

CHILD PASSPORT APPLICATION

for Canadians under 16 years of age

(in Canada)

GENERAL INFORMATION AND INSTRUCTIONS

Aussi disponible en français

Entitlement to a Canadian Passport

- Canadian passports are issued to Canadian citizens only.
- If applying for an individual passport for a child under 16 years of age, use this application form (PPTC 046) to apply.

Who May Apply for a Child's Passport?




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

Fee

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

Note: These fees are subject to change.

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.

Periods of Validity for Passports Issued to Children

For a child aged:

- **3 to 15 years**, the maximum period of validity is **5 years**.
- **under 3 years**, the maximum period of validity is **3 years**.

Note: Children who have been issued a passport in their first 12 months may be issued a one-time replacement passport, free of charge, valid for the balance of the three-year validity period of the original passport. Full application requirements must be met. To ensure the photo is a current and true likeness of the child, it must be taken within one month of the date the application is submitted.

Applying in Person



At a Passport Canada office - Our goal is to have the passport ready in **10 working days**.

At a participating Canada Post office - Our goal is to have the passport ready in **15 working days**.

At a participating Service Canada Centre - Our goal is to have the passport ready in **20 working days**.

For a list of all of our points of service, visit our Web site at www.pptc.gc.ca

Applying by Mail



BY MAIL

Passport Canada
Foreign Affairs Canada
Gatineau Canada K1A 0G3



BY COURIER

Passport Canada
Le 70 Crémazie
70 Crémazie Street
Gatineau QC J8Y 3P2

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

Requirements



CHECKLIST

- BOTH** 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 your guarantor.
- Original proof of Canadian citizenship (no copies or notarized copies).
- Any Canadian passport or travel document issued to the child, or in which the name of the child appears.
- All legal documents that refer to custody or mobility of, or access to, the child.
- 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.

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 030). This information is collected under the *Canadian Passport Order* to determine the current and ongoing entitlement of the child to a Canadian passport and to provide information to the Consular Affairs Bureau of Foreign Affairs Canada in the event that the child requires assistance while travelling abroad. The information provided, including the photograph, is subject to routine verifications and security queries. To further strengthen Canadian passport security, the child's photograph is stored on an alphanumeric template and incorporated into the passport as a digital image.

Passport Canada may contact you to solicit feedback about passport services.



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.pptc.gc.ca



Toll-free: 1 800 567-6868



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

Toll-free: 1 866 255-7655

INFORMATION ON TRAVEL CONDITIONS AND REQUIREMENTS



Web site: www.voyage.gc.ca



Consular Affairs Bureau (Foreign Affairs Canada)

Toll-free: 1 800 267-6788
Ottawa-Gatineau and area: (613) 944-6788

Passport Canada Office Locations

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



All offices are wheelchair accessible.

ALBERTA

Calgary

Suite 254
Harry Hays Building
220-4th Avenue South East
Calgary (South) (English only)
14331 Macleod Trail SW

Edmonton

Suite 126
Canada Place Building
9700 Jasper Avenue

BRITISH COLUMBIA

Richmond (English only)

Suite 135
8011 Saba Road

Surrey (English only)

Suite 900
13401-108th Avenue

Vancouver

Suite 200
Sinclair Centre
757 Hastings Street West

Victoria

5th Floor
Scotiabank Building
747 Fort Street

MANITOBA

Winnipeg

Suite 400
433 Main Street

NEW BRUNSWICK

Fredericton

Suite 430
Frederick Square
77 Westmorland Street

NEWFOUNDLAND AND LABRADOR

St. John's (English only)

Suite 802
TD Place
140 Water Street

NOVA SCOTIA

Halifax

Suite 1508, 15th Floor
Maritime Centre
1505 Barrington Street

ONTARIO

Brampton (English only)

Suite 401
40 Gillingham Drive

Hamilton

Suite 330
Standard Life Building
120 King Street West

Kitchener

Suite 630
The Galleria
101 Frederick Street

London

Suite 201, 2nd Floor
400 York Street

Mississauga (English only)

Suite 116, 2nd Floor
Central Parkway Mall
377 Burnhamthorpe Road East

North York

Suite 380, 3rd Floor
Joseph Shepard Building
4900 Yonge Street

Ottawa

Level C, East Tower
C.D. Howe Building
240 Sparks Street
Scarborough (English only)

Suite 210
200 Town Centre Court

St. Catharines

Suite 600
Landmark Building
43 Church Street

Thunder Bay

2nd Floor
979 Alloy Drive

Toronto (English only)

Suite 300
74 Victoria Street

Whitby

Whitby Mall
1615 Dundas Street East

Windsor

Suite 503
CIBC Building
100 Ouellette Avenue

QUEBEC

Gatineau (Hull)

