


# Adult Abroad Simplified Renewal Passport Application

## for Canadians applying outside of Canada and the USA

PROTECTED  
WHEN  
COMPLETED - B

**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 Personal Information (see Instructions, section G)</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)		Mother's maiden name	
Place of birth			
City Country Prov./Terr./State (if applicable)			
Date of birth Year Month Day		Sex <input type="radio"/> Female <input type="radio"/> Male	Natural eye colour
Height (cm/in)			
Current home address			
Number Street Apartment City Country Postal/ZIP code			
Mailing address (if different from current home address)			
Number Street Apartment City Country Postal/ZIP code			
Telephone (daytime)		Telephone (other)	
Email address			
<b>Declaration</b> —I solemnly declare that I am a Canadian citizen, that the photos enclosed are unaltered and a true likeness of me, 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 <b>Warning</b> at the top of this page and the Privacy Notice Statement (see Instructions, section I). I consent to the collection, use and disclosure of my personal information 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 in the Instructions.		<b>Sign within border</b>  <b>Signature (see Instructions, section G)</b> Date Year Month Day Signed at City Country	

<b>2 Previous Canadian Passport (see Instructions, section H)</b>	
• Enclose any Canadian passport issued to you within the last <b>six (6)</b> years.	Passport number Date of issue Year Month Day Date of expiry Year Month Day
<b>If you cannot submit the previous passport, or if the previous passport is damaged, you cannot use this form.</b>	
• Would you like the previous passport returned to you? If not, it will be securely destroyed by the Passport Program to protect your personal information. <input type="checkbox"/> Yes, please return it to me.	

<b>3 Canadian Citizenship</b>	
To be completed if you were <b>born outside of Canada between February 15, 1977 and April 16, 1981 inclusive.</b>	
a) Are you a naturalized Canadian, i.e. did you receive Canadian citizenship following immigration to Canada? <input type="radio"/> Yes ➡ Go to page 2 <input type="radio"/> No ➡ Continue to question b)	
b) Was one of your parents born in Canada? <input type="radio"/> Yes ➡ Go to page 2 <input type="radio"/> No ➡ Continue to question c)	
c) When was your current certificate of Canadian citizenship issued? <input type="radio"/> After January 1, 2007 ➡ Submit the certificate with your application (original only). <input type="radio"/> Before January 1, 2007 ➡ Complete and submit form PPTC 001, <i>Proof of Canadian Citizenship—Additional Information</i> , available online at <a href="http://Canada.ca/passport">Canada.ca/passport</a> .	



④

Period of Validity (see Instructions, section C)

Choose one (1) of the following periods of validity:

☐ 5-year or

☐ 10-year

⑤

Additional Personal Information

Note: If insufficient space, attach a separate signed and dated sheet.

A Addresses in the last two (2) years

☐ Same as current home address  
☐ Different from current home address (complete below)

From

Year

Month

To

Year

Month

1.

From

Year

Month

To

Year

Month

2.

B Occupation in the last two (2) years (check all that apply):

☐ I was employed (full- or part-time)  
☐ I was in school (full- or part-time)  
☐ other, e.g. homemaker, unemployed or retired

Enter full details below for the last two (2) years:

Employer, school or other

Address

Telephone (daytime)

Field of employment or studies

Date (from)

Date (to)

⑥

References

Provide the following information for two (2) persons who are neither your relatives; are 18 years of age or over; and who have known you for at least two (2) years. They must agree to have their contact information provided as they may be contacted to confirm your identity. Visit Canada.ca/passport for more information on the Passport Program's definition of a relative.

1. Surname (last name)

Given name(s)

Relationship

Address (Number, Street, Apartment, City, Country, Postal/ZIP code)

Telephone (daytime)

Telephone (other)

Email address

Has known me for  
Number of years

2. Surname (last name)

Given name(s)

Relationship

Address (Number, Street, Apartment, City, Country, Postal/ZIP code)

Telephone (daytime)

Telephone (other)

Email address

Has known me for  
Number of years

⑦

Emergency Contact Information (optional)

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.

Surname (last name)

Given name(s)

Relationship to the applicant

Telephone (daytime)

Telephone (other)

Email address

Current home address

NumberStreet

ApartmentCity

Country

Postal/ZIP code

Signature of applicant

Date  
YearMonthDay

# Adult Abroad Simplified Renewal Passport Application for Canadians applying outside of Canada and the USA

## Instructions

**A**

### Who May Use This Form?

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

**Note:** If you cannot answer **yes** to all of the conditions outlined here, or if this is your first application for a Canadian passport, you must complete form PPTC 040, *Adult Abroad General Passport Application*. Additional documents or information may be requested in support of this application.

You may use this form to **renew a passport** only if all of the following conditions are met:

- **you were at least 16 years of age at the time of your previous application**
- the information (name, date of birth, sex and place of birth) on this application form is exactly as it appears on page 2 of the submitted passport **1**
- the Canadian passport being renewed :
  - is valid or expired for no more than **one (1) year** **2**
  - was or is valid for **five (5) years** or **ten (10) years** **3**
  - **is not damaged**
  - was **never** reported lost or stolen



**B**

### Requirements Checklist

- ☐ **Both** pages of the application form completed and signed within the last **twelve (12)** months
- ☐ **Two (2)** identical and unaltered passport photos taken within the last **six (6)** months. No signature is required on the photos
- ☐ Enclose any Canadian passport issued to you within the last **six (6)** years
- ☐ If you were born outside of Canada between February 15, 1977, and April 16, 1981 inclusive, you may be requested to submit further documentation (see section 3)
- ☐ The fee

**Note:** 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**

### Fee and Period of Validity

Where the application is made **outside of Canada** or the passport is to be delivered outside of Canada:

<b>5-year validity – CAN\$190*</b>	<b>10-year validity – CAN\$260*</b>
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\*A CAN\$25 consular services fee is included in the above-mentioned fee.  
The fee is in Canadian dollars and may be converted to the local currency. Please confirm the fee and the methods of payment with the nearest Government of Canada office abroad.

