

Adult Abroad General Passport Application

for Canadians 16 years of age or over applying outside of Canada and from the USA

PROTECTED WHEN
COMPLETED - B

Warning: Any false or misleading statement with respect to this application and any supporting document, including the concealment of any material fact, may result in the refusal to issue a passport, the revocation of a currently valid passport, or the refusal of passport services, and may be grounds for criminal prosecution. Your application will not be processed if you fail to complete all of the required sections of this form and/or refuse to consent to the exchange or disclosure of any personal information required for the delivery of passport services.

Type or print in CAPITAL LETTERS using black or dark blue ink.

1 Personal Information (see Instructions, section H)		Date of travel Month <input type="text"/> Day <input type="text"/> <input type="radio"/> Unknown	
Surname (last name)			
Given name(s)			
Surname (last name) at birth			
Former surname (last name)			
Place of birth			
City		Country	Prov./Terr./State (if applicable)
Date of birth Year <input type="text"/> Month <input type="text"/> Day <input type="text"/>	Sex <input type="radio"/> Female <input type="radio"/> Male	Natural eye colour	Height (cm/in)
Current home address			
Number <input type="text"/>	Street <input type="text"/>	Apartment <input type="text"/>	City <input type="text"/>
		Country	Postal/ZIP code
Mailing address (if different from current home address)			
Number <input type="text"/>	Street <input type="text"/>	Apartment <input type="text"/>	City <input type="text"/>
		Country	Postal/ZIP code
Telephone (daytime)	Telephone (other)	Email address	
Declaration —I solemnly declare that I am a Canadian citizen, that the photos enclosed are unaltered and a true likeness of me, that all of the statements made and the information provided in this application, as well as any supporting documents, are true. I declare that I have read and understood the Warning at the top of this page and the Privacy Notice Statement (see section M). I consent to the collection, use and disclosure of my personal information by the Passport Program, Immigration, Refugees and Citizenship Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the Privacy Notice Statement in the Instructions.		Sign within border 	
		Signature (see Instructions, section H) Date Year <input type="text"/> Month <input type="text"/> Day <input type="text"/> Signed at City <input type="text"/> Country <input type="text"/>	

2 Declaration of Guarantor (see Instructions, section J-A Passport holder or section J-B Occupation)			
Note: You must complete and sign all three (3) pages of this application form before requesting that your guarantor complete and sign this section.			
Surname (last name)		Given name(s)	
Canadian passport number (see section J-A) or Occupation (see section J-B)		Telephone (daytime)	
Date of birth in passport (see section J-A) or Name of firm or organization (see section J-B) Year <input type="text"/> Month <input type="text"/> Day <input type="text"/>		Telephone (other)	
Current home address (see section J-A) or Business address (see section J-B)			
Number <input type="text"/>	Street <input type="text"/>	City <input type="text"/>	Country <input type="text"/>
			Postal/ZIP code
Declaration —I solemnly declare that I have known the applicant identified above personally for at least two (2) years. I have signed the back of one (1) photo to certify that the image is a true likeness of the applicant. If applicable, I have signed and dated a copy of each document to support the applicant's identity to confirm that I have seen the original(s). I declare that I have read and understood the Warning at the top of this page and the Privacy Notice Statement (see section M). I consent to the collection, use and disclosure of my personal information by the Passport Program, Immigration, Refugees and Citizenship Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the Privacy Notice Statement in the Instructions.		I have known the applicant for Number of years <input type="text"/>	Signature of guarantor
			Date Year <input type="text"/> Month <input type="text"/> Day <input type="text"/> Signed at City <input type="text"/> Country <input type="text"/>

Aussi accessible en français - PPTC 041

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3

Previous Canadian Travel Document (see Instructions, section K)

Has a Canadian travel document (passport, certificate of identity or refugee travel document) been issued to you?

No

Yes (specify)

Number

Date of issue

Year

Month

Day

If the Canadian travel document is still valid, you must include it with your application.

Would you like the previous passport returned to you? If not, it will be securely destroyed by the Passport Program to protect your personal information.

Yes, please return it to me.

Note: If a valid Canadian travel document has been lost, stolen, damaged or is inaccessible, complete form PPTC 203, Declaration concerning a lost, stolen, inaccessible, damaged or found Canadian travel document, available online at Canada.ca/passport. A Canadian travel document, once reported lost or stolen, is no longer valid. There is an administrative fee for the replacement of a valid lost or stolen Canadian travel document (see section D).

