



ADDITIONAL INFORMATION FOR CHILDREN IN FOSTER CARE AND CHILDREN UNDERGOING AN ADOPTION PROCESS IN CANADA

Use if the applicant is a licensee or representative of a licensed adoption agency

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 to issue 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 refused.

PRINT OR TYPE IN CAPITAL LETTERS using black or dark blue ink.

1 - CHILD'S PERSONAL INFORMATION

Surname (last name)	Given name(s)	Date of birth (YYYY-MM-DD)
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2 - APPLICANT

The applicant is a licensee or representative of a licensed adoption agency

Surname (last name)	Given name(s)				
Professional title	Agency name				
Work address					
Number	Street	Suite	City	Province/Territory/State (if applicable)	Postal code
Telephone (daytime)	Telephone (other)	Email address (optional)			

DECLARATION—I solemnly declare that the child named above is a Canadian citizen, that I have been authorized by the legal guardian to apply for a passport on behalf of the child named above, and that the statements made in this application are true. I declare that I have read and understood the **WARNING to all applicants and guarantors** at the top of this page.

Name of legal guardian:

Signature of applicant	Date (YYYY-MM-DD)	Signed at City Province/Territory/State (if applicable)
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3 - DECLARATION OF GUARANTOR

NOTE: Section to be completed by the guarantor only if the applicant has completed and signed this application form. The guarantor must be a Canadian passport holder who has known the applicant for at least **two (2)** years and has knowledge of the child.

Surname (last name)	Given name(s)				
Surname (last name) in passport, if different					
Date of birth (YYYY-MM-DD)	Canadian passport number	Date of issue (YYYY-MM-DD)	Date of expiry (YYYY-MM-DD)		
Current home address					
Number	Street	Suite	City	Province/Territory/State (if applicable)	Postal code
Telephone (daytime)	Telephone (other)	Email address (optional)			

<p>DECLARATION—I solemnly declare that I have known the applicant identified above personally for at least two (2) years. I have signed on the back of one (1) photo to certify that the image is a true likeness of the child. I declare that I have read and understood the WARNING to all applicants and guarantors at the top of this page.</p>	<p>I have known the applicant for</p> <p>Number of years</p>
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Signature of applicant	Date (YYYY-MM-DD)	Signed at City Province/Territory/State (if applicable)
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INSTRUCTIONS

A - PRIVACY NOTICE STATEMENT

Personal information provided on this form is collected by Immigration, Refugees, and Citizenship Canada (IRCC) under the authority of the *Canadian Passport Order*. The personal information provided will be used for the purpose of processing applications, determining entitlement to passport services and administering passport services. In the same context, the guarantor's personal information is subject to verification and security queries to determine whether the individual meets the guarantor requirements. The personal information provided may be disclosed to other federal government institutions, provincial/territorial governments, foreign governments, investigative bodies and/or law enforcement for the purpose of validating identity, determining current and ongoing entitlement to passport services and administering or enforcing any law or carrying out a lawful investigation.

Personal information may also be used for purposes including research, statistics, quality assurance, program and policy evaluation, internal audit, compliance, risk management, strategy development and reporting. Failure to complete the form in full may result in a delay or the application not being processed. The *Privacy Act* gives individuals the right of access to, protection, and correction of their personal information. If you are not satisfied with the manner in which IRCC handles your personal information, you may exercise your right to file a complaint to the [Office of the Privacy Commissioner of Canada](#). The collection, use, disclosure and retention of your personal information is further described in IRCC's Personal Information Bank – [IRCC PPU 081 and IRCC PPU 082](#).

B - INFORMATION AND DOCUMENTS REQUIRED

NOTE: Additional documentation may be required following review of the application. Throughout the document the term “the person who has parental authority” also refers to the person who has attributes of parental authority allowing them to complete a passport application.

The following information/documents are required:

- Evidence of the child's Canadian citizenship. If such evidence cannot be submitted due to confidentiality reasons, please contact IRCC;
- The consent to adoption signed by the biological parents;
- A letter from the licensee of the adoption agency indicating who the child's legal guardian is or the person who has parental authority, and stating that a private adoption is in process, that all the adoption consents have been obtained (required only if the consent to adoption from the biological parent(s) have not been submitted), and that the time period for cancelling the adoption has expired. If the time period has not expired, a passport cannot be issued unless the biological parent(s) consent(s) to the issuance of the passport;
- If the applicant is not the child's legal guardian or the person who has parental authority, a letter from the child's legal guardian or the person who has parental authority authorizing the applicant to apply for the passport;
- If the applicant is not the child's legal guardian or the person who has parental authority, the authorization from the child's legal guardian or the person who has parental authority to release the passport to the applicant;
- A copy of the court orders or agreements involving family services with the child if such court orders or agreements exist. If a copy of the court orders or agreements cannot be forwarded to IRCC because of confidentiality reasons, the passport application must be accompanied by a summary of the orders or agreements signed by the director of family services or the agency's lawyer. The summary must indicate:
 - 1) who the child's legal guardian is or the person who has parental authority;
 - 2) whether a mobility restriction clause exists, and if so, what it entails; and
 - 3) the date and number of the court order, if possible;
- The custody or guardianship agreement signed by the child's biological parents and the future adoptive parents for the duration of the adoption process, if such an agreement exists.

C - CONTACT INFORMATION

General information is available 24 hours a day, 7 days a week. Agents are available Monday to Friday from 7:30 a.m. to 8 p.m. (Eastern Time) in Canada.

INFORMATION ON PASSPORT, SERVICE LOCATIONS, FEES AND PROCESSING TIMES



Canada.ca/passport



Toll-free: 1-800-567-6868
Outside continental USA: 819-997-8338



TTY (for persons who are Deaf or hard of hearing)
Toll-free: 1-866-255-7655