returned to you. Additional information may be requested to confirm your citizenship.

### Canadian provincial or territorial certificate of birth

Only official birth documents issued by the vital statistics office in your province or territory of birth in Canada are accepted. Certain exceptions may apply. Certain Canadian provinces and territories have other documents that may also be accepted as proof of Canadian citizenship. Visit [Canada.ca/passport](#) for more information.

### Certificate of Canadian citizenship

Commemorative certificates of citizenship are **not** accepted as proof of citizenship. If you require a certificate of Canadian citizenship for the child visit the IRCC website at [Canada.ca/citizenship](#).

### Immigration, Refugees and Citizenship Canada



Website: [Canada.ca/citizenship](#)



Toll-free in Canada: 1-888-242-2100



TTY in Canada (for people who are Deaf or hard of hearing)  
1-888-576-8502, 8:00 a.m. to 4:00 p.m. (Eastern Time)

## N DECLARATION OF GUARANTOR

A guarantor is a person other than the applicant parent or legal guardian who can confirm the applicant's identity, has knowledge of the child, and may be called upon to confirm personal information. A guarantor can be the other parent or legal guardian (not the applicant), a relative or someone living at your address, as long as they meet all the requirements listed below.

### The guarantor must meet the following criteria:

- be able to communicate in English or French;
- 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 been expired for **no more than 1 (year)** on the date the Passport Program receives this application;
- have been 16 years of age or over when the application was submitted for the passport identified in section 6 on this application form;
- have known you (the applicant) personally for at least **two (2)** years. To know you personally means your guarantor is able to confirm aspects of your personal attributes;
- know you well enough to be confident that the statements you have made on the application form are true;
- provide the requested information contained in the passport issued in their name by completing or validating the declaration of guarantor section of the application form;
- be accessible to the Passport Program for verification.

A Canadian passport holder guarantor does not need to reside in the same country as the applicant.

The applicant or the guarantor can complete this section, with the exception of the **four fields in bold** which **must** be completed by your guarantor.

The guarantor **must** perform the following **two (2)** tasks **free of charge**:

1. Complete or validate the information entered in section 6 - Declaration of Guarantor. The guarantor **must** complete the following **four fields in bold**: **A) I have known the applicant for (number of years), B) Signature of guarantor, C) Date, D) Signed at**. 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 your photos and sign it.

The Passport Program reserves the right to request a new guarantor.

**Important:** The applicant cannot help the guarantor in performing their duties. If the guarantor needs help they can contact the Passport Program (see section I).

If you have **not known** an eligible guarantor for at least **two (2)** years, complete form PPTC 132, *Statutory Declaration in Lieu of Guarantor for Canadians Applying for a Travel Document*, available at any passport service location in Canada or any Government of Canada office abroad. The form must be completed at your expense before a person who is authorized by law to administer an oath or solemn affirmation.

**This may delay the processing time of the passport.**



## CHILD GENERAL PASSPORT APPLICATION for Canadians under 16 years of age applying in Canada or the USA

### O PRIVACY NOTICE STATEMENT

Personal information provided on this form is collected by Service Canada and disclosed to Immigration, Refugees, and Citizenship Canada (IRCC) under the authority of the *Canadian Passport Order*. The personal information provided will be used for the purpose of processing applications, determining entitlement to passport services and administering passport services. In the same context, the guarantor's personal information is subject to verification and security queries to determine whether the individual meets the guarantor requirements. The Passport Program may process applications using automation to support processing and decision-making. The personal information provided may be disclosed to other federal government institutions, provincial/territorial governments, foreign governments, investigative bodies and/or law enforcement for the purpose of validating identity, determining current and ongoing entitlement to passport services and administering or enforcing any law or carrying out a lawful investigation.

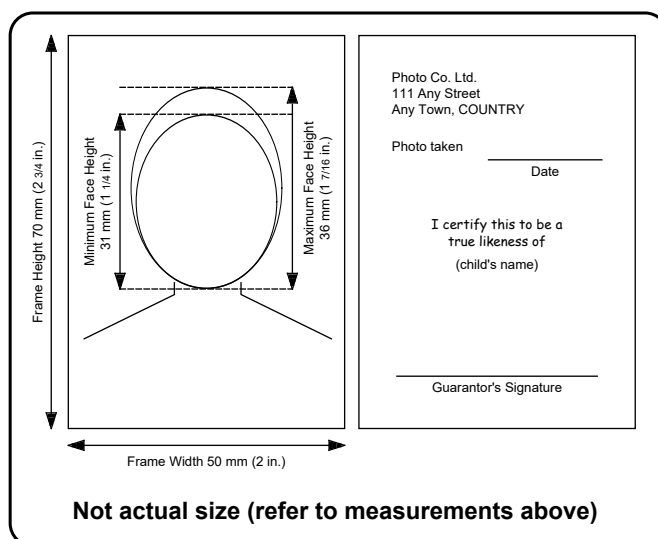
Personal information may also be used for purposes including research, statistics, quality assurance, program and policy evaluation, internal audit, compliance, risk management, strategy development and reporting. Failure to complete the form in full may result in a delay or the application not being processed. The *Privacy Act* gives individuals the right of access to, protection, and correction of their personal information. If you are not satisfied with the manner in which IRCC manages your personal information, you may exercise your right to file a complaint to the [Office of the Privacy Commissioner of Canada](#). The collection, use, disclosure and retention of your personal information is further described in IRCC's Personal Information Bank – [IRCC PPU 081](#) and [IRCC PPU 082](#).

