

# CHILD TRAVEL DOCUMENT APPLICATION

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

## GENERAL INFORMATION AND INSTRUCTIONS

Aussi disponible en français

TRAVEL DOCUMENT

(Convention of 28 July 1951)

TITRE DE VOYAGE

(Convention de 28 juillet 1951)

CERTIFICATE OF IDENTITY  
CERTIFICAT D'IDENTITÉ

CANADA

### Entitlement to a Travel Document

- **Travel Document** (United Nations Convention Relating to the Status of Refugees, 1951 and its Protocol of 1967): issued to persons in Canada with protected person status, including Convention refugees and persons in need of protection.
  - **Certificate of Identity**: issued to persons legally landed in Canada for less than three years who are stateless or who are unable to obtain a national passport for a valid reason.
- Eligibility for either document can only be determined after all required information has been submitted and reviewed. These documents are issued only in Gatineau, Quebec.

### Periods of Validity for Travel Documents Issued to Children

For a child aged:

- **under 3 years**, the maximum period of validity is **3 years**.
- **3 to 15 years**, the maximum period of validity is **5 years** for a Travel Document and **3 years** for a Certificate of Identity.

**Note:** Children who have been issued a travel document in their first 12 months are entitled to a replacement travel document at no cost. Full application requirements must be met. To ensure the photo is a current and true likeness of the child, the applicant must submit a photo of the child taken within one month of the date the application is submitted.

### Who May Apply for a Child's Travel Document?

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

### Requirements



#### CHECKLIST

- All **FOUR** pages of the application form completed and signed.
- TWO** identical passport photos of the child (see "Photo Specifications").
- Application form and one of the photos certified by the guarantor.
- Original proof of immigration status in Canada for the child (no copies or notarized copies). The document will be returned to you.
- Any travel document or passport in which the child's name appears.
- All legal documents that refer to custody or mobility of, or access to, the child (if applicable).
- A copy of the receipt for fees paid (IMM 5401) if you have applied for Canadian citizenship for the child.
- The fee.
- BOTH** labels (PPTC 220) completed.

Additional documents may be requested in support of the application.

Failure to provide all information will delay issuance of the travel document.

### Where to Apply



#### BY MAIL

Certificate of Identity Section  
Passport Canada  
Foreign Affairs Canada  
Gatineau Canada K1A 1L2



#### BY COURIER OR



#### IN PERSON

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

Several months may be required to process the application.  
**DO NOT** mail or bring your application form to a local passport office.

### Fee

- For a child aged: • **under 3 years - \$22**
- **3 to 15 years - \$37**

**Note:** These fees are non-refundable processing fees.

#### 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. FAI PPU 025) to determine the current and ongoing entitlement of the child to travel documentation and to provide information to the Consular Affairs Bureau of Foreign Affairs Canada in the event assistance is required while travelling abroad. The information provided, including the photograph, is subject to routine verifications and security queries. To further strengthen Canadian travel document security, the child's photograph is stored on an alphanumeric template and incorporated into the travel document as a digital image.



## Additional Information

Specific information on travel documents 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 TRAVEL DOCUMENTS AND FEES**



Web site: [www.pptc.gc.ca](http://www.pptc.gc.ca)



Toll-free: 1 800 567-6868  
Fax: (819) 953-9546



TTY (*For persons who are deaf or hard of hearing*)  
Toll-free: 1 866 255-7655

**OFFICE HOURS:**  
Monday to Friday 08:30 - 16:30

### **INFORMATION ON IMMIGRATION STATUS AND RETURNING TO CANADA** (*Citizenship and Immigration Canada*)



Web site: [www.cic.gc.ca](http://www.cic.gc.ca)



Toll-free: 1 888 242-2100



TTY (*For persons who are deaf or hard of hearing*)  
Toll-free: 1 888 576-8502 (from 07:00 - 17:00)  
Permanent Resident Card: 1 800 255-4541

### **INFORMATION ON TRAVEL CONDITIONS AND REQUIREMENTS**



Web site: [www.voyage.gc.ca](http://www.voyage.gc.ca)



Consular Affairs Bureau (*Foreign Affairs Canada*)  
Toll-free: 1 800 267-6788  
National Capital Region: (613) 944-6788

Travel document applications and related forms are available from any office of Passport Canada. You may also obtain the application form on-line. For the location of the office of Passport Canada nearest you, we suggest you visit our Web site or consult your local telephone directory.