Commercial Level 2
Place du Centre
200 Promenade du Portage

Laval

Suite 500, 5th Floor
3 Place Laval

Montréal

West Tower, Suite 803
Complexe Guy-Favreau
200 René-Lévesque Boulevard W

Pointe-Claire

Fairview Pointe-Claire Shopping Centre
6815 Trans-Canada Highway

Québec

Suite 200, 2nd Floor
Place de la Cité, Tour Cominar
2640 Laurier Boulevard

Saguenay

Suite 408
Immeuble Saint-Michel
3885 Harvey Boulevard

Saint-Laurent

Suite 112
3300 Côte Vertu Boulevard

SASKATCHEWAN

Regina

Suite 500
1870 Albert Street

Saskatoon

Suite 405
Federal Building
101-22nd Street East

INSTRUCTIONS

1

Child's Personal Information

NAME TO APPEAR IN PASSPORT

Write the child's name you want to appear in the passport. If this name is different from the name on the child's documentary evidence of citizenship, child's legal change of name document (original document from issuing authority) may be required. Additional documents may be requested to verify the child's identity.

SURNAME AT BIRTH/FORMER SURNAME

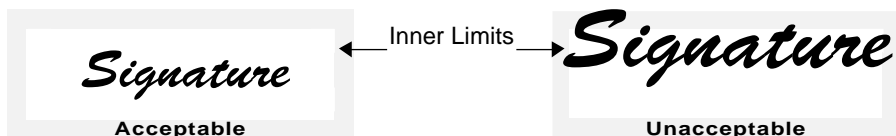
Complete only if different from the surname to appear in the passport (for Passport Canada information only; will not appear in the passport).

PLACE OF BIRTH

The 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 the child will be admitted if the passport does not include the place of birth.

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.



2

Information on Applicant

Both parents are requested to participate in obtaining passport services for their child and to sign the application form. The other parent may be contacted. A long-form birth certificate showing parents' information may be requested.

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

Please indicate your current relationship with the other parent: single, common-law, married, separated, divorced, widowed. Please indicate date of marriage to the other parent, if applicable. Additional information or documentation may be requested.

For further information, contact Passport Canada.

3

Previous Canadian Passport

- Enclose any Canadian passport or travel document issued to the child, or in which the name of the child appears.
- If a limited validity passport was issued to the child, 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 Canada 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 the child's citizenship.

CERTIFICATE OF BIRTH IN CANADA

A birth certificate may be obtained from the Vital Statistics authorities of the child's province or territory of birth. We recommend that you obtain a long-form birth certificate showing the parents' information as you may be required to submit this document.

If the child was 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 the child requires a Certificate of Canadian Citizenship, contact the office of the Registrar of Canadian Citizenship:

Toll-free: 1 888 242-2100
TTY (for persons who are deaf or hard of hearing): 1 888 576-8502 (from 7:00 to 17:00)
Web site: www.cic.gc.ca

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.

The guarantor must:

- be a Canadian citizen residing in Canada and must be accessible to Passport Canada for verification;
- have known you (the applicant) personally for at least **TWO** years;
- 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:
 - dentist, medical doctor or chiropractor
 - judge, magistrate, police officer (municipal, provincial or RCMP)
 - lawyer (member of a provincial bar association), notary in Quebec
 - 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, PA 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 Passport Canada 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 Canada 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.**

Photo Specifications

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.

| Front | Back - Photographer's Information and Sample of Guarantor's Declaration |
|--------------------------------|---|
| <p>From 31 mm To 36 mm</p> | <p>Photo Co. Ltd. 110 Any Street Any Town, COUNTRY</p> <p>Photo taken _____ Date _____</p> <p><i>I certify this to be a true likeness of</i> <i>(child's name)</i></p> <p>_____ Guarantor's Signature</p> |
| (Not Actual Size) | |

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 passport 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, birth certificate, citizenship card, Record of Landing (IMM 1000) or Indian Status Card.
- 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 |
|----------|--|

CHILD PASSPORT APPLICATION

for Canadians under 16 years of age (in Canada)

Print in block letters using
black or dark blue ink.

