

ADULT GENERAL PASSPORT APPLICATION

for Canadians 16 years of age or over
(in Canada and in the USA)

GENERAL INFORMATION AND INSTRUCTIONS

Aussi disponible en français

Failure to complete all the required sections of this form will result in your application being rejected.

Entitlement to a Canadian Passport

- Issued to Canadian citizens only, a Canadian passport reflects the identity of the applicant as determined by documentary evidence of citizenship and documents to support identity.
- Children under 16 years of age must have an individual passport (use form PPTC 155 "Child General Passport Application").
- The bearer of a previous Canadian passport may be eligible to apply for a passport through the simplified renewal process. Consult our Web site.

Applying in Person



For Canadians living in Canada:

- At a Passport Canada office
- At a participating Canada Post office
- At a participating Service Canada Centre

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



For Canadians living in the USA:

If you require a passport in an emergency, contact the nearest Canadian government office.

This form can only be used to submit an application by mail (see "Applying by Mail") or in person at a Passport Canada office (in Canada).

Requirements Checklist

- All **THREE (3)** pages of the application form completed and signed within the last 12 months.
- TWO (2)** identical passport photos taken within the last 12 months.
- Application form and one of the photos certified by my guarantor.
- Original proof of Canadian citizenship (no copies or notarized copies).
- Documents to support identity.
- Any Canadian passport or travel document issued to me within the last **FIVE (5)** years.
- The fee.

Additional documents or information may be requested in support of the application.

Processing Times

For information on current processing times, visit our Web site at www.passportcanada.gc.ca or contact us by phone (see "Contact Us", page2).

Fee

For Canadians living in Canada - CAN\$87

(includes the passport fee (CAN\$62) and consular service fee (CAN\$25))

For Canadians living in the USA - CAN\$97

(includes the passport fee (CAN\$72) and consular service fee (CAN\$25))

Note: - These fees are subject to change.

- Only **Canadian funds** are accepted.

Important: *Passport Services Fees Regulations* require that every person who requests a passport service must pay the applicable passport service fee. This fee is non-refundable.

Preferred method of payment

- Debit (Interac) (*In person only*)
- Credit card -    (Complete section on application form.)

Other acceptable methods of payment

- Certified cheque or money order/international money order (postal or bank) payable in Canadian funds to the Receiver General for Canada
- Cash (*In person only. Do not mail cash.*)

Administrative fees and any applicable interest will be applied to all dishonoured payments.

Applying by Mail

MAILED-IN APPLICATIONS ARE PROCESSED IN CANADA.



BY MAIL

Passport Canada
Foreign Affairs and
International Trade Canada
Gatineau Canada K1A 0G3



BY COURIER

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


DO NOT mail or bring your application to a Canadian government office in the USA. However, passport applications and related forms are available from these offices.





Contact Us


General information is available 24 hours a day, 365 days a year. Specific information is available during regular office hours.

INFORMATION ON PASSPORTS AND FEES

 Web site: www.passportcanada.gc.ca

 Toll-free: 1 800 567-6868

 Outside continental USA: (819) 997-8338

 TTY (For persons who are deaf or hard of hearing): 1 866 255-7655 (7:30 am to 8:00 pm EST)

INFORMATION ON TRAVEL CONDITIONS AND REQUIREMENTS

 Web site: www.voyage.gc.ca

To obtain the most recent version of this form, visit our Web site.

Application forms are also available in Braille, on diskette or in large print for persons with visual impairment.

Passport Canada Office Locations (NOT MAILING ADDRESSES)

DO NOT mail or use courier services to send your application form directly to a Passport Canada office listed below. However, passport applications and related forms are available from these offices or may be obtained on-line at www.passportcanada.gc.ca.

CANADA

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 310
5611 Cooney 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
Plaza Level
Standard Life Building
120 King Street West
Kitchener
Mezzanine Level
40 Weber Street East
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 West
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



All offices are wheelchair accessible.

USA

DO NOT mail or bring your application form to a Canadian government office in the USA listed below. However, passport applications and related forms are available from these offices or may be obtained on-line at www.passportcanada.gc.ca.

