

# ADULT TRAVEL DOCUMENT APPLICATION

## for stateless and protected persons in Canada (16 years of age or over)

### GENERAL INFORMATION AND INSTRUCTIONS

Aussi disponible en français

TRAVEL DOCUMENT  
(Convention of 28 July 1951)

TITRE DE VOYAGE  
(Convention du 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.
- Children under 16 years of age must have an individual travel document (use form PPTC 192 "Child Travel Document Application").

**Note:** If you have an immigrant loan account with Citizenship and Immigration Canada and have not been making regular payments (account in delinquent status), a travel document **may not** be issued until you have made repayments sufficient to bring your account into good standing with the officials of Citizenship and Immigration Canada. Enquiries regarding payment of such a loan may be made to:

Citizenship and Immigration Canada  
Collection Services  
Jean Edmonds Tower North  
300 Slater Street, 3rd Floor  
Ottawa, Ontario K1A 1L1  
Toll-free: 1 800 667-7301

Refer to the Immigration loan account number.

#### Where to Apply



##### BY MAIL

Certificate of Identity Section  
Passport Canada  
Foreign Affairs and  
International Trade 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 any other Passport Canada office.

#### Fee

**Travel Document - \$87**

**Certificate of Identity - \$127 - Submit \$87 with your application. If it is determined that you are eligible for the Certificate of Identity, we will ask you for the additional \$40.**

- Note:**
- These fees are subject to change.
  - 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.

#### Requirements Checklist

- All **FOUR** pages of the application form completed and signed within the last 12 months.
- TWO** identical passport photos taken within the last 12 months.
- Application form and one of the photos certified by my guarantor.
- Original proof of immigration status in Canada (**no copies or notarized copies**). The document will be returned to you.
- Documents to support identity.
- Any travel document or passport in which my name appears.
- A copy of the receipt for fees paid (IMM 5401) if I have applied to become a Canadian citizen.
- The fee.
- BOTH** labels (PPTC 220) completed.

Additional documents may be requested in support of your application.

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

#### 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 your current and ongoing entitlement to travel documentation and to provide information to the Consular Affairs Bureau of Foreign Affairs and International Trade Canada in the event that you require assistance while travelling abroad. The information provided, including the photograph, is subject to routine verifications and security queries. To further strengthen Canadian travel document security, your photograph is stored on an alphanumeric template and incorporated into the travel document as a digital image.

Passport Canada may contact you to solicit feedback about travel document services.



Passport Canada Passeport Canada

PPTC 190A (06-09) M02  
Page 1 of 4

Canada

## 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.passportcanada.gc.ca](http://www.passportcanada.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 and International Trade 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 must have been taken within the last 12 months.

### 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 applicant.

Front		Back - Photographer's Information and Sample of Guarantor's Declaration
		Photo Co. Ltd. 110 Any Street Any Town, COUNTRY
		Photo taken _____ Date _____
		I certify this to be a true likeness of (applicant's name)
		_____ Guarantor's Signature

(Not Actual Size)

## INSTRUCTIONS

1

### Personal Information

#### NAME TO APPEAR IN TRAVEL DOCUMENT

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

- marriage certificate;
- 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 documentation will be required to verify your identity as well as the name to appear in the travel document (see instruction No. 7 "Documents to Support Identity").

#### SURNAME AT BIRTH/FORMER SURNAME

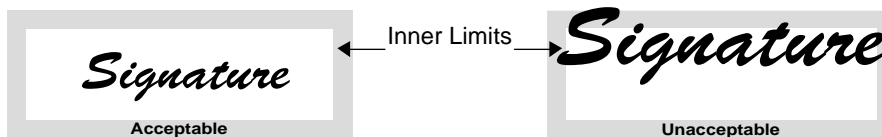
Complete only if different from the surname to appear in the travel document (for Passport Canada information only; will not appear in the travel document).

#### 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 your admission to Canada. In this case, the original approved "Request to Amend Immigration Record of Landing" form IMM 1436 is required. If your proof of immigration status does not show a complete date of birth, indicate a specific **day**, **month** and **year** of your birth. Provide copies of any documents you may have showing this date of birth (i.e. driver's licence, provincial health care card, etc.).

#### SIGNATURE

You **MUST** sign your usual signature on all **FOUR** 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 copy of your supplementary documentation (see instruction No. 7 "Documents to Support Identity").

#### 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 personally for at least **SIX** months 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), 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 **SIX** months, complete a "Statutory Declaration in Lieu of Guarantor for a Travel Document" form PPTC 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.**

**3***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 your immigration status in Canada. If you require an immigration status document, contact Citizenship and Immigration Canada (*see page 2 - Additional Information*).