4

Proof of Canadian Citizenship (see Instructions, section I)

A To be completed if you were born in Canada. Provide one (1) of the documents listed below (original only):

Birth certificate in Canada



Registration number

Date of issue

Certificate of Canadian citizenship



Certificate number

Date of issue or Effective date of citizenship

B To be completed if you were born outside of Canada.

1) Provide one (1) of the documents listed below (original only):

Certificate of Canadian citizenship

Certificate of registration of birth abroad (issued by the Registrar of Canadian Citizenship)

Certificate of naturalization

Certificate of retention of Canadian citizenship (issued before February 15, 1977)



Certificate number

Date of issue or Effective date of citizenship

2) To be completed if you were born outside of Canada between February 15, 1977 and April 16, 1981 inclusive (you do not need to complete this section if you are presenting a certificate of Canadian citizenship issued after January 1, 2007).

a) Are you a naturalized Canadian, i.e. did you receive Canadian citizenship following immigration to Canada?

Yes Go to section 5 No Continue to question b)

b) Was one of your parents born in Canada?

Yes Go to section 5 No Complete and submit form PPTC 001, Proof of Canadian Citizenship-Additional Information, available online at Canada.ca/passport.

5

Documents to Support Identity (see Instructions, section L)

Provide the following information. Include signed and dated copies (both sides), or original documents.

Note: The documents provided in this section must not be the proof of Canadian citizenship provided in section 4.

Table with 4 columns: Type of document, Document number, Date of expiry (if applicable) [Year, Month, Day], Your name as it appears on the document. Two identical rows.

Signature of applicant

Date

Year

Month

Day

6

Period of Validity (see Instructions, section D)

Choose **one (1)** of the following periods of validity: **5-year** or **10-year**

7

Additional Personal Information

Note: If insufficient space, attach a separate signed and dated sheet.

A Addresses in the last **two (2)** years Same as current home address
 Different from current home address (complete below)

1.	From	Year	Month	To	Year	Month
2.	From	Year	Month	To	Year	Month

B Occupation in the last **two (2)** years (check all that apply): I was employed (full- or part-time)
 I was in school (full- or part-time)
 other, e.g. homemaker, unemployed or retired

Enter full details below for the last **two (2)** years:

Employer, school or other	Address	Telephone (daytime)	Field of employment or studies	Date (from)	Date (to)

C **Mother's maiden name** Provide your mother's surname (last name) at the time of her birth.

8

References

Provide the following information for **two (2)** persons who are neither your relatives, nor your guarantor; are 18 years of age or over; and who have known you for at least **two (2)** years. They must agree to have their contact information provided as they may be contacted to confirm your identity. Visit Canada.ca/passport for more information on the Passport Program's definition of a relative.

1. Surname (last name)	Given name(s)	Relationship
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Address (Number, Street, Apartment, City, Country, Postal/ZIP code)

Telephone (daytime)	Telephone (other)	Email address	Has known me for Number of years
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2. Surname (last name)	Given name(s)	Relationship
------------------------	---------------	--------------

Address (Number, Street, Apartment, City, Country, Postal/ZIP code)

Telephone (daytime)	Telephone (other)	Email address	Has known me for Number of years
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9

Emergency Contact Information (optional)



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.

Surname (last name)	Given name(s)
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Relationship to the applicant	Telephone (daytime)	Telephone (other)	Email address
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Current home address

Number Street Apartment City Country Postal/ZIP code

Signature of applicant	Date Year Month Day
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Adult Abroad General Passport Application

for Canadians 16 years of age or over applying outside of Canada and from the USA

Instructions

(A)

Entitlement to a Canadian Passport

Important notice: We recommend that you not finalize your travel plans until you receive the requested passport.

- A Canadian passport is the only reliable and universally accepted travel and identification document for Canadians who travel abroad.
- Canadian passports are issued to Canadian citizens only and reflect the applicant's identity, as determined by proof of citizenship and supporting documents.
- For Canadians under 16 years of age, use form PPTC 042, *Child Abroad General Passport Application*.
- Applicants who were previously issued a Canadian passport may be able to renew their passport using form PPTC 482, *Adult Abroad Simplified Renewal Passport Application*. To find out if you are eligible, visit Canada.ca/passport.

(B)

Translation

All documents submitted throughout the passport application process that are in a language other than English or French must be translated by a certified translator.

