



ADULT PASSPORT APPLICATION

for Canadians 16 years of age or over
(in Canada)

GENERAL INFORMATION

Aussi disponible en français

Entitlement to a Canadian Passport

- Issued to Canadian citizens only, Canadian passports reflect the identity of the applicant as determined by documentary evidence of citizenship and supplementary documentation.
- Persons 16 years of age or over must use this form (PPT 044) to apply.
- Children under 16 years of age must have an individual passport (use form PPT 046 "Child Passport Application").

Applying in Person



DO NOT mail or use courier services to send your application form to a local passport office.

For a list of passport offices where you can apply in person, see "Passport Office Locations."

Our goal is to have the passport ready in **10 working days**.

Requirements



CHECKLIST

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

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

Failure to provide all information will delay issuance of the passport.

Applying by Mail



BY MAIL

Passport Office
Ottawa, Ontario K1A 0G3



BY COURIER

Passport Office
Place du Centre
Commercial Level 2
200 Promenade du Portage
Hull, Quebec J8X 4B7

Our goal is to have the passport in the mail **20 working days** after receiving your application.

Fee

\$85 - includes the passport fee (\$60) and consular service fee (\$25).

By Mail or Courier

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

In Person

- Cash
- Debit (Interac)
- Credit card -
- Certified cheque or money order (postal or bank) payable to the Receiver General for Canada

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

Protection of Information



Personal information provided on your application form is protected and used in accordance with the provisions of the *Privacy Act* (Personal Information Bank No. EAC PPU 030).

This information is collected under the *Canadian Passport Order* (SI/81-86) to determine your current and ongoing entitlement to a Canadian passport and to provide information to the Consular Affairs Bureau of the Department of Foreign Affairs and International Trade in the event that you require assistance while travelling abroad. The information provided may be verified.



Passport Office
Bureau des passeports

PPT 044A (03-03) M02
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Canada

Additional Information

General information is available 24 hours a day, 365 days a year. Specific information is available during regular office hours. Application forms are available in Braille, on diskette or in large print for persons with a visual impairment.

INFORMATION ON PASSPORTS AND FEES



Web site: www.ppt.gc.ca



Toll-free: 1 800 567-6868
Ottawa-Hull and area: (819) 994-3500
Montréal and area: (514) 283-2152
Toronto and area: (416) 973-3251
Vancouver and area: (604) 586-2500

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

Toll-free: 1 866 255-7655
Ottawa-Hull and area: (819) 994-3560

INFORMATION ON TRAVEL CONDITIONS AND REQUIREMENTS



Web site: www.voyage.gc.ca

Passport Office Locations

DO NOT mail or use courier services to send your application form to a local passport office.

* Indicates offices that provide service in both official languages.



All offices are wheelchair accessible.

ALBERTA

- * **Calgary**
Harry Hays Building
Suite 254
220-4th Avenue South East
- * **Edmonton**
Canada Place Building
Suite 160
9700 Jasper Avenue

BRITISH COLUMBIA

- Richmond**
Suite 135
8011 Saba Road
- Surrey**
Suite 900
13401-108th Avenue
- * **Vancouver**
Sinclair Centre
Suite 200
757 Hastings Street West
- * **Victoria**
Scotiabank Building
5th Floor
747 Fort Street

MANITOBA

- * **Winnipeg**
Suite 400
433 Main Street
(Corner Main & Bannatyne)

NEW BRUNSWICK

- * **Fredericton**
Frederick Square
Suite 470
77 Westmorland Street

NEWFOUNDLAND AND LABRADOR

- St. John's**
TD Place
Suite 702
140 Water Street

NOVA SCOTIA

- * **Halifax**
Maritime Centre
Suite 1508, 15th Floor
1505 Barrington Street

ONTARIO

- * **Hamilton**
Standard Life Building
Suite 330
120 King Street West
- * **Kitchener**
The Galleria
Suite 630
101 Frederick Street
- * **London**
Suite 201, 2nd Floor
400 York Street
- Mississauga**
Central Parkway Mall
Suite 116, 2nd Floor
377 Burnhamthorpe Road East
- * **North York**
Joseph Shepard Building
Suite 380, 3rd Floor
4900 Yonge Street
- * **Ottawa**
C.D. Howe Building
Level C, East Tower
240 Sparks Street
- * **St. Catharines**
Landmark Building
Suite 600
43 Church Street
- Scarborough**
Suite 210, 2nd Floor
200 Town Centre Court
- * **Thunder Bay**
2nd Floor
979 Alloy Drive

Toronto

- Suite 300
74 Victoria Street
- * **Windsor**
CIBC Building
Suite 1010
100 Ouellette Avenue