### P CANADIAN PASSPORT PHOTO INSTRUCTIONS

You must submit **two (2)** identical and unaltered photo prints with each passport application. Electronic photos are not acceptable. More information is available at [Canada.ca/passport](http://Canada.ca/passport).

#### The photos must:

- be taken in person by a commercial photographer;
- be professionally printed on plain, high quality photographic paper (photos printed at home are not acceptable);
- be clear, sharp and in focus; in colour or black and white;
- show a neutral facial expression (**no smiling, mouth closed**) and looking straight at the camera, with **eyes open and clearly visible**;
- have uniform lighting—no shadows, glare or flash reflections;
- show a full front view of the face and top of the shoulders squared to the camera (face and shoulders centered in the photo, head not tilted or turned);
- reflect natural skin tone and be taken against a plain white or light coloured background with enough contrast between the background, facial features and clothing, so that your features appear clearly against the background;
- be originals that **have not been altered in any way** and not taken from an existing photo;
- be taken within the last **six (6)** months from the date the application is submitted and reflect the current appearance of the child.



#### The following must appear on the back of one photo

- The name and complete address of the photo studio (not a P.O. Box) 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. Note: If you are using the PPTC 132, *Statutory Declaration in Lieu of Guarantor for Canadians Applying for a Travel Document* (see section N), the signing official must also sign the back of the photo.
- The statement "I certify this to be a true likeness of (name of child written by guarantor)".

#### Additional information

- Prescription glasses may be worn in photos as long as there is no glare and the eyes are clearly visible.
- The red-eye effect, tinted glasses and sunglasses make the photos unacceptable.
- Hats and head coverings must not be worn, except for religious beliefs or medical reasons. The head covering and hair must not cast shadows on the face and the full face must be clearly visible.
- The photo must show the child's head and shoulders only. The parent's or child's hands must not appear in the photo.
- The Passport Program, Immigration, Refugees and Citizenship 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.

# 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.
- Agreements and legal documents that refer to custody, decision-making responsibilities, access, parenting time and/or mobility.
- A letter of consent authorizing the child to travel alone, with only one parent or with someone other than the custodian or guardian, as the case may be. The child should have a letter from every person or organization with custodial rights, guardianship rights or, in Quebec only, parental authority. Global Affairs 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 help confirm 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 one parent is travelling 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 at which the parents or legal guardians can be contacted.
- If you are travelling with a group, make sure 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 case of emergency.

## T CUSTODY INFORMATION

Custody or parenting arrangements in Canada may not be recognized in another country. In extreme cases, the child may not be able to leave the country visited. Before leaving on a trip, it is advised to verify with the embassy or consulate of the country or countries the child will be visiting to determine the documentation relating to custody of or decision-making responsibilities over the child that may be requested.

For further information, contact:



Global Affairs Canada:

In Canada: 1-800-267-6788

Outside Canada: 1-613-944-6788

- If a family dispute could possibly arise while travelling with the child, you should talk to a lawyer prior to your departure. We suggest that 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 at:



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

For a free copy, call:



In Canada: 1-800-267-8376

Outside Canada: 1-613-944-4000

## U TRANSLATION

All documents submitted as part of the travel document application that are in a language other than English or French must be accompanied by a translation completed by a certified professional or a non-certified professional translator.

If the document is not a court document or legally binding agreement made between two or more parties, then a third party translation is acceptable.

A translation produced by a certified professional, non-certified professional or third party translator must be accompanied by form [PPTC 659, Statutory Declaration for Translators](#).

Third party translators must have the Statutory Declaration notarized by an official (lawyer, notary, commissioner of oaths).

The Passport Program will not accept a translation completed by the applicant or a relative of the applicant. Visit [Canada.ca/passport](http://Canada.ca/passport) for more information on the Passport Program's definition of a relative.