(C)

Requirements Checklist

- All **three (3)** pages of the application form completed and signed within the last **twelve (12)** months and certified by the guarantor
- Two (2)** identical and unaltered passport photos taken within the last **six (6)** months, **one (1)** certified by the guarantor
- Proof of Canadian citizenship (original only); the document will be returned to you
- Document(s) to support identity (original or copies); copies must be signed and dated by your guarantor
- Any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to you
- The fee

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

(D)

Fee and Period of Validity

Where the application is made **outside of Canada** or the passport is to be delivered outside of Canada:
5-year validity – CAN\$190* **10-year validity – CAN\$260***

*A CAN\$25 consular services fee is included in the above-mentioned fee.

The fee is in Canadian dollars and may be converted to the local currency. Please confirm the fee and the methods of payment with the nearest Government of Canada office abroad.

There is a separate, non-refundable CAN\$45 administrative fee for the replacement of a valid lost or stolen Canadian travel document.

Methods of payment:

- Cash (where accepted);
- Debit card (Interac), Visa Debit, Virtual Visa Debit or other prepaid cards (Visa, MasterCard) only for in-person applications submitted by the cardholder (where accepted). Prepaid debit cards are not accepted;
- Credit card (where accepted); or
- Certified cheque or international money order (postal or bank) in the exact amount, payable to the Canadian embassy, high commission or consulate, as the case may be (where accepted).

Important

- Every person who requests passport services must pay the applicable fee in the exact amount.
- Applicants who cancel their application or are refused a passport are not eligible for a refund of the passport service fee. Only the consular services fee of CAN\$25, applied only to adult applications, is refundable.
- Administrative fees and applicable interest will be applied to all dishonoured payments.
- Fees are subject to change.

(E)

Credit Card Information (where accepted)

Payment by credit card for passport services at a Government of Canada office abroad requires the completion of a separate credit card authorization form. By completing and signing this form, you formally authorize the Government of Canada to charge your credit card for payment of the services requested. The form must be included with your passport application.

Important notice: There is a fee to use the credit card payment service, a payment solution developed by Global Affairs Canada. This fee is separate and independent from the amount payable to the Government of Canada for any passport service.

For more information and to access the credit card authorization form online, visit the Government of Canada website at travel.gc.ca.

F**Where to Apply**

Submit your application at the nearest Government of Canada office that provides passport services in the country where you reside or are visiting. You can find a list of Government of Canada offices abroad online at travel.gc.ca or in your local telephone directory.

Offices authorized to process passport applications include:

- Canadian embassies;
- Canadian high commissions; or
- Canadian consulates (except those headed by honorary consuls).

G**Contact Information**

- General information is available 24 hours a day, 7 days a week. Specific information is available at the nearest Government of Canada office that provides passport services (consult your local telephone directory).
- The application forms in large print and the passport application instruction booklet in Braille are available upon request only. For more information or to order these formats, contact the Passport Program.

**Information on passports, fees and processing times**

Canada.ca/passport

Passport Program: 1-819-997-8338

TTY (for people who are Deaf or hard of hearing) Montréal, Canada: 1-514-283-5197

Travel reports, warnings and requirements

travel.gc.ca

H**Personal Information****Surname and given name(s) to appear in passport**

Write the name to appear in the passport. If you are requesting a passport in a name that is different from the name that appears on the proof of citizenship, please note the following:

- For a change of surname resulting from a relationship, you must provide a marriage or common-law relationship certificate, or a document demonstrating termination of the relationship.
- For a legal change of name, you must provide a birth certificate or citizenship certificate issued in the new name.

Additional documentation will be required to verify your identity as well as the name to appear in the passport (see section L).

Surname (last name) at birth and former surname (last name)

Complete if different from the surname (last name) to appear in the passport (for the Passport Program, Immigration, Refugees and Citizenship Canada information only; it will not appear in the passport).

Date of birth

If your proof of citizenship does not show a complete date of birth, the specific **year, month and day** of your birth will be entered as shown on your supporting identification. Provide original supporting identification showing the date of birth or copies signed and dated by your guarantor.

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, complete and submit form PPTC 077, *Request for a Canadian passport without place of birth*, available online at Canada.ca/passport.

Signature

You **must** sign your usual signature on all **three (3)** pages.



Inner Limits

**I****Proof of Canadian Citizenship**

Provide **one (1)** of the documents indicated in section 4 on the application form (original only). It will be returned to you. Additional information may be requested to confirm your citizenship.

Certificate of birth in Canada

Only official birth documents issued by the vital statistics office for the applicant's province or territory of birth in Canada are accepted. Certain exceptions may apply. More information is available online at Canada.ca/passport.

