



CHILD ABROAD GENERAL PASSPORT APPLICATION

for Canadians under 16 years of age applying outside of Canada and the USA

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, and/or the imposition of a period of refusal of passport services, and may be grounds for criminal prosecution as per subsection 57 (2) of the Criminal Code (R.S.C. 1985, C-46).

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

1 CHILD'S PERSONAL INFORMATION (SEE INSTRUCTIONS, SECTION H)

Surname (last name) requested to appear in the passport			
Given name(s) requested to appear in the passport			
All former surnames (including surname at birth if different from above. These will not appear in the passport.)			
Place of birth			
City		Country or Territory	Prov./Terr./State (if applicable)
Date of birth (YYYY-MM-DD)	Sex <input type="radio"/> F Female <input type="radio"/> M Male <input type="radio"/> X Another gender		Natural eye colour
Height (cm or in)			
Current home address			
Number	Street	Apt.	City
Country or Territory		Postal/ZIP code	
Mailing address (if different from current home address)			
Number	Street	Apt.	City
Country or Territory		Postal/ZIP code	
<p>Children under 16 years of age are not required to sign the application form, however children aged 11 to 15 are encouraged to sign this section. No one, other than the child, must sign in the signature box in section 1 or in the passport issued to the child once it is received.</p>			<p>Sign within border</p> <div style="border: 1px solid black; width: 100%; height: 100%;"></div> <p>Signature of child (see Instructions, section H)</p>
Date (YYYY-MM-DD)	Signed at	City	Country

Anticipated date of travel
It is recommended that you do not finalize travel plans until you receive the requested passport.

Month Day Unknown

2 INFORMATION ON APPLICANT PARENT AND OTHER PARENT(S) (SEE INSTRUCTIONS, SECTION J)

<ul style="list-style-type: none"> Is the child currently the subject of an adoption process or partially or fully in the care of a provincial or territorial family services organization in Canada or the equivalent abroad? <input type="radio"/> No <input type="radio"/> Yes, include all current and previously submitted documents. Are there any separation agreements, court orders or legal proceedings pertaining to the child that refer to custody, decision-making responsibilities, access, parenting time and/or mobility? <input type="radio"/> No <input type="radio"/> Yes, include all documents under section J of the Instructions. 		Date of marriage (if applicable) (YYYY-MM-DD)	
Relationship between the applicant (parent or legal guardian) and the other parent or legal guardian			
Applicant (parent or legal guardian)		Other parent or legal guardian	
Current surname (last name)		Current surname (last name)	
Given name(s)		Given name(s)	
All former surname(s) (if different from above)		All former surname(s) (if different from above)	
Date of birth (YYYY-MM-DD)	Country or Territory of birth	Date of birth (YYYY-MM-DD)	Country or Territory of birth
Current home address		Current home address	
Number	Street	Apt.	City
Prov./Terr./State		Country	
Postal/ZIP code		Postal/ZIP code	
Telephone (primary)		Telephone (primary)	
Telephone (other)		Telephone (other)	
Email address		Email address	
<p>Declaration—I solemnly declare that the child named in section 1 is a Canadian citizen, that I am the parent or legal guardian of this child, and that the photos enclosed are original, unaltered and a true likeness of this child, 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 page 1 and the Privacy Notice Statement in section N. I consent to the collection, use and disclosure of my personal information and that of the child as outlined in the Privacy Notice Statement.</p>		<p>Declaration—I solemnly declare that the child named in section 1 is a Canadian citizen, that I am the parent or legal guardian of this child, and that the photos enclosed are original, unaltered and a true likeness of this child, 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 page 1 and the Privacy Notice Statement in section N. I consent to the collection, use and disclosure of my personal information and that of the child as outlined in the Privacy Notice Statement.</p>	
Signature of applicant (also sign section 5) Date (YYYY-MM-DD) Signed at City, Prov./Terr./State		Signature of other parent or legal guardian Date (YYYY-MM-DD) Signed at City, Prov./Terr./State	

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 the child in their current name or any other name?

No Yes (specify) Number Date of issue (YYYY-MM-DD)

If the Canadian travel document is still valid, you must include it with your application. Any passport that is damaged or was ever reported as lost or stolen will not be returned and will be securely destroyed to protect your personal information.

• Would you like the previous passport to be cancelled and returned to you?

Yes, please return it to me. If this box is not checked, the passport will not be returned and will be securely destroyed.