## Photo Specifications (same as passport photo)

**Note:** The photo specifications for the travel document are different from those for the Permanent Resident Card.

### **IMAGE INFORMATION**

- Eyes must be open and clearly visible. Glasses, including tinted ones with prescription, may be worn as long as the eyes are clearly visible. Sunglasses are unacceptable.
- Facial expression must be neutral (not frowning or smiling) with the mouth closed.
- Photos must show a full front view of the face with both edges of the face showing clearly. The face and shoulders must be centred in the photo and squared to the camera.
- Photos must reflect/represent natural skin tones.
- The length from chin to crown of head (natural top of head) must be 31 mm to 36 mm.
- The image must be clear, sharp and in focus.
- Photos must be taken with uniform lighting and not show shadows or flash reflection on the face and head. Photos with shadows on the face or background are unacceptable.
- Photos must be taken against a plain, uniform, white or light-coloured background.
- Hats or head coverings are not permitted except when worn for religious reasons and only if the full facial features are clearly visible.
- Black and white or colour photos are acceptable.
- Photos must be originals, not taken from any existing photo, and have been taken within the last 12 months **or** if applying for a replacement passport, taken within the last month.
- Only the head and shoulders of young children must appear on the photo (e.g. no hands holding the child).

### **QUANTITY AND FORMAT**

- Two identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

### **SIZE AND PAPER**

- The maximum photo size must be 50 mm wide x 70 mm long.
- Heavy weight paper is unacceptable.
- Photos must be printed on high quality photographic paper.

### **PHOTOGRAPHER AND GUARANTOR**

- Photos must be taken by a commercial photographer.
- The name of the photographer or studio, the address and the date the photo was taken (not the date the photo was printed) must be provided directly on the back of one photo (see illustration).
- One photo must be signed by a guarantor as a true likeness of the child.

<p>Front</p> <p style="text-align: center;">(Not Actual Size)</p>	<p style="text-align: center;">Back - Photographer's Information and Sample of Guarantor's Declaration</p> <p>Photo Co. Ltd. 110 Any Street Any Town, COUNTRY</p> <p>Photo taken _____ Date _____</p> <p style="text-align: center;"><i>I certify this to be a true likeness of</i> (child's name)</p> <p style="text-align: center;">_____ Guarantor's Signature</p>
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# INSTRUCTIONS

1

## Child's Personal Information

### NAME TO APPEAR IN TRAVEL DOCUMENT

Write the child's name to appear in the travel document. This name will normally be the same as the surname and given name(s) shown on the child's proof of immigration status. If this name is different from the name on the child's proof of immigration status, the original of the documentation listed below may be required:

- child's legal change of name document (original document from issuing authority); or
- proof that the records of entry at Citizenship and Immigration Canada have been amended (i.e. approved "Request to Amend Immigration Record of Landing" form IMM 1436).

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

### SURNAME AT BIRTH/FORMER SURNAME

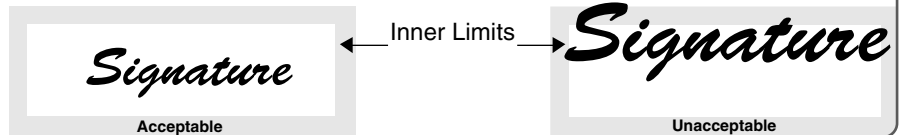
Complete only if different from the surname to appear in the travel document (for Passport Canada information only; will not appear in the travel document).

### DATE OF BIRTH

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

### SIGNATURE

Children 11 years of age or over **MUST** sign their usual signature. The signature **MUST NOT** exceed the inner limits of the signature box.



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## Information on Applicant

**Both parents** are requested to participate in obtaining travel document services for their child and to sign the application form. The other parent may be contacted.

### CUSTODY, SEPARATION AND DIVORCE

Where a court order or agreement exists referring to custody of the child, only the person with custodial rights may apply. All legal documents that refer to custody or mobility of, or access to, the child must be provided. If a divorce has been granted, a copy of the divorce judgement or order must also be provided. Where joint custody provisions exist, either parent may apply, but both parents must sign the application form.