Certificate of Canadian citizenship

Commemorative documents of citizenship are **not** accepted. If you require a certificate of Canadian citizenship, contact the nearest Government of Canada office. You may also visit the Immigration, Refugees and Citizenship Canada website at cic.gc.ca.

J**Declaration of Guarantor**

A guarantor is a person other than yourself who confirms your identity. A family member or a person who resides at the same address as the applicant may be the guarantor provided that this individual meets the specified requirements.

The guarantor must:

- have known you (the applicant) personally for at least **two (2)** years. To know you personally to confirm aspects of your personal attributes;
- know you well enough to be confident that the statements you have made on the application form are true;
- be accessible to the Passport Program for verification; the Passport Program reserves the right to request a new guarantor.

The guarantor must perform the following **three (3)** tasks **free of charge**:

1. Complete and sign the section Declaration of Guarantor (section 2). Ensure you have completed and signed all **three (3)** pages of the application before submitting it to your guarantor.
2. Write "I certify this to be a true likeness of (your name)" on the back of **one (1)** of your photos and sign it.
3. If applicable, sign and date a copy of each document to support your identity (see section L).

The applicant must not assist the guarantor in performing his or her duties. If your guarantor requires assistance, contact the Passport Program.

The guarantor can be either a Canadian passport holder (see section J-A below) or a member of an eligible occupation (see section J-B below).

Section J-A: Canadian passport holder, the guarantor must:

- be a Canadian citizen, 18 years of age or over;
- hold a **5-year** or a **10-year** Canadian passport that is valid or has expired within **twelve (12)** months of the date the Passport Program receives this application;
- have been 16 years of age or over when the application was submitted for the passport identified in section 2 on this application form; and
- provide the requested information contained in the passport issued in his or her name by completing by hand the declaration of guarantor section of the application form.

A Canadian passport holder guarantor does not need to reside in the same country as the applicant.

OR

Section J-B: Occupation, the guarantor must:

- currently work and/or reside within the area of accreditation served by the Government of Canada office abroad where the application is submitted; and
- be currently registered/licensed with the appropriate local authority to practice **one (1)** of the following professions:
 - Dentist
 - Medical doctor
 - Dean or head of university or college
 - Judge
 - Lawyer or notary
 - Notary public
 - Pharmacist
 - Veterinarian
 - Police officer
 - Signing officer of a bank or trust company, or of a financial institution that offers a full range of banking services (cash withdrawals, deposits, savings)

The above list is not a recognition or endorsement by the Passport Program of professional status or superior qualifications.

A guarantor from the eligible list of occupations does not need to be a Canadian citizen.

If you have **not known** an eligible guarantor for at least **two (2)** years, complete form PPTC 132, *Statutory Declaration in Lieu of Guarantor*, available at any Government of Canada office that provides passport services. The form must be completed at your expense before a person who is authorized by law to administer an oath or solemn affirmation. **This may delay the processing time of the passport.**

K**Previous Canadian Travel Document**

- Enclose any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to you. If the passport is valid for more than **twelve (12)** months from the date the application is submitted, provide a written explanation as to why you are applying at this time. Should the Passport Program, Immigration, Refugees and Citizenship 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 travel document.

Note: If a valid Canadian travel document has been lost, stolen, damaged or is inaccessible, complete form PPTC 203, *Declaration concerning a lost, stolen, inaccessible, damaged or found Canadian travel document*, available online at Canada.ca/passport. **A Canadian travel document, once reported lost or stolen, is no longer valid.** If found, it must not be used for travel and must be returned immediately to the Passport Program or if abroad to the nearest Government of Canada office. There is an administrative fee for the replacement of a valid lost or stolen Canadian travel document (see section D).

L**Documents to Support Identity**

- Documentation provided to support the identity in the passport must include your name, sex, date of birth, signature and photo. **One (1)** or more documents, when combined, may be used to fulfill the **five (5)** criteria stated above.
- All documents submitted to support your identity must be valid and must be issued by federal, provincial or territorial authority (or local equivalent abroad).
- Identification other than the passport needs to be provided if the passport was issued to you before you turned 16 years of age.
- Copies are acceptable, provided your guarantor has signed and dated a copy of each document (both sides) confirming that the original document has been seen. If you are submitting original documents, they will be returned to you.
- If you are submitting copies and are using form PPTC 132, *Statutory Declaration in Lieu of Guarantor*, the same official who signs the Declaration must also sign and date the copies of the original document (both sides) to indicate that the original document has been seen.