ATLANTA

The Consulate General of Canada
100 Colony Square
Suite 1700
1175 Peachtree Street NE
Atlanta GA

BOSTON

The Consulate General of Canada
Three Copley Place
Suite 400
Boston MA

BUFFALO

The Consulate General of Canada
HSBC Center
Suite 3000
Buffalo NY

CHICAGO

The Consulate General of Canada
Two Prudential Plaza
Suite 2400
180 North Stetson Avenue
Chicago IL

DALLAS

The Consulate General of Canada
Suite 1700
750 North St. Paul Street
Dallas TX

DENVER

The Consulate General of Canada
Suite 2600
1625 Broadway
Denver CO

DETROIT

The Consulate General of Canada
600 Renaissance Center
Suite 1100
Detroit MI

LOS ANGELES

The Consulate General of Canada
9th Floor
550 South Hope Street
Los Angeles CA

MIAMI

The Consulate General of Canada
First Union Financial Center
Suite 1600
200 South Biscayne Boulevard
Miami FL

MINNEAPOLIS

The Consulate General of Canada
9th Floor
701 Fourth Avenue South
Minneapolis MN

NEW YORK

The Consulate General of Canada
1251 Avenue of the Americas
New York NY

SAN FRANCISCO

The Consulate General of Canada
14th Floor
580 California Street
San Francisco CA

SAN JUAN

The Honorary Consulate of Canada
Hato Rey Center
Suite 802
268 Ponce de Leon Avenue
San Juan PR

SEATTLE

The Consulate General of Canada
Suite 600
1501 Fourth Avenue
Seattle WA

WASHINGTON D.C.

The Embassy of Canada
501 Pennsylvania Avenue NW
Washington DC

INSTRUCTIONS

1

Personal Information

NAME TO APPEAR IN PASSPORT

Write the name you want to appear in the passport. If this name is different from the name on your documentary evidence of citizenship, the original of the documentation listed below may be required:

- Marriage certificate
- Legal change of name (original document from issuing authority)

Additional documentation will be required to verify your identity as well as the name to appear in the passport (see instruction no. 5 "Documents to support identity").

SURNAME (LAST NAME) AT BIRTH/FORMER SURNAME (FORMER LAST NAME)

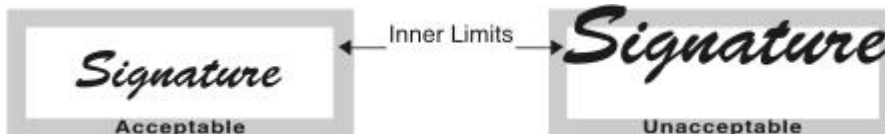
Complete only if different from the surname (last name) to appear in the passport (for Passport Canada information only; will not appear in the passport).

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, submit a written request. Be sure to contact the consulate or embassy of every country you plan to visit to ensure that you will be admitted if the passport does not include your place of birth.

SIGNATURE

You **MUST** sign your usual signature on all **THREE (3)** pages. Your signature in section 1 will appear in the passport. Therefore, your signature **MUST NOT** exceed the inner limits of the signature box.



2

Declaration of Guarantor

A guarantor is a person other than yourself who confirms your identity.

Your guarantor:

- **must** be a Canadian citizen 18 years of age or older;
- **must** hold a five-year Canadian passport that is valid or has been expired for no more than one year on the day you submit your application;
- **must** have been 16 years of age or older when he or she applied for his or her own passport;
- **must** have known you personally for at least **TWO (2)** years *;
- * **To know an applicant personally means that the guarantor is able to confirm aspects of the applicant's personal attributes such as name, approximate age, place of birth, physical description and some personal history such as occupation and place of residence.**
- **must** provide the requested information contained in his or her passport;
- **must** be accessible to Passport Canada for verification.

Family members and those residing at the same address as you may be your guarantor.

Your guarantor must perform **free of charge** the following **THREE (3)** tasks:

1. Complete and sign the "Declaration of Guarantor" section.
2. Write "I certify this to be a true likeness of (*your name*)" on the back of one (1) of your photos, and sign.
3. If applicable, sign and date a copy of the documents to support your identity (see instruction no. 5 "Documents to Support Identity").

Passport Canada reserves the right to request an alternate guarantor if necessary.