### RELATIONSHIP WITH OTHER PARENT

Indicate your current relationship with the other parent: single, common-law, married, separated, divorced, widowed. Indicate date of marriage to the other parent, if applicable. Additional information or documentation may be requested. For further information, contact Passport Canada.

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## Proof of Immigration Status in Canada

Provide **ONE** of the immigration status documents listed in section **3** of the application form (copies or notarized copies are not accepted). Additional information may be requested to confirm the child's immigration status in Canada. If you require an immigration status document for the child, contact Citizenship and Immigration Canada (*see page 2 - Additional Information*).

**Note:** If the child has protected person status and his/her refugee claim was filed in and processed within Canada, you should include a copy of the certificate issued by the Immigration and Refugee Board that certifies the recognition of the child's claim to refugee protection.

A guarantor is a person who confirms the child's identity and has knowledge of the child. The guarantor must perform **free of charge** the following **TWO** tasks:

1. Certify the information on the application form by completing and signing the "Declaration of Guarantor" section;
2. Write on the back of **ONE** of the child's photos, "I certify this to be a true likeness of (*child's name*)" and sign.

**Your guarantor must:**

- be a Canadian citizen (or a permanent resident) living in Canada and must be accessible to Passport Canada for verification;
- have known you (the applicant) personally for at least **SIX** months;
- have known you and the child well enough to be confident that the statements you have made in the application form are true;
- sign the "Declaration of Guarantor" section on the application form;
- sign the statement on the back of **ONE** of the photos; and
- be included in **ONE** of the following groups:
 

<ul style="list-style-type: none"> <li>- dentist, medical doctor or chiropractor</li> <li>- judge, magistrate, police officer (municipal, provincial or RCMP)</li> <li>- lawyer (member of a provincial bar association), notary in Quebec</li> <li>- mayor</li> <li>- minister of religion authorized under provincial law to perform marriages</li> <li>- notary public</li> <li>- optometrist</li> <li>- pharmacist</li> </ul>	<ul style="list-style-type: none"> <li>- postmaster</li> <li>- principal of primary or secondary school</li> <li>- professional accountant (member of APA, CA, CGA, CMA, PA or RPA)</li> <li>- professional engineer (P. Eng., Eng. in Quebec)</li> <li>- senior administrator in a community college (includes CEGEPs)</li> <li>- senior administrator or teacher in a university</li> <li>- veterinarian.</li> </ul>
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The list above is not a recognition or endorsement by Passport Canada of professional status or superior qualifications.

If you have **not known** an eligible guarantor for at least **SIX** months, complete a "Statutory Declaration in Lieu of Guarantor for a Travel Document" form PPT 326, available from any office of Passport Canada. 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 travel document.**

- Enclose any Canadian travel document issued to the child or in which the child's name appears.
- A person's name may appear in only **ONE** valid Canadian travel document.
- The travel document is initially made valid for one or two years or until the expiry of the proof of immigration status. As a Travel Document is valid for **FIVE** years from the date of issue or **THREE** years for children under three years and a Certificate of Identity is valid for **THREE** years, it may be possible to extend the travel document to its maximum validity. The fee for this service is \$12.
- If the valid travel document has been lost, stolen, damaged, destroyed or is inaccessible, complete "Statutory Declaration" form PPT 203, available from any office of Passport Canada. A Canadian travel document, once reported lost or stolen, is no longer valid and is not to be used for any travel.

- Enclose any travel document or national passport issued to the child or in which the child's name appears. If you are no longer in possession of this travel document or passport, write on the application form a description of the document, date and place of issue and explain its present whereabouts.
- If the child has visited another country since his or her entry to Canada, write the dates he or she left Canada, the dates he or she returned and explain the reason for the visit. (If insufficient space, use page 4 of the application.)
- If the child has been refused a national passport, enclose the letter of refusal. If this letter is not in either English or French, we require a translation of the letter signed before a notary public or other official authorized by law to administer an oath or solemn affirmation as being a true translation.
- If the child has been refused a national passport and you have not received a letter of refusal from the authorities to whom the application was made, enclose copies of any relevant letters you may have retained regarding the request for a passport or renewal of such a document for the child. Write on the application form the results of the application including the date you were refused. (If insufficient space, use page 4 of the application form.)
- If you have applied for a national passport for the child and have not received a written response, write in detail on the application form all the steps you have taken (in order of their dates) to obtain the passport and the results achieved. Enclose copies of any relevant letters you may have retained. (If insufficient space, use page 4 of the application form.)

