



Applying for a passport? Use this checklist!

Want to avoid the most common errors that result in delays in passport applications? Use this checklist before you submit your application:

- Have you allowed enough time for your application to be processed?** It is the responsibility of the applicant to ensure that the application is complete, and can be processed prior the anticipated travel date.
- Are you replacing a lost or stolen passport?** If yes, you must submit a *Statutory Declaration* form (PPT 203) with your application. This form is available on our Website at www.passportcanada.gc.ca.
- Is the date of travel box filled in?** You must either enter a date, or mark “unknown” in this area. It cannot be left blank.
- Is your personal and citizenship information complete?** Have you completed all the boxes, including your hair colour, height and weight, and phone number(s)?
- Have you enclosed proof of Canadian citizenship?** Remember, only the original document is acceptable – you cannot send a photocopy. Your original document will be returned to you.
- Are your photos acceptable?** Passport photos must be done by a commercial photographer, and your guarantor must sign the back of one photo. Photos from self-service booths are not acceptable. Remember, your passport photos must show a neutral facial expression.
- Have you enclosed supporting identification?** You must send either the originals or clear and readable photocopies of both sides of your documents. (Photocopies must be certified by your guarantor.) Original identification documents will be returned to you.
- Does your supporting identification carry the same name as your passport application?** The name you request on your application must match your supporting documents. For example, if your documents show your name as Bill Smith, you cannot use William Smith on your application form.
- Has your guarantor completed his steps?** The guarantor must complete the “*Declaration of Guarantor*” (section 2) of your form and sign the back of one photo. If you submit photocopies of your supplementary identification, your guarantor must sign and date the copies.
- Have you signed your application?** Sign your usual signature on all three pages of the application form, within the limits of the signature box. Do not forget to complete the “Date” and “Signed at” boxes beside your signature.
- Is the fee enclosed?** Cheques must be certified. Credit card information must be complete (including authorization of the amount to be charged).

Need more information?

Visit www.passportcanada.gc.ca or call 1 800 567-6868

