	uvernement Canada							PRO	TECTED WHE	N COMPLETED - B
	IERAL PASS						SV)			Page 1 of 9
ADULT GEN	for Canadian						3A)			
Warning: Any false or misleading	statement with respect to	this application and	d any supporti	ng docu	iment, includi					
of any material fact, may result in t of a period of refusal of passport se										
(R.C.S. 1985, C-46). Type or print in CAPITAL L	ETTERS using black	or dark blue in	ς.							
1 PERSONAL INFORM										
Surname (last name) request										
Given name(s) requested to a	appear in the passport									
All former surnames (including surname at birth if different from above. These will not appear in the passport.)							Anticipated date of travel It is recommended that you do not finalize travel plans until you receive the requested passport.			
Surname of a parent at birth									Month Day	
Applicant's place of birth										
City		Country							Prov./Terr./S	State (if applicable)
Date of birth (YYYY-MM-E	DD) Sex F Female	🔵 M Male	🔿 X And	other g	ender	N	latural eye col	our	Height (c	m or in)
Current home address										
Number Street	Apt.	City			Prov./Te	rr./State	Country			Postal/ZIP code
Mailing address (if different fr	om current home addr	ress)								
Number Street	Apt.	City			Prov./Te	rr./State	Country			Postal/ZIP code
Email address	· · · · · ·			Telep	hone (prima	ary)		Telepho	one (other)	
Declaration —I solemnly decla provided and all statements ma							Sign v	vithin bo	rder	
submitted to support this applie understood the Warning at the Instructions, section N. I consi information as outlined in the P	cation are unaltered and ne top of this page and sent to the collection, us	true. I declare that the Privacy Notic	I have read a ce Statement	and in						
			gnature (see l	Instructions, section I)						
					Date (YYY)	Y-MM-DI	D) Signed at			
							City			State
2 DECLARATION OF G	UARANTOR (SEE	INSTRUCTION	NS, SECTI	ON J)						
Note: You or your guarantor	can complete this sect	ion, with the exc	eption of the	four f	ields in bol	l d which	n must be com	pleted by	y your guarar	itor.
Guarantors surname (last na	me)		(Guaran	itors given r	name(s)				
Occupation			I					Telepho	ne (primary)	
Name of firm or organization								Telepho	ne (other)	
Business address										
Number Street		Apt.	City					Р	rov./Terr./State	Postal/ZIP code
Declaration—I solemnly decla personally for at least two (2) y certify that the image is a true lik and dated a copy of each docur confirm that I have seen the c	ears. I have signed the ba keness of the applicant. W nent to support the applic	ack of one (1) of th /here applicable, I ant's identity (see s	ne photos to have signed section 5) to	Sign	ature of gu	arantor				
responsible for validating al identity documents to the be	I pages of the application	ation form and a	all relevant	l have	known	Date ((YYY-MM-DD)	Signed	at	
understood the Warning at the Statement in section N of the disclosure of my personal inform	top of page 1 of this appli ne Instructions. I conser	cation and the Priv t to the collectio	/acy Notice n, use and		oplicant for	(,	•		
a solosure or my personal inform	adon as summed in me F	inacy notice State	mont.	I Numb	er of vears			City		Prov./Terr./State



3 PREVIOUS CANADIA	AN TRAVEL DOCUMENT (SEE INSTRUC	TIONS, SECTION K)				
• Has a Canadian travel docu	ument (passport, certificate of i	dentity or refugee	travel document) been issu	ed to you in your current name or any other name?			
◯ No ◯ Yes (spec	oify) Number	Date	e of issue (YYYY-MM-DD)				
	cument has not expired, you jed or was ever reported as los			curely destroyed to protect your personal information.			
• Would you like the previous	s passport returned to you?						
	o me. If this box is not check	•••					
inaccessible, damaged or for	und Canadian travel document	, available online	at <u>Canada.ca/passport</u> . A C	orm <u>PPTC 203, <i>Declaration concerning a lost, stolen,</i></u> Canadian travel document is no longer valid if ent of a lost or stolen Canadian travel document that			
	AN CITIZENSHIP (SEE INS						
A To be completed if you w	vere born in Canada. Provide	one (1) of the doo					
Canadian provincial or	territorial birth certificate (orig	inal only)	Registration number	Date of issue			
Certificate of Canadiar	Certificate of Canadian citizenship			Date of issue or Effective date of citizenship			
B To be completed if you w	vere born outside of Canada.						
Provide one (1) of the do	ocuments listed below:						
Certificate of Canadian	Certificate of Canadian citizenship Certificate of registration of birth abroad (issued by the Registrar of Canadian Citizenship)						
Certificate of naturaliza	Certificate of naturalization						
Certificate number Date of issue or Effective date of citizenship							
	ere born outside of Canada b ertificate of Canadian citizenship			81 inclusive (you do not need to complete this section			
a) Are you a naturalized (Canadian, i.e. did you receive C	Canadian citizensł	nip following immigration to	Canada?			