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

# IMPORTANT INFORMATION CONCERNING CHILDREN TRAVELLING ABROAD

## *Travelling With Children or Children Travelling Alone*



Immigration authorities in most countries are becoming increasingly vigilant when children are crossing international borders. Whether travelling alone or accompanied by an adult, each child travelling abroad must have a valid travel document and may also require supporting documentation. Prior to any travel that includes a child, you should contact the embassy or consulate of all countries the child will be visiting to inquire about entry requirements.

## *Documentation To Facilitate Travel Abroad*



The following documents may be required to support the entry of a child to another country:

- Birth certificate showing the names of both parents
- Legal documents pertaining to custody
- If the child is travelling with one parent, a letter signed and dated from the other parent authorizing travel (letter may have to be notarized)
- If the child is travelling with someone other than the parent, a letter signed and dated from both parents authorizing travel with that person (letter may have to be notarized)
- If the child is travelling alone, a letter signed and dated from both parents authorizing travel (letter may have to be notarized)
- If one of the parents is deceased, the death certificate.

## *Documentation And Tips To Facilitate The Return To Canada*



The following tips may help to avoid delays when a child is returning to Canada:

- Always carry proper identification for yourself and the child - passport, travel document, birth certificate, citizenship card, proof of immigration status.
- If you have legal custody of the child, carry with you copies of documents specifying custody rights.
- If you are not the legal guardian of the child, carry a letter of permission or authorization for you to have custody when entering Canada. When a parent is travelling alone with a child, a letter from the other parent can also facilitate the return of both the parent and the child. The letter should also contain telephone numbers where the parent or legal guardian can be contacted.
- If you are travelling as part of a caravan, be sure you are in the same vehicle as the child you are accompanying when arriving at a border crossing.
- Have the child memorize your home and/or office telephone number and teach him or her to call you in an emergency.

## *Custody Information*

1. 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 what documentation may be required relating to the custody of the child. For further information, contact:



Foreign Affairs Canada:

In Canada

1 800 387-3124

Outside Canada

(613) 943-1055

2. If a custody dispute could possibly arise while travelling with the child, you should talk to a Canadian lawyer prior to your departure. We suggest you also read the publication, *International Child Abductions: A Manual for Parents*. For a free copy call:



In Canada

1 800 267-8376

Outside Canada

(613) 944-4000

You may also order a copy on-line or access an on-line version:



Web site

[www.fac-aec.gc.ca](http://www.fac-aec.gc.ca)



3

**Proof of Immigration Status In Canada**

In order to establish the child's immigration status in Canada, provide **ONE** of the following documents (**No copies**):

- Record of Landing (IMM 1000)
- Protected Person Status Document
- Minister's Permit
- Permanent Resident Card
- Temporary Resident Permit

Serial/Document Number	Date of Issue <small>Year      Month      Day</small>	Date of Expiry (If applicable) <small>Year      Month      Day</small>
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**Declaration of Applicant**

Surname of Applicant <i>(See General Information, page 1 "Who May Apply for a Child's Travel Document?")</i>		Given Name of Applicant	
Relationship to Child	Surname of Child	Given Name of Child	
<b>DECLARATION</b> - I solemnly declare that the photos enclosed are a true likeness of the child and that the statements made in this application are true.		<div style="border: 2px solid gray; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="text-align: center; margin: 0;">Void if signature touches border</p>    <p style="text-align: center; margin: 0;">Signature of Applicant <i>(See instruction No. 1)</i></p> </div>	
Date <small>Year      Month      Day</small>	Signed at <small>City      Province/Territory</small>		