QUEBEC

- * **Hull**
Place du Centre
Commercial Level 2
200 Promenade du Portage
- * **Jonquière**
Immeuble Saint-Michel
Suite 408
3885 Harvey Boulevard
- * **Laval**
Suite 500, 5th Floor
3 Place Laval
(Corner Saint-Martin & des Laurentides)
- * **Montréal**
Complexe Guy-Favreau
Suite 803, West Tower
200 René-Lévesque Boulevard West
- * **Sainte-Foy**
Belle Cour Tower
Suite 2410, 4th Floor
Place de la Cité
2600 Laurier Boulevard
- * **Saint-Laurent**
Suite 112
3300 chemin Côte Vertu

SASKATCHEWAN

- * **Regina**
Suite 500
1870 Albert Street
- * **Saskatoon**
Federal Building
Suite 405
101-22nd Street East

INSTRUCTIONS

1

Personal Information

NAME TO APPEAR IN PASSPORT

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

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

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

SURNAME AT BIRTH/FORMER SURNAME

Complete only if different from the surname to appear in the passport (for Passport Office information only; will not appear in the passport).

ADDING A SPOUSAL SURNAME TO A VALID PASSPORT

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

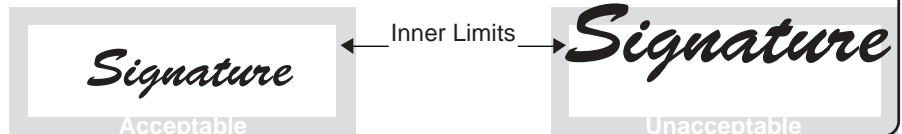
The fee for this service is \$12.

PLACE OF BIRTH

Your place of birth must be provided on the application form. If you do not wish the place of birth to appear in the passport, submit a written request. Be sure to contact the consulate or embassy of every country you plan to visit to ensure that you will be admitted if the passport does not include your place of birth.

SIGNATURE

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



2

Declaration of Guarantor

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

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

Your guarantor must:

- be a Canadian citizen residing in Canada and must be accessible to the Passport Office for verification;
- have known you personally for at least **TWO** years and well enough to be confident that the statements you have made in your application form are true;
- sign the "Declaration of Guarantor" section on your application form;
- sign the statement on the back of **ONE** of your photos; and
- be included in **ONE** of the following groups:
 - dentist, medical doctor or chiropractor
 - judge, magistrate, police officer (municipal, provincial or RCMP)
 - lawyer (member of a provincial bar association)
 - mayor
 - minister of religion authorized under provincial law to perform marriages
 - notary public
 - optometrist
 - pharmacist
 - postmaster
 - principal of primary or secondary school
 - professional accountant (member of APA, CA, CGA, CMA or RPA)
 - professional engineer (P. Eng., Eng. in Quebec)
 - senior administrator in a community college (includes CEGEPs)
 - senior administrator or teacher in a university
 - veterinarian.

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

If you have **not known** an eligible guarantor for at least **TWO** years, complete a "Declaration in Lieu of Guarantor" form PPT 132, available from any passport office. This form must be completed at your expense before a person authorized by law to administer an oath or solemn affirmation. **This may delay the processing time of the passport.**

3

Previous Canadian Passport

- Enclose any Canadian passport or travel document issued to you within the last **FIVE** years.
- A person's name may appear in only **ONE** valid Canadian Passport, Certificate of Identity or Refugee Travel Document.
- Passports are valid for a maximum of **FIVE** years from the date of issue. If, under exceptional circumstances, a limited validity passport was issued to you within the last **FIVE** years, it may be extended. The fee for this service is \$12.
- If the valid passport has been lost, stolen, damaged, destroyed or is inaccessible, complete "Statutory Declaration" form PPT 203, available from any passport office.

4

Proof of Canadian Citizenship

Provide **ONE** of the documents listed in section 4 of the application form (copies or notarized copies are not accepted). It will be returned to you with the passport. Additional information may be requested to confirm your citizenship. If you are a woman who, before 1947, married a man who was not a British subject, contact the Passport Office.

CERTIFICATE OF BIRTH IN CANADA

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

NEW

If you were born in Quebec

Only birth certificates issued on or after January 1, 1994, by *Le Directeur de l'état civil* in the province of Quebec are accepted.

CERTIFICATE OF CANADIAN CITIZENSHIP

Large commemorative documents of citizenship issued after February 14, 1977, are **not** accepted. If you require a Certificate of Canadian Citizenship, contact the office of the Registrar of Canadian Citizenship:

Montréal	(514) 496-1010	Elsewhere in Canada:	1 888 242-2100
Toronto	(416) 973-4444	TTY (for persons who are deaf or hard of hearing):	1 888 576-8502 (from 7:00 to 17:00)
Vancouver	(604) 666-2171	Web site:	www.cic.gc.ca

NEW

5

Documents to Support Identity

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

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

- | | | |
|--|---|--|
| - Provincial driver's licence | - Certificate of Indian Status | - Other federal identification card |
| - Provincial health care card | - Firearms Licence - Possession • Acquisition | - Federal, provincial or municipal employee identification card. |
| - Other provincial identification card | - Old Age Security card | |

You may submit original documents. They will be returned to you. If you are submitting photocopies, your guarantor must sign and date the photocopies to indicate the originals have been seen.