If you have **not known** an eligible guarantor for at least **TWO (2)** years, complete a "Statutory Declaration in Lieu of Guarantor" form PPTC 132, available from any Passport Canada office in Canada or any Canadian government office in the USA. 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.**

3

Previous Canadian Passport

- Enclose any Canadian passport or travel document issued to you within the last **FIVE (5)** years. If your current passport expires more than 12 months from the date you submit your application, provide a written explanation for why you are applying at this time. Should Passport Canada not be satisfied that you have a valid reason for applying early, your application for a new passport may be refused.
- A person's name may appear in only **ONE (1)** valid Canadian passport, Certificate of Identity or Travel Document.
- If the valid passport has been lost, stolen, damaged, destroyed or is inaccessible, complete a "Statutory Declaration" form PPTC 203, available from any Passport Canada office in Canada, any Canadian government office in the USA or at www.passportcanada.gc.ca.

Provide **ONE (1)** 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 your citizenship.

If you are a woman who, before 1947, married a man who was not a British subject, contact Passport Canada.

CERTIFICATE OF BIRTH IN CANADA

You may obtain a birth certificate from the Vital Statistics authorities of your province or territory of birth.

If you were 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 you require a certificate of Canadian citizenship, contact:

- | | |
|---|---|
| <ul style="list-style-type: none"> • In Canada, the office of the Registrar of Canadian Citizenship: - Toll-free1 888 242-2100 - TTY (for persons who are deaf or hard of hearing).....1 888 576-8502 (from 7:00 am to 5:00 pm EST) - Web site.....www.cic.gc.ca | <ul style="list-style-type: none"> • In the USA: - The nearest Canadian government office. - Citizenship and Immigration Canada.....www.cic.gc.ca |
|---|---|

At least **ONE (1)** document to support your identity and the name to appear in the passport must be submitted with your application form. Further documentation may be required.

Documents to support your identity must be valid, must be issued by a federal, provincial/territorial/state or municipal authority, and must include the bearer's name and signature. For example:

- | | | |
|---|---|---|
| - Provincial/territorial/state driver's licence | - Other federal, provincial/territorial/state or municipal identification card | - Federal, provincial/territorial/state or municipal employee identification card |
| - Provincial health care card | - Valid Canadian passport or Canadian passport expired for a period of less than one year | - Old Age Security card |
| - Certificate of Indian Status | - United States (USA) permanent resident card | |

You may submit original documents. They will be returned to you. If you are submitting photocopies (*both sides*), your guarantor must sign and date the photocopies to indicate the originals have been seen.

If you are submitting photocopies but are using form PPTC 132, "Statutory Declaration in Lieu of Guarantor", the same official who signs the "Declaration" must also sign and date the photocopies of your identification to indicate the originals have been seen.

If you have no documents to support your identity, call Passport Canada.

Photo Specifications

Your passport application will be rejected if your photos do not meet the following specifications:

IMAGE INFORMATION

- 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 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.
- 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.
- The image must be clear, sharp and in focus.
- Photos must be taken against a plain, uniform, white or light-coloured background.
- Photos must reflect/represent natural skin tones.
- The length from chin to crown of head (natural top of head) must be between 31 mm to 36 mm (1 1/4 in. to 1 7/16 in.).
- 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

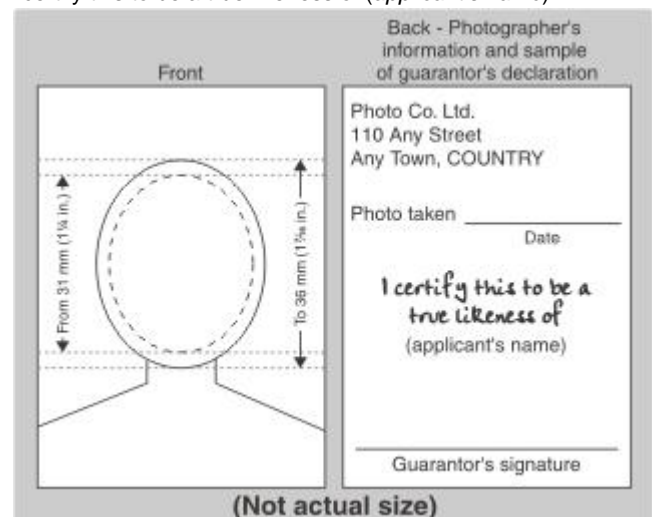
- Two (2) identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

SIZE AND PAPER

- The maximum photo size must be 50 mm wide x 70 mm long (2 in. wide x 2 3/4 in. long).
- Heavy weight paper is unacceptable.
- Photos must be printed on plain, 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).
- The guarantor must clearly write on the back of one (1) photo: "I certify this to be a true likeness of (*applicant's name*)".