M**Privacy Notice Statement**

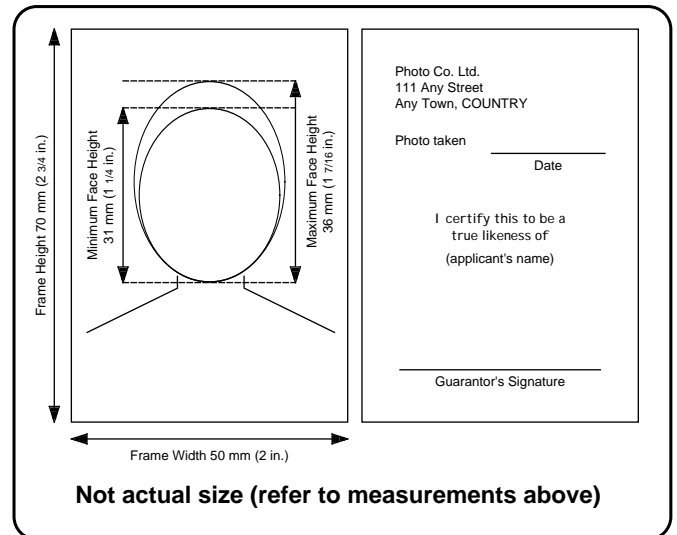
All personal information provided on this application form is collected by the Passport Program, Immigration, Refugees and Citizenship Canada (IRCC) for the purpose of determining entitlement of the applicant to a Canadian passport and to provide information to the Consular Operations Bureau of Global Affairs Canada in the event that the passport holder requires assistance while travelling abroad. In the performance of those services, the personal information is collected, used and disclosed under the authority of the *Canadian Passport Order* and in accordance with the *Privacy Act* and any other federal laws, regulations and policies applicable to the protection of personal information, as described in Personal Information Bank PPTC PPD 102 (Regular and Official Travel Passports). In the context of the delivery of passport services, IRCC and other federal government institutions or Government of Canada offices abroad assisting in the delivery of passport services may exchange personal information. In addition, in determining current and ongoing entitlement and to maintain the integrity of the Passport Program, all personal information collected is subject to verification and security queries to authenticate identity and citizenship, as well as to identify the existence of grounds for refusal to issue a passport, the revocation of a currently valid passport or the refusal of passport services. In the same context, the guarantor's personal information is also subject to verification and security queries to determine whether the individual meets the guarantor requirements. Personal information may be disclosed to third party entities, such as law enforcement authorities and identity document issuing institutions, for verification and security queries required in the delivery of passport services. Personal information may also be disclosed by third party entities to IRCC or other federal government institutions or Government of Canada offices abroad for those same purposes. To strengthen the security of the Canadian passport, IRCC uses facial recognition technology. Also, an electronic chip is inserted into the booklet. The chip contains, in electronic format, the photo of the bearer and the personal information found on page 2 of the booklet. IRCC may contact the applicant or passport holder to solicit feedback about passport services.

N**Canadian Passport Photo Instructions**

You must submit **two (2)** identical and unaltered photo prints with each passport application. Electronic photos are not acceptable.

The photos must:

- be taken in person by a commercial photographer;
- be professionally printed on plain, high quality photographic paper (photos printed at home are not acceptable);
- be clear, sharp and in focus; in colour or black and white;
- show a neutral facial expression (**no smiling, mouth closed**) and looking straight at the camera, with **eyes open and clearly visible**;
- have uniform lighting—no shadows, glare or flash reflections;
- show a full front view of the face and top of the shoulders squared to the camera (face and shoulders centered in the photo, head not tilted or turned);
- reflect natural skin tone and be taken against a plain white or light-coloured background with enough contrast between the background, facial features and clothing, so that your features appear clearly against the background;
- be originals that **have not been altered in any way** and not taken from an existing photo;
- be taken within the last **six (6)** months from the date the application is submitted and reflect your current appearance.

**The following must appear on the back of one photo**

- The name and complete address of the photo studio (not a P.O. Box) and the date the photo was taken. The photographer may use a stamp or handwrite this information (stick-on labels are not acceptable).
- The **guarantor's** signature

Additional information

- Prescription glasses may be worn in photos as long as there is no glare and the eyes are clearly visible.
- The red-eye effect, tinted glasses and sunglasses make the photos unacceptable.
- Hats and head coverings must not be worn, except for religious beliefs or medical reasons. The head covering and hair must not cast shadows on the face and the full face must be clearly visible.

More information is available at Canada.ca/passport.