Note: If a Canadian travel document has been reported lost, stolen, damaged or is inaccessible, and has not yet expired, complete form [PPTC 203, Declaration concerning lost, stolen, inaccessible, damaged or found Canadian travel document](#), available online at [Canada.ca/passport](#). **A Canadian travel document is no longer valid if damaged or reported as lost, stolen, or inaccessible.** There is an administrative fee for the replacement of a lost or stolen Canadian travel document that has not yet expired.

4 PROOF OF CANADIAN CITIZENSHIP (SEE INSTRUCTIONS, SECTIONS J AND L)

Provide **one (1)** of the documents listed below:

Canadian provincial or territorial birth certificate (**original only**) Registration number Date of issue
Note: A detailed birth certificate showing the names of the child and the parents may also serve as acceptable proof of parents (see Instructions section J).

Certificate of Canadian citizenship, **if issued:** Certificate number Date of issue or Effective date of citizenship
 • **Before February 1, 2012:** submit the **ORIGINAL** certificate with your application.
 • **On or after February 1, 2012:** submit the **ORIGINAL or the COPY** of the certificate with your application.

Note: Copies of Canadian citizenship certificates are accepted if the certificate number begins with a K or an X.

5 DECLARATION OF APPLICANT

Surname (last name) of applicant		Given name(s) of applicant	
Relationship to the child	Surname (last name) of child	Given name(s) of child	

Declaration—I solemnly declare that the child named above is a Canadian citizen, that the photos enclosed are unaltered and a true likeness of the child, 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** on page 1 and the **Privacy Notice Statement** (see section N). I consent to the collection, use and disclosure of my personal information and that of the child 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. I solemnly declare that I have included all documents as per the *Applicant and Proof of Parentage* section of the Instructions.

Signature of applicant	Date (YYYY-MM-DD)	Signed at	
		City	Country

6 DECLARATION OF GUARANTOR (SEE INSTRUCTIONS, SECTION M-A PASSPORT HOLDER OR SECTION M-B OCCUPATION)

The guarantor must know the applicant identified in section 5.

The guarantor or the applicant can complete this section, with the exception of the **four fields in bold** which **must** be completed by your guarantor.

Guarantors surname (last name)		Guarantors given name(s)	
Canadian passport number (see section M-A) or Occupation (see section M-B)	Relationship to the applicant	Telephone (daytime)	
Date of birth in passport (YYYY-MM-DD) (see section M-A) or Name of firm or organization (see section M-B)	Telephone (other)		
Current home address (see section J-A) or Business address (see section J-B)			
Number	Street	Apt.	City
		Country or Territory	Postal/ZIP code
Full name of applicant (parent or legal guardian)		Full name of child	

Declaration—I solemnly declare that I have known the applicant identified in section 5 personally for at least **two (2)** years. I have signed the back of one (1) of the passport photos to certify that the image is a true likeness of the child. I **acknowledge and understand that I am responsible for validating all pages of the application form and all relevant identity documents to the best of my knowledge.** I declare that I have read and understood the **Warning** on page 1 and the **Privacy Notice Statement** (section N). I consent to the collection, use and disclosure of my personal information as outlined in the Privacy Notice Statement.

I know the child. I have known the applicant (parent or legal guardian) for <input type="text"/> Number of years	Signature of guarantor	Date (YYYY-MM-DD)	Signed at
			City
			Country

7 EMERGENCY CONTACT INFORMATION (MANDATORY)

 This information is helpful if the child requires emergency assistance while outside of Canada.

Surname (last name)		Given name(s)	
Relationship to the child	Telephone (principal)	Telephone (other)	Email address
Current home address			
Number	Street	Apt.	City
		Country or Territory	Postal/ZIP code

CHILD ABROAD GENERAL PASSPORT APPLICATION for Canadians under 16 years of age applying outside Canada or 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. The Program is not responsible for any loss related to missed travel.

- 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 their identity, as determined by proof of citizenship.
- For Canadians 16 years of age or over, use form [PPTC 040, Adult Abroad General Passport Application](#).

B TRANSLATION

All documents submitted as part of the travel document application that are in a language other than English or French must be accompanied by a translation completed by a certified professional or a non-certified professional translator.

If the document is not a court document or legally binding agreement made between two or more parties, then a third party translation is acceptable.

A translation produced by a certified professional, non-certified professional or third party translator must be accompanied by form [PPTC 659, Statutory Declaration for Translators](#).

Third party translators must have the Statutory Declaration notarized by an official (lawyer, notary, commissioner of oaths).