ADULT GENERAL PASSPORT APPLICATION

for Canadians 16 years of age or over (in Canada and in the USA)



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 your current and ongoing entitlement to a Canadian passport, to administer passport services 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 photo, is subject to routine verifications and security queries. To further strengthen Canadian passport security, your photo is stored on an alphanumeric template and incorporated into the passport as a digital image.

Passport Canada may use the services of third parties to receive passport applications submitted in person and to process the return of incomplete passport applications. In the performance of these services, personal information will be protected and used in accordance with the provisions of the *Privacy Act*.

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

Helpful Tips for Completing Your Passport Application

- 1. Complete and sign all three pages**
FAILURE TO COMPLETE ALL THE REQUIRED SECTIONS ON THIS FORM WILL RESULT IN YOUR APPLICATION BEING REJECTED.
- 2. Sign within the white box (section 1)**
Your signature must not touch the shaded border in the signature box on page 1. This signature will appear in the passport. If the signature touches the border, it may be rejected and a new signature will be required which will incur delays.
- 3. Photos**
The finished photos must have a white or light-coloured background and be free of shadows and glare on the face and background. You must have a neutral expression. Your photographer may consult www.passportcanada.gc.ca to access the specifications.
- 4. Proof of Canadian Citizenship (original document)**
Your original birth certificate or citizenship certificate/card (*not a copy*) must be submitted. Commemorative certificates are not acceptable. If you were born in the province of Quebec, only birth certificates issued on or after January 1, 1994, by *Le Directeur de l'état civil* are accepted.
- 5. Complete citizenship information (section 4)**
All applicants must complete the question:
"Did you acquire citizenship of another country before FEBRUARY 15, 1977?"
See the application form, section 4A.
- 6. Fee (section 6)**
Submit the correct fee in **Canadian funds** only. Fill out your credit card information or use a certified cheque or money order/international money order. The preferred method of payment is by debit (Interac) or credit card.
- 7. Guarantor requirements (section 2)**
Choose a guarantor who meets the criteria outlined on page 3 of "General Information and Instructions". Ensure your guarantor completes and signs section 2 on the application form. Your guarantor must also sign the back of one photograph and, if applicable, a copy (*both sides*) of each document to support your identity.
- 8. Provide documents to support your identity (ID) (section 5)**
Provide at least one valid government-issued ID with your name and signature. If you are submitting a copy, both sides must be submitted and signed and dated by your guarantor.
- 9. References (section 8)**
Provide **TWO (2)** references who are not your guarantor or a relative. Friends, co-workers and neighbours may be used as references provided they have known you for at least two years.
- 10. Submit any valid passport or travel document**
If your passport is still valid when you apply, you must submit it. Any travel document issued in the last five years must be submitted. If your passport has expired, you do not need to submit it.
- 11. To use your spousal name (section 1)**
If you want the passport issued in your spousal name, you must complete the requested information about your marriage, including year of marriage.
See the application form, section 1, line 4.
- 12. Additional Personal Information (section 7)**
Addresses
Indicate "Same as current address" if your address has not changed in the last **TWO (2)** years.
Occupation
State your occupation over the last **TWO (2)** years. If you have been a homemaker or retired for the last **TWO (2)** years, indicate this on the form.
Mother's Maiden Name
Indicate your mother's surname (last name) when she was born.
- 13. Children's application**
If applying for a child under 16 years of age, you must use the "Child General Passport Application" form PPTC 155 and ensure that all documents regarding custody or access or mobility of the child are submitted.
To avoid delays in issuing the passport, use the Requirements Checklist on page 1 of the "General Information and Instructions" and ensure your application is complete.



ADULT GENERAL PASSPORT APPLICATION

for Canadians 16 years of age or over (in Canada and in the USA)

WARNING to all applicants and guarantors - Any false or misleading statement on this form or relating to any document in support of this application, including concealment of any material fact, may lead to refusal or revocation of a passport and be grounds for criminal prosecution.
Failure to complete all the required sections of this form will result in your application being rejected.