**Note:** If you are an applicant with protected person status whose refugee claim was filed in and processed within Canada, you should include a copy of the certificate issued to you by the Immigration and Refugee Board that certifies the recognition of your claim to refugee protection.

**4***Previous Canadian Travel Document*

- Enclose any Canadian travel document issued to you in the last **FIVE** years.
- A person's name may appear in only **ONE** valid Canadian travel document.
- If the valid travel document has been lost, stolen, damaged, destroyed or is inaccessible, complete a "Statutory Declaration" form PPTC 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.

**5***Citizenship and Travel Documentation*

- Enclose any travel document or national passport issued to you or in which your 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 you have visited another country since your entry to Canada, write the dates you left Canada, the dates you returned and explain the reason for the visit. (If insufficient space, use page 3 (*Notes*) of the application form.)
- If you have 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 you have been refused a national passport and have not received a letter of refusal from the authorities to whom you applied, enclose copies of any relevant letters you may have retained regarding your request for a passport or renewal of such a document. Write on the application form the results of your application including the date you were refused. (If insufficient space, use page 3 (*Notes*) of the application form.)
- If you have applied for a national passport 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 3 (*Notes*) of the application form.)

**6***Application for Canadian Citizenship*

- If you have lost your Canadian citizenship receipt, write the date your 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.

**7***Documents to Support Identity*

Provide at least **ONE** document to support your identity and the name to appear in the travel document. Further documentation may be required.

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

- |  |  |
|--|--|
| - Provincial driver's licence          | - Old Age Security card  |
| - Provincial health care card          | - Other federal identification card                              |
| - Other provincial identification card | - Federal, provincial or municipal employee identification card. |
| - Certificat de sélection (Québec)     |  |

If you are mailing your application, enclose a copy of your documents (*both sides*). Your guarantor must sign and date the copy to indicate the originals have been seen.

If you are using form PPTC 326, "Statutory Declaration in Lieu of Guarantor for a Travel Document", the same official who signs the "Declaration" must also sign and date the copy of your identification to indicate the originals have been seen. If you have no documents to support your identity, call Passport Canada.

## ADULT TRAVEL DOCUMENT APPLICATION for stateless and protected persons in Canada (16 years of age or over)

**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 travel document and be grounds for criminal prosecution.

Print in block letters using black or dark blue ink.

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

COMPLETE NEXT PAGE

Page 1 of 4

<b>2</b> <i>Declaration of Guarantor</i>					
Surname			Given Name		
Occupation <i>(See instruction No. 2)</i>			Name of Firm/Organization		
Business Telephone Number/Extension ( )		Home Telephone Number ( )		Cell. Number <i>(Optional)</i> ( )	
Business Address					
Number	Street	City	Province/Territory	Postal Code	
<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, all of the statements made in this application are true. I have known the applicant personally for at least SIX months and have certified, on the back of one photo, that the image is a true likeness of the applicant. If applicable, I have also certified on the copy of the supplementary documentation that, to the best of my knowledge, the copy is a true likeness of the original.			Knowledge of applicant		Signature of Guarantor
			Date		
Year	Month	Day	City	Province/Territory	





**6**

*Application for Canadian Citizenship*

Have you applied for Canadian Citizenship?

No → Explain why you have not applied.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yes → Enclose the receipt confirming payment of fees (IMM 5401) or, if applicable, a copy of the letter of refusal.

**7**

*Documents to Support Identity*

Provide the following information. Include signed copies (*both sides*) or original documents (*See instruction No. 7*).

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

*Notes*

\_\_\_\_\_

\_\_\_\_\_

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COMPLETE NEXT PAGE

Page 3 of 4

*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


*Credit Card Information*


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

FOR OFFICIAL  
USE ONLY

Authorization Number







Name Appearing on Card

Card Number

Date of Expiry  
Month | Year

**AUTHORIZATION** - I authorize  
Passport Canada to charge  
\$ \_\_\_\_\_ to my credit card.

Signature of Cardholder

Date

Year | Month | Day

\_\_\_\_\_







Passport  
Canada

Passeport  
Canada

**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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**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.

What is the reason for the trip?  
Quel est le motif du voyage?

What is the duration of the trip?  
Quelle sera la durée du voyage?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**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 / Nom

Number / Numéro

Street / Rue

Apt. / App.

City / Ville

Prov. / Terr.

Postal Code / Code postal

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