The Passport Program will not accept a translation completed by the applicant or a relative of the applicant. Visit [Canada.ca/passport](#) for more information on the Passport Program's definition of a relative.

C REQUIREMENTS CHECKLIST

- Both pages** of the application form completed and signed within the last **twelve (12)** months with page **two (2)** signed and dated by the guarantor
- Two (2)** identical and unaltered passport photos of the child taken within the last **six (6)** months, **one (1)** signed by the guarantor

Proof of Canadian citizenship; the document will be returned to you

- Birth certificate: **ORIGINAL**
- Citizenship certificate, **if issued:**
 - Before February 1, 2012: **ORIGINAL**
 - On or after February 1, 2012: **ORIGINAL OR COPY**

- Any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to the child
- Acceptable proof of parentage (see section J)

- All** legal documents (including separation agreements, court orders, and divorce orders or judgements) pertaining to the child that contain **valid** clauses related to custody, decision-making responsibilities, access, parenting time, mobility, and/or that contain a passport specific clause must be submitted. If other legal documents are necessary to understand these requirements, they must also be submitted (for example, if a clause references a former order or if a clause on a previous document remains **valid**).

- The fee

Additional documents or information may be requested in support of this application. If you are contacted by the Passport Program to provide information or documentation, you must communicate with us as soon as possible. If the required information or documentation is not received within 30 calendar days, your file may be closed. The Passport and Other Travel Document Services Fees Regulations do not allow for the refund of passport service fees whether or not you received the service requested.

D FEE AND PERIOD OF VALIDITY

Under the *Service Fees Act*, certain government fees are updated annually based on inflation. Passport and travel document fees will now be adjusted each year in line with this requirement to help maintain sustainable and consistent service over time. Visit the [Canada.ca/passport-fees](#) page to see the full list of updated fee amounts.

Methods of payment

[Online payment](#) is available for all passport services.

If additional passport services are required (e.g. retention of passport or an additional observation) or if you need to travel in less than 20 business days, please contact the [closest Government of Canada Office abroad](#) to confirm eligibility and fees **before** making payment.

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.
- Administrative fees and applicable interest will be applied to all dishonoured payments.
- Fees are subject to change.

In cases where services do not meet established service standards, applicants **may** be eligible for partial compensation of service fees.

For information on Service Standards please visit [Canada.ca/passport-service-standards](#).

E WHERE TO APPLY

Submit the child's 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).

F 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).

Information on passports, fees and processing times



Canada.ca/passport-service-standards



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

For travel advice and warnings or foreign entry and exit requirements (how long the passport has to be valid for travel to a foreign country), visit travel.gc.ca

G ANTICIPATED DATE OF TRAVEL

Regardless of the date of travel you indicate on the application form, processing times and requirements for expedited services are still applicable. Processing times begin once a completed application form, payment and all required supporting documentation are received (see section C). Processing times **do not** include mailing time. Visit Canada.ca/passport-service-standards for more details.

It is recommended that you do not finalize travel plans until you receive the requested passport.

The Government of Canada, or any representative of the Government of Canada will not be liable for any loss incurred as a result of or arising out of the passport not being delivered in time for you to travel on the date you have specified on the application form.

H CHILD'S PERSONAL INFORMATION

Surname (last name) and given name(s) requested to appear in the passport

Write the child's full name to appear in the passport exactly as it appears on the child's proof of Canadian citizenship or most recent Canadian passport. If you are requesting a passport in a name that is different from the name that appears on the proof of citizenship or most recent Canadian passport, you must provide a Legal Change of Name certificate, Court Order or Adoption Order displaying the child's old and new name. If the child has legally changed their name, you must apply for a new travel document for the child that accurately reflects the child's new name. Additional documents may be requested to verify the child's identity.

All former surnames

All former surname(s) that differ from the surname requested to appear in the passport, including the child's surname at birth, must be declared. Please separate the child's former surnames by a comma. These former surnames will not appear in the passport.

Place of birth

The child's place of birth must be provided on the application form. If you do not wish for the child's 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-birthplace.

Date of birth

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

Sex

If the sex or gender identifier requested to appear in the passport does not match the submitted proof of Canadian citizenship or the child's latest travel document, complete and submit form [PPTC 644, Request – sex or gender identifier – Child Under 16 Years of Age](#), available online at Canada.ca/passport-change-sex.