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.

| 1 Child's Personal Information | | | | | |
|--|--|---|-------------|---|--|
| Surname | | | | | Date of Travel <input type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Unknown |
| Given Name(s) | | | | | |
| Surname at Birth/Former Surname <i>(See instruction No. 1)</i> | | | | | |
| Date of Birth Year Month Day | | Place of Birth City Province/Territory <i>(If applicable)</i> Country | | | |
| Sex <input type="checkbox"/> Female <input type="checkbox"/> Male | | Eye Colour | Hair Colour | Height | Weight |
| Permanent Address Number Street Apartment City Province/Territory Postal Code | | | | | |
| Mailing Address <i>(If different from above)</i> Number Street Apartment City Province/Territory Postal Code | | | | | |
| Children 11 years of age or over must sign in the signature block. | | | | Void if signature touches border Signature of Child <i>(See instruction No. 1)</i> | |
| Date Year Month Day | | Signed at City Province/Territory | | | |

| 2 Information on Applicant | | | | | |
|--|---------------------------------------|---|--|---------------------------------------|--|
| Is the child the subject of an adoption process? | | | <input type="checkbox"/> No <input type="checkbox"/> Yes | | If yes, include all legal documents <i>(See instruction No. 2)</i> |
| Are there any separation agreements, court orders or legal proceedings pertaining to custody or mobility of, or access to the child? | | | <input type="checkbox"/> No <input type="checkbox"/> Yes | | |
| Applicant (Parent or Legal Guardian) | | | Other Parent | | |
| Surname at Birth | | | Surname at Birth | | |
| Given Name | | | Given Name | | |
| Date of Birth Year Month Day | | Country of Birth | Date of Birth Year Month Day | | Country of Birth |
| Relationship with Other Parent | | Date of Marriage <i>(If applicable)</i> Year Month Day | Relationship with Parent Applying | | Date of Marriage <i>(If applicable)</i> Year Month Day |
| Address Number Street Apartment City Province/Territory Postal Code | | | Address Number Street Apartment City Province/Territory Postal Code | | |
| Home Telephone No. () | Business Telephone No./Ext. () | Fax Number <i>(Optional)</i> () | Home Telephone No. () | Business Telephone No./Ext. () | Fax Number <i>(Optional)</i> () |
| DECLARATION - I solemnly declare that the child named above is a Canadian citizen, that I am the parent or legal guardian of the child named above and that the statements made in this application are true. | | | DECLARATION - I solemnly declare that the child named above is a Canadian citizen, that I am the parent of the child named above and that the statements made in this application are true. | | |
| Signature of Applicant Date Signed at | | | Signature of Other Parent Date Signed at | | |

COMPLETE NEXT PAGE

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3 Previous Canadian Passport

Enclose any Canadian passport or travel document issued to the child, or in which the name of the child appears. 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 Canada office.

4 Proof of Canadian Citizenship

If the child was born in **Canada**, provide **ONE** of the following (**No copies**):

| | | |
|---|---------------------|---------------|
| <input type="radio"/> Birth Certificate in Canada | Registration Number | Date of Issue |
| <input type="radio"/> Certificate of Canadian Citizenship | Certificate Number | Date of Issue |

If the child was born **outside of Canada**, provide the following (**No copies**):

| | | |
|---|--------------------|---------------|
| <input type="radio"/> Certificate of Canadian Citizenship | Certificate Number | Date of Issue |
|---|--------------------|---------------|

Declaration of Applicant

| | | | |
|--|---|--|--|
| Surname of Applicant <i>(See General Information, page 1 "Who May Apply for a Child's Passport?")</i> | | Given Name of Applicant | |
| Relationship to Child | Surname of Child | Given Name of Child | |
| <p>DECLARATION - I solemnly declare that the child named herein is a Canadian citizen, that the photos enclosed are a true likeness of the child and that the statements made in this application are true.</p> | | <p>Void if signature touches border</p> <p>Signature of Applicant <i>(See instruction No. 1)</i></p> | |
| Date Year Month Day | Signed at City Province/Territory | | |

5 Declaration of Guarantor

| | | | |
|---|---------------------------------|---|--|
| Surname | | Given Name | |
| Occupation <i>(See instruction No. 5)</i> | | Name of Firm/Organization | |
| Business Telephone Number/Extension () | Home Telephone Number () | Fax Number <i>(Optional)</i> () | |
| Business Address Number Street City Province/Territory Postal Code | | | |
| <p>DECLARATION - I solemnly declare that I am a Canadian citizen and that, 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 TWO years. 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.</p> | | Knowledge of Applicant Number of years | <p>Void if signature touches border</p> <p>Signature of Guarantor <i>(See instruction No. 1)</i></p> |
| Name of Applicant | Name of Child | Date Year Month Day | |

Credit Card Information

| | | | |
|--|-------------------------|---------------------------------|---|
| COMPLETE ONLY if you are not appearing in person and you wish to pay by credit card. | | | <p>FOR OFFICIAL USE ONLY</p> <p>Authorization Number</p> |
| <input type="checkbox"/> | Name Appearing On Card | | |
| <input type="checkbox"/> | Card Number | Date of Expiry Month Year | |
| <input type="checkbox"/> | Signature of Cardholder | | |
| <p>AUTHORIZATION - I authorize Passport Canada to charge \$ to my credit card.</p> | | Date Year Month Day | |

ENSURE BOTH PAGES ARE COMPLETE Page 2 of 2