4

**Declaration of Guarantor**

Surname		Given Name	
Occupation <i>(See instruction No. 4)</i>		Name of Firm/Organization	
Business Telephone Number/Extension <small>(   )</small>	Home Telephone Number <small>(   )</small>	Fax Number <i>(Optional)</i> <small>(   )</small>	
Business Address <small>Number      Street      City      Province/Territory      Postal Code</small>			
<b>DECLARATION</b> - I solemnly declare that I am a permanent resident of Canada or a Canadian citizen and, to the best of my knowledge and belief, the statements made in this application are true. I have known the applicant personally for at least SIX months. I have knowledge of the child and I have certified, on the back of one photo, that the image is a true likeness of the child.		Knowledge of Applicant  <small>Number of months</small>	<div style="border: 2px solid gray; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="text-align: center; margin: 0;">Void if signature touches border</p>    <p style="text-align: center; margin: 0;">Signature of Guarantor <i>(See instruction No. 1)</i></p> </div>
Name of Applicant	Name of Child	Date <small>Year      Month      Day</small>	Signed at <small>City      Province/Territory</small>

**Credit Card Information**

<b>COMPLETE ONLY</b> if you are not appearing in person and you wish to pay by credit card.			<b>FOR OFFICIAL USE ONLY</b>  Authorization Number  <div style="border: 1px solid white; width: 100px; height: 100px; margin: 0 auto;"></div>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Name Appearing On Card		
Card Number		Date of Expiry <small>Month      Year</small>	
<b>AUTHORIZATION</b> - I authorize Passport Canada to charge \$ <input style="width: 50px;" type="text"/> to my credit card.	Signature of Cardholder	Date <small>Year      Month      Day</small>	

COMPLETE NEXT PAGE  
Page 2 of 4

**5**

*Previous Canadian Travel Document*

Has a Canadian travel document ever been issued to the child or does the child's name appear in any Canadian travel document?

No  Yes → Enclose the document (*See instruction No. 5*).

If the travel document has been lost, stolen, damaged, destroyed or is inaccessible, enclose with this application form a completed "Statutory Declaration" form PPT 203, available from any office of Passport Canada.

**6**

*Citizenship and Travel Documentation*

What is the child's original citizenship? \_\_\_\_\_

Did the child acquire any other citizenship?  No  Yes → Indicate country. \_\_\_\_\_

Does the child have any valid or expired passport or travel document from any country?

No  Yes → Enclose the document (**No copies**). If no longer in your possession, explain (*See instruction No. 6*).

Has the child visited another country since his or her entry to Canada?

No

Yes  
(Specify)

Date Left <small>Year      Month      Day</small>	Date Returned <small>Year      Month      Day</small>	Country	Reason												
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Have you, since the child's date of entry to Canada, applied for a passport or travel document (or renewal of such a document) from his or her country of origin or citizenship?

No → Provide a detailed explanation of your reasons for not applying (*See instruction No. 6*).

Yes → If request was refused, enclose the letter of refusal. If unable to provide this letter, explain. If no reply received, write all the steps you have taken (*See instruction No. 6*).

ENSURE ALL THREE PAGES ARE COMPLETE  
Page 3 of 4

**7**

*Application for Canadian Citizenship*

Have you applied for Canadian citizenship for the child?

No → Explain why you have not applied.

Yes → Enclose the receipt confirming payment of fees (IMM 5401) or the letter of refusal.

*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







**Travel Destination Label**

List the individual countries to be visited. Travel documents are not endorsed for the country of origin or citizenship unless there is evidence that the bearer is not a citizen of that country.

**Étiquette de destination**

Énumérez les pays individuels qui seront visités. Le pays d'origine ou de citoyenneté du titulaire ne figure pas dans le document de voyage, sauf s'il existe une preuve que le titulaire n'est pas citoyen de ce pays.

**BOTH labels MUST be completed.  
Les DEUX étiquettes DOIVENT  
ÊTRE remplies.**



**Address Label**

Print (in block letters) your **full** address.

**Étiquette d'adresse**

Inscrivez (en lettres moulées) votre adresse **au complet**.

Name all countries to be visited.  
Énumérez tous les pays qui seront visités.

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What is the reason for the trip? Quel est le motif du voyage? <hr/> <hr/> <hr/>	What is the duration of the trip? Quelle sera la durée du voyage? 
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Name / Nom		
Number / Numéro	Street / Rue	Apt. / App.
City / Ville	Prov. / Terr.	Postal Code / Code postal