Current home address and Mailing address (if different from current home address)

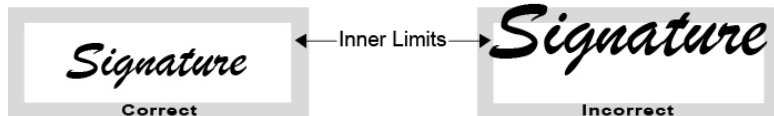
The passport will be delivered to the mailing address provided. If the mailing address changes within 30 days of submitting the child's application, you must notify the Government of Canada office where the child's application was submitted to update your mailing address (see section F).

Email address

Include your email address on the form if you have one, so we can contact you if needed. Please note that information sent by email is not transmitted over a secure line.

Signature

Children under 16 years of age are not required to sign the application form, however children aged 11 to 15 are encouraged to sign section 1. No one other than the child must sign in the signature box in section 1 or in the passport issued to the child once it is received.



I WHO MAY APPLY FOR A PASSPORT FOR A CHILD?

- One of the child's parents
- The child's custodial parent in cases of separation or divorce
- The child's legal guardian

J INFORMATION ON APPLICANT AND PROOF OF PARENTAGE

All parents, including all legal guardians are requested (and may be required) to participate in obtaining passport services for the child and to sign the application form. The other parent(s) and legal guardian(s) may be contacted. If you do not know the current whereabouts of the other parent(s) or legal guardian(s), contact the Passport Program (section F). If the child has more than **two (2)** parents or legal guardians, provide the required information (**including their signatures**) for each additional parent or legal guardian on a separate sheet of paper and sign and date it before you submit it with the application.

All former surnames

All former surname(s) that differ from the current surname, including the parent's and/or legal guardian's surname at birth, must be declared.

Proof of parentage and proof of guardianship

An acceptable proof of parentage document demonstrating the relationship between the child and the parent(s) and/or legal guardian(s) must be submitted.

Multiple documents may be required if parentage cannot be established with only one document:

- A detailed birth certificate showing the name(s) of the parent(s) from a Canadian province or territory (also serves as proof of Canadian citizenship, see section L) or from a foreign country in which the child was born, indicating the full name of the parent(s) and the full name of the child, the child's date and place of birth, the issuing authority from the country of birth or their government representative abroad, and the date of registration or issue. However, if the document is in another language (neither English, nor French) the **detailed birth certificate in the original language** must be translated and submitted along with the translation;
- An adoption order indicating the names of the child and adopting parent(s);
- Proof of guardianship indicating the names of child and the legal guardian(s).

Agreements and legal documents

All legal documents (including separation agreements, court orders, and divorce orders or judgements) pertaining to the child that contain **valid** clauses related to custody, decision-making responsibilities, access, parenting time, mobility, and/or that contain a passport specific clause must be submitted. If other legal documents are necessary to understand these requirements, they must also be submitted (for example, if a clause references a former order or if a clause on a previous document remains **valid**). If necessary, contact the applicable issuing authority to obtain all necessary documents that contain such valid clauses.

If necessary, contact the applicable issuing authority to obtain all necessary documents. In processing a passport application for a child under 16 years of age, the Passport Program must be vigilant in ensuring that the legal rights of the parents or legal guardian(s) with respect to the child are safeguarded and that the said child is protected from any foreseeable harm. As such, the Passport Program must fulfill its legal obligations in delivering a passport in the name of each child, as is outlined in the *Canadian Passport Order* and the *Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction*. These legal obligations may require the Passport Program to request access to all legal documents naming the child in question and/or information regarding all parent(s) or legal guardian(s).

Relationship of the applicant parent with the other parent(s) and/or legal guardian(s)

Indicate your current relationship with the other parent: single (no relationship), common law, married, separated, divorced or widowed. Indicate the date of marriage to the other parent, if applicable. Additional information or documentation may be requested.

Children in foster care or undergoing an adoption process in Canada

If the child is in foster care or undergoing an adoption process in Canada, you must also complete **one (1)** of the following forms: [PPTC 463A](#), [PPTC 463B](#) or [PPTC 463C](#), *Additional Information for children in foster care and children undergoing an adoption process in Canada*, available online at Canada.ca/passport.

Deceased parent(s) and/or legal guardian(s)

If any of the other parents or legal guardians are deceased, you must enclose with the application the original or an official copy of the death certificate(s) issued by a provincial or territorial vital statistics office or the equivalent abroad. When completing section 2 on the application form, you must provide as much information on the deceased parent(s) and/or legal guardians as possible.

Additional documentation (for example, marriage certificate, legal change of name certificate, etc) may be required to link the name(s) of parents or legal guardian(s) from the proof of parentage document to the name(s) identified in section 2 of the application form or in other submitted documentation.