If you are submitting photocopies but are using form PPT 132, "Statutory Declaration in Lieu of Guarantor", the same official who signs the "Declaration" must also sign and date the photocopies of your identification to indicate the originals have been seen.

If you have no documents to support your identity, call the Passport Office.

Passport Photo Specifications

- SIZE: 50 mm X 70 mm (2 inches X 2 3/4 inches).
- **TWO** identical passport photos produced from the same unretouched film or from the same file capturing the digital image. Must be original photos, not taken from any existing photo.
- Show a full front view of head and shoulders without head covering.
- Taken against a plain white background without shadows.
- Tinted prescription glasses may be worn as long as the eyes are clearly visible. Sunglasses are not acceptable.
- Taken within the last 12 months.
- Must be on light weight paper; heavy weight paper is not acceptable.
- Black and white or colour photos.

Notarial seals must **not** be imprinted on photos. Photos produced digitally are acceptable provided all other requirements are met.

Photos that do **not** meet these specifications or do **not** allow a clear and positive identification are **not** acceptable. Photos subject to premature fading or sensitive to heat, and group photos are **not** acceptable.

PHOTOGRAPHER'S INFORMATION

The name and address of the photographer and the date the photos were taken must appear on the back of **ONE** photo.

GUARANTOR'S DECLARATION

Your guarantor must certify and sign the back of one photo bearing the stamp of the photographer. If you do not have a guarantor and are completing a "Declaration in Lieu of Guarantor" form PPT 132, refer to specific instructions on the form.


Size	Photographer's Information
	Photo Co. Ltd. 110 Any Street Any Town, COUNTRY Photo taken _____ Date _____ <i>I certify this to be a true likeness of</i> (applicant's name) _____ Guarantor's Signature Sample of Guarantor's Declaration



ADULT PASSPORT APPLICATION for Canadians 16 years of age or over (in Canada)

WARNING to all applicants and guarantors - Any false statement, misrepresentation or concealment of any material fact on this form or any document presented in support of this application may lead to refusal or revocation of a passport and be grounds for criminal prosecution.

Print in block letters using black or dark blue ink

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

DO NOT DETACH

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

DO NOT DETACH

3**Previous Canadian Passport**

- Enclose any Canadian passport or travel document issued to you within the last **FIVE** years.
- Would you like the passport to be returned to you? Yes ☐ No ☐
- If the passport has been lost, stolen, damaged, destroyed or is inaccessible, you must include with this application form a completed "Statutory Declaration" form PPT 203, available from any Passport Office. The maximum validity of a passport is **FIVE** years.

4**Proof of Canadian Citizenship**

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

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

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

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

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

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

When did you become a Canadian citizen? Specify the date →

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

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

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

Provide the following information (See instruction No. 5).

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




Declaration of Applicant

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

Signature of Applicant	Date Year Month Day	Signed at City Province/Territory
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Credit Card Information

COMPLETE ONLY if you are not appearing in person and you wish to pay by credit card.

<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 	Name Appearing On Card	FOR OFFICIAL USE ONLY Authorization Number <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
Card Number	Date of Expiry Month Year	
AUTHORIZATION - I authorize the Passport Office to charge \$ <input type="text"/> to my credit card.	Signature of Cardholder	Date Year Month Day

Additional Personal Information

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

1. _____	From Year Month	To Year Month
2. _____	From Year Month	To Year Month
Number Street Apartment City Province/Territory Country		

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

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

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

Mother's Surname at Birth

References

Provide the following information with respect to **TWO** persons who are not relatives and have known you for at least **TWO** years. They will be contacted to confirm your identity.

1. Surname		Given Name	
Relationship	Address		
	Number Street Apartment City Province/Territory Country		
Home Telephone No. ()	Business Telephone No./Extension ()	Fax No. or E-Mail Address (Optional)	Has known me for State number of years
2. Surname		Given Name	
Relationship	Address		
	Number Street Apartment City Province/Territory Country		
Home Telephone No. ()	Business Telephone No./Extension ()	Fax No. or E-Mail Address (Optional)	Has known me for State number of years

Emergency Contact



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

Surname		Given Name	
Relationship	Home Telephone Number ()	Business Telephone No./Extension ()	
Address			
Number	Street	Apartment	City Province/Territory Postal Code

Declaration of Applicant

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

Signature of Applicant	Date	Signed at
	Year Month Day City Province/Territory	

DO NOT DETACH

DO NOT DETACH