1		<i>Personal Information</i>		Date of travel	
Surname (last name)				<input type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Unknown	
Given name(s) <i>(see instruction no. 1)</i>					
Surname (last name) at birth <i>(see instruction no. 1)</i>			Former surname (former last name) <i>(see instruction no. 1)</i>		
If passport requested in spousal surname, enter			Year of marriage		Surname (last name) of spouse <i>(see instruction no. 1)</i>
Date of Birth Year Month Day		Place of birth City Prov./Ter./State Country			
Sex <input type="checkbox"/> Female <input type="checkbox"/> Male		Marital status	Eye colour	Hair colour	Height
Weight	Address of permanent residence <i>(Number, Street, Apartment, City)</i>		Province/Territory/State	Postal code/Zip code	
Mailing address <i>(If different from above) (Number, Street, Apartment, City)</i>		Province/Territory/State	Postal code/Zip code		
Home telephone number		Business telephone number/extension		Cell. number or e-mail address <i>(optional)</i>	
DECLARATION - I solemnly declare that I am a Canadian citizen, that the photos enclosed are a true likeness of me and that all of the statements made in this application are true. I declare that I have read and understood the WARNING to all applicants and guarantors above.			▶ Void if signature touches border ◀ Signature <i>(See instruction No. 1)</i>		
Date Year Month Day		Signed at City Province/Territory/State			

2		<i>Declaration of Guarantor (to be completed by guarantor)</i>			
Surname (last name)			Given name(s)		
Date of birth Year Month Day		Canadian passport number	Date of issue Year Month Day	Date of expiry Year Month Day	
Surname (last name) in passport, if different			Daytime telephone number ()	Evening telephone number ()	
Address of permanent residence Number Street City Province/Territory/State Postal code/Zip code					
DECLARATION - I solemnly declare that I have known the applicant identified above personally for at least TWO (2) years. I have certified on the back of one photo that the image is a true likeness of the applicant. If applicable, I have signed a copy of each document to support the applicant's identity confirming that I have seen the original(s). I declare that I have read and understood the WARNING to all applicants and guarantors above.			I have known the applicant for Number of years	Signature of guarantor	
Date Year Month Day		Signed at City Province/Territory/State			



7 <i>Additional Personal Information</i>					
A Addresses in the last TWO (2) years					
<input type="checkbox"/> Same as current address.					
Addresses in the last TWO (2) years if different from current address. <i>(If insufficient space, attach a separate sheet.)</i>					
<i>(Number, Street, Apartment, City, Province/Territory/State, Country)</i>			From	Year	Month
1.			To	Year	Month
2.			From	Year	Month
To			Year	Month	
B Occupation <i>(If insufficient space, attach a separate sheet.)</i>					
In the last TWO (2) years, <input type="checkbox"/> my employers were and/or <input type="checkbox"/> I was attending educational institutions as follows:					
Employer/School	Address	Business telephone no.	Nature of employment/studies	Date (From)	Date (To)
C Mother's maiden name <i>Provide your mother's surname (last name) at the time of her birth.</i>					

8 <i>References</i>					
Provide the following information with respect to TWO (2) persons who are neither your relatives nor your guarantor and who have known you for at least TWO (2) years. They may be contacted to confirm your identity.					
1. Surname (last name)			Given name(s)		
Relationship	Address <i>(Number, Street, Apartment, City, Province/Territory/State, Country)</i>				
Home telephone no.	Business telephone no./extension	Cell. no. or e-mail address <i>(optional)</i>	Has known me for		
2. Surname (last name)			Given name(s)		
Relationship	Address <i>(Number, Street, Apartment, City, Province/Territory/State, Country)</i>				
Home telephone no.	Business telephone no./extension	Cell. no. or e-mail address <i>(optional)</i>	Has known me for		
			State number of years		

9 <i>Emergency Contact (Optional)</i>					
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 outside of Canada.					
Surname (last name)			Given name(s)		
Relationship to applicant	Home telephone number	Business telephone no./extension	Cell. number		
Address <i>(Number, Street, Apartment, City, Province/Territory/State, Postal Code/Zip Code)</i>					

<i>Declaration of Applicant</i>					
DECLARATION - I solemnly declare that the statements made in this application are true.					
Signature of Applicant		Date	Signed at		
		Year	Month	Day	City
		Province/Territory/State			