K PREVIOUS CANADIAN TRAVEL DOCUMENT

Enclose any Canadian travel document (passport, certificate of identity or refugee travel document) that is not expired and was issued to the child in their current name or any other name. If the travel document's expiry date is 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 not be satisfied that you have an acceptable reason for applying early, your application for the child's passport may be refused.

L PROOF OF CANADIAN CITIZENSHIP

Important: A Canadian provincial or territorial birth certificate does not constitute an acceptable proof of Canadian citizenship if, at the time of your child's birth in Canada, one or both of the parents was or were employed in Canada by a foreign government or international agency and neither parent was a Canadian citizen or permanent resident. See subsection 3(2) of the *Citizenship Act* for more information. You may also request a formal assessment by submitting an application for a citizenship certificate to Immigration, Refugee and Citizenship Canada (IRCC). For more details, visit the IRCC website at Canada.ca/citizenship.

The original proof of Canadian citizenship (or a copy of a citizenship certificate issued on or after February 1, 2012) that you submit with the child's application will be returned to you. Additional information may be requested to confirm your citizenship.

Canadian provincial or territorial certificate of birth

Only official birth documents issued by the vital statistics office in the child's province or territory of birth in Canada are accepted. Certain exceptions may apply. Certain Canadian provinces and territories issue other documents that will also be accepted as proof of Canadian citizenship. Visit Canada.ca/passport for more information.

Certificate of Canadian citizenship

Commemorative certificates of citizenship are **not** accepted as proof of citizenship. If you require a *certificate of Canadian citizenship* for the child, visit the IRCC website at Canada.ca/citizenship.

M DECLARATION OF GUARANTOR

A guarantor is a person other than the applicant who confirms the applicant's identity and has knowledge of the child. A guarantor can be the other parent or legal guardian (not the applicant), a relative or someone living at your address, as long as they meet all the requirements listed below.

The guarantor must meet the following criteria:

- be able to communicate in English or French;
- 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.

You or your guarantor can complete this section with the guarantor's information, with the exception of the **four fields in bold** which **must** be completed by your guarantor.

The guarantor must perform the following **two (2)** tasks free of charge:

1. Complete or validate the information entered in the section 6 - Declaration of Guarantor. The guarantor must complete the following **four fields in bold: A) I have known the applicant for (number of years), B) Signature of guarantor, C) Date, D) Signed at**. If you have not known an eligible guarantor for at least two (2) years, complete form PPTC 132, *Statutory Declaration in Lieu of Guarantor for Canadians Applying for a Travel Document*, available at any passport service location in Canada or any Government of Canada office abroad.

2. Write "I certify this to be a true likeness of (child's name)" on the back of **one (1)** of the child's photos and sign it.

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

Section M-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 been expired for **no more than 1 (year)** on 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 6 on this application form;
- provide the requested information contained in the passport issued in their name by completing or validating the declaration of guarantor section of the application form; and
- must hold a regular Canadian passport that is valid for 5 to 10 years. Temporary Canadian Passport holders **will not** be accepted as a guarantor.

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

OR

Section M-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	• Lawyer or notary	• Police officer
• Medical doctor	• Notary public	• Judge
• Dean or head of university or college	• Pharmacist	• Veterinarian
- 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.

Important: The applicant cannot help the guarantor in performing their duties. If the guarantor needs help they can contact the Passport Program (see section F).

If you have **not known** an eligible guarantor for at least **two (2)** years, complete form PPTC 132, *Statutory Declaration in Lieu of Guarantor for Canadians Applying for a Travel Document*, available at any passport service location in Canada or any Government of Canada office abroad. 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 requested.**

N 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. Personal information may be collected from and/or 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](#).

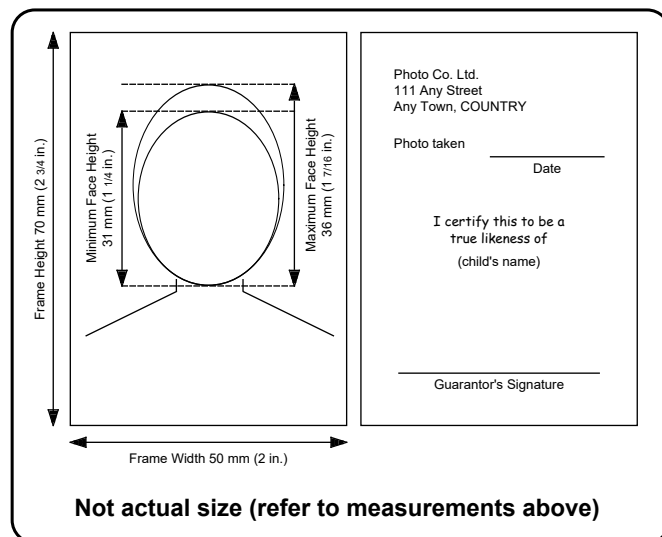
O CANADIAN PASSPORT PHOTO INSTRUCTIONS

You must submit **two (2)** identical and unaltered photo prints with each passport application. Third party photo software and digital photo altering applications are not acceptable in the submission of photos to the passport program.