#### Methods of payment:

- Cash (where accepted);
- Debit card (Interac), Visa Debit, Virtual Visa Debit or other prepaid cards (Visa, MasterCard) only for in-person applications submitted by the cardholder (where accepted). Prepaid debit cards are not accepted;
- Credit card (where accepted); or
- 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 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. Only the consular services fee of CAN\$25, applied only to adult applications, is refundable.
- Administrative fees and applicable interest will be applied to all dishonoured payments.
- Fees are subject to change.

**D**

### 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 this form, you formally authorize the Government of Canada to charge your credit card for payment of the 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 Global Affairs 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).

**E****Where to Apply**

Submit your application at the nearest Government of Canada office that provides passport services in the country where you reside or are visiting. You can find a list of Government of Canada offices abroad online at [travel.gc.ca](http://travel.gc.ca) or in your local telephone directory.

Offices authorized to process passport applications include:

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

**F****Contact Information**

- General information is available 24 hours a day, 7 days a week. Specific information is available at the nearest Government of Canada office that provides passport services (consult your local telephone directory).
- The application forms in large print and the passport application instruction booklet in Braille are available upon request only. For more information or to order these formats, contact the Passport Program.

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

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

Passport Program 1-819-997-8338

TTY (for people who are Deaf or hard of hearing) Montréal, Canada:  
1-514-283-5197

**Travel reports, warnings and requirements**

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

**G****Personal Information****Surname and given name(s) to appear in passport**

Your name must be written **exactly** as it appears on page 2 of the submitted passport. Your surname (last name) and given name(s) must be spelled the same and be placed in the same order. If your name has changed, you **cannot** use this form. You must complete form PPTC 040, *Adult Abroad General Passport Application*.

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

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

**Mother's maiden name**

Indicate your mother's surname (last name) when she was born.

**Date of birth**

The specific **year**, **month** and **day** of your birth will be entered as shown on your previous passport.

**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, complete and submit form PPTC 077, *Request for a Canadian passport without place of birth*, available online at [Canada.ca/passport](http://Canada.ca/passport).

**Signature**

You **must** sign your usual signature on **both** pages.



Inner Limits



**(H)****Previous Canadian Passport**

- Enclose any Canadian passport issued to you within the last **six (6)** years. If you cannot submit the previous passport, or if the previous passport is damaged, you cannot use this form. You must complete form PPTC 040, *Adult Abroad General Passport Application*, available online at [Canada.ca/passport](http://Canada.ca/passport).
- A person's name may appear in only **one (1)** valid Canadian travel document (passport, certificate of identity or refugee travel document).

**Note:** If the 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 the Passport Program, Immigration, Refugees and Citizenship Canada not be satisfied that you have a valid reason for applying early, your application for a new passport may be refused.

**(I)****Privacy Notice Statement**

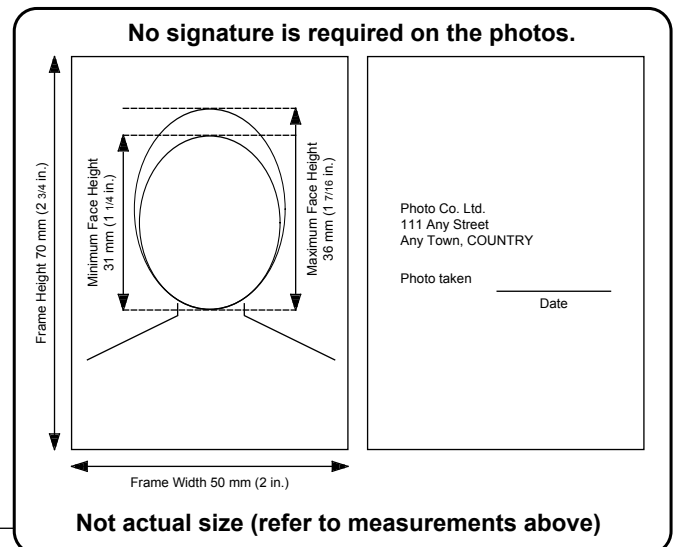
All personal information provided on this application form is collected by the Passport Program, Immigration, Refugees and Citizenship Canada (IRCC) for the purpose of determining entitlement of the applicant to a Canadian passport and to provide information to the Consular Operations Bureau of Global Affairs Canada in the event that the passport holder requires assistance while travelling abroad. In the performance of those services, the personal information is collected, used and disclosed under the authority of the *Canadian Passport Order* and in accordance with the *Privacy Act* and any other federal laws, regulations and policies applicable to the protection of personal information, as described in Personal Information Bank PPTC PPD 102 (Regular and Official Travel Passports). In the context of the delivery of passport services, IRCC 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 IRCC or other federal government institutions or Government of Canada offices abroad for those same purposes. To strengthen the security of the Canadian passport, IRCC 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 found on page 2 of the booklet. IRCC may contact the applicant or passport holder to solicit feedback about passport services.

**(J)****Canadian Passport Photo Instructions**

You must submit **two (2)** identical and unaltered photo prints with each passport application. Electronic photos are not acceptable.

**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 your current appearance.

**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).
- No signature is required on the photos.

**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.

More information is available at [Canada.ca/passport](http://Canada.ca/passport).