Yes, go to section	\bigcirc \uparrow \uparrow	on b)					
b) Was one of your paren							
Yes, go to section 5 No, complete and submit form <u>PPTC 001, <i>Proof of Canadian Citizenship—Additional Information</i></u> , available online at <u>Canada.ca/passport.</u>							
5 DOCUMENTS TO SU	IPPORT IDENTITY (SEE IN	ISTRUCTIONS	, SECTION M)				
You need to provide at least territorial government author	one (1) document to support y (or local equivalent abroad).	our identity. The i The ID must incl	dentification document (ID) ude your name, date of birth	must be valid and be issued by a federal, provincial/ n, photo, and signature. If you cannot obtain ID(s) with e document(s), when combined, may be used to fulfill			
 If you are applying in person, your original documents will be validated and returned to you. 							
 If applying by mail, provide copies of both sides of your ID and have them signed and dated by your guarantor. Note: The documents provided in this section must not be the proof of Canadian citizenship provided in section 4. 							
Type of document	Document number		f applicable) (YYYY-MM-DD)	Your name as it appears on the document			
Type of document	Document number	Date of expiry (lf applicable) (YYYY-MM-DD)	Your name as it appears on the document			
	Signature of applicant	1		Date (YYYY-MM-DD			

6 PERIOD OF VALIDIT	Y (SEE INSTRUCTIONS,	SECTION C))					
Choose one (1) of the following periods of validity: 5-year or 10-year								
7 ADDITIONAL PERSO	NAL INFORMATION	-						
		onal Information	n – Address and Occu	<u>pation</u> , available on <u>Canada.ca/</u> p	<u>bassport</u> .			
A Addresses in the last two	(2) years							
Same as current hor	ne address							
Different from curren	nt home address (complete be	elow)						
1.				F	From (YYYY-N	им) Т	o (YYYY-MM)	
Number Street	Apt. City	D	rou /Torr /State Country	Destel/ZID sode			1	
Number Street 2.	Apt. City	P	rov./Terr./State Country	Postal/ZIP code	From (YYYY-N	им) Т	o (YYYY-MM)	
					I	I	1	
Number Street B Occupation in the last two	<u>Apt.</u> City o (2) years (check all that app		rov./Terr./State Country	Postal/ZIP code				
I was employed (full-		Jiy).						
I was in school (full-	· · ·	ar e a homem	aker, unemployed or re	atired				
``````````````````````````````````````	. , 🗋	a, e.g. nomena						
Enter full details below for the				Eicld of amployment or atu	diaa Data	(from)	Data (ta)	
Employer, school or othe	r Address		Telephone (primary	Field of employment or stu	dies Date	(from)	Date (to)	
8 REFERENCES								
Provide the following information				arantor; are 18 years of age or hav be contacted to confirm vour		no have	e known you	
for at least <b>two (2)</b> years. They must agree to have their contact information provided as they may be contacted to confirm your identity. Visit <u>Canada.ca/passport</u> for more information on the Passport Program's definition of a relative.								
1. Surname (last name)		Given n	ame(s)		Relations	ship to	the applicant	
Address								
Telenhene (minem) Telenhene (atten)					tal/ZIP code			
				Has known me for Numbe			mber of years	
2. Surname (last name)		Given name(s) Relationship to t						
Address								
Number Street	Apt. City		Prov./Terr./State	Country		Pos	tal/ZIP code	
Telephone (primary)         Telephone (other)         Email address				Has known				
					me for	Nu	mber of <b>years</b>	
	ACT INFORMATION (OP							
This information is helpf	ful if you require emergency a	ssistance while	e outside of Canada.					
Surname (last name)			Given name(s)					
Relationship to the applicant	Telephone (primary)	Telephone	(other) Em	ail address				
Current home address	<u>I</u>							
Number Official		A	C.h.		D			
Number         Street         Apartment         City         Prov./Terr./State         Postal/ZIP code           Signature of applicant         Date (YYYY-MM-DD)								
			- shhreene					

# ADULT GENERAL PASSPORT APPLICATION (IN THE USA) for Canadians 16 years of age or over

# INSTRUCTIONS

INSTRUCTIONS						
A ENTITLEMENT TO A CANADIAN PASSPORT						
Important notice: We recommend that you not finalize you	ur 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.						
<ul> <li>Canadian passports are issued to Canadian citizens only and reflect their identity, as determined by proof of citizenship and supporting documents.</li> <li>For Canadians under 16 years of age, use form <u>PPTC 142 or PPTC 155</u>, if guarantor is the bearer of a Canadian Passport.</li> </ul>						
• Applicants who were previously issued a Canadian passport may be able to renew their passport using form <u>PPTC 054</u> , <u>Adult Simplified Renewal Passport</u> <u>Application</u> . To find out if you are eligible, visit <u>Canada.ca/passport</u> .						
<b>B</b> REQUIREMENTS CHECKLIST						
All <b>three (