More information is available at Canada.ca/passport-photos.

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;
- all submitted photos must be originals and unaltered. They must **not be created or modified using artificial intelligence, editing applications, filters, or any other digital enhancements**, and must not be derived from existing images;
- be taken within the last **six (6)** months from the date the application is submitted and reflect the current appearance of the child;
- if you cannot meet these requirements for medical reasons, please provide a written explanation.



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. Note: If you are using the PPTC 132, *Statutory Declaration in Lieu of Guarantor for Canadians Applying for a Travel Document* (see section M), the signing official must also sign the back of the photo.
- The statement "I certify this to be a true likeness of (name of child, written by guarantor)".

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.
- The photo must show the child's head and shoulders only. No hands should appear in the photo.
- The Passport Program, Immigration, Refugees and Citizenship Canada recognizes that it is difficult to obtain a neutral expression from a newborn and will be tolerant in this respect.
- For newborn babies, the photo may be taken while the child is sitting in a car seat, as long as a white blanket is placed over the seat behind the child's head. There must be no shadows on the face or shoulders, around the ears or in the background.
- Natural looking wigs are acceptable.

IMPORTANT INFORMATION CONCERNING CHILDREN TRAVELLING ABROAD

For more information, visit international.gc.ca and travel.gc.ca/child.

P TRAVELLING WITH CHILDREN OR CHILDREN TRAVELLING ALONE



Immigration authorities in most countries are increasingly vigilant when children cross international borders. Whether travelling alone or accompanied by an adult, each child travelling abroad must have an individual valid passport and may also require supporting documentation. Prior to any travel, you should contact the embassy or consulate of all countries the child will be visiting to inquire about entry requirements.

Q DOCUMENTATION TO FACILITATE TRAVEL ABROAD



The following documents may be requested to support the entry of a child to another country:

- Birth certificate showing the names of both parents.
- Agreements and legal documents that refer to custody, decision-making responsibilities, access, parenting time and/or mobility.
- A letter of consent authorizing the child to travel alone, with only one parent or with someone other than the custodian or guardian, as the case may be. The child should have a letter from every person or organization with custodial rights, guardianship rights or, in Quebec only, parental authority. Global Affairs Canada recommends that the letter be certified, stamped or sealed by an official with the authority to administer an oath or solemn declaration.
- If one of the parents is deceased, the death certificate.

R DOCUMENTATION AND TIPS TO FACILITATE THE RETURN TO CANADA



The following tips may help to avoid delays when a child is returning to Canada:

- Make sure you carry proper identification for yourself and any children travelling with you to help confirm your legal right or authorization to enter Canada upon your return.
- If you have custody or decision-making responsibility of the child, carry copies of documents that specify your custody rights.
- If you are not the legal guardian of the child, carry a letter of permission or authorization giving you custody or decision-making when entering Canada. When one parent is travelling with a child, a letter from the other parent can also facilitate the return of both the parent and the child. The letter should also contain telephone numbers at which the parents or legal guardians can be contacted.
- If you are travelling with a group, make sure you are in the same vehicle as the child you are accompanying when arriving at a border crossing.
- Have the child memorize a telephone number to call in case of emergency.

S CUSTODY INFORMATION

Custody or parenting arrangements in Canada may not be recognized in another country. In extreme cases, the child may not be able to leave the country visited. Before leaving on a trip, you are advised to check with the embassy or consulate of the country or countries the child will be visiting to determine the documentation relating to custody or decision-making responsibilities over the child that may be requested.

For further information, contact:



Global Affairs Canada:
Outside Canada: 1-613-944-6788

- If a family dispute could possibly arise while travelling with the child, you should talk to a lawyer prior to your departure. We suggest that you also read the publication *International Child Abduction: A Guidebook for Left-Behind Parents*.

You may order a copy online or access an online version at:



Website: travel.gc.ca

For a free copy, call:



Phone number: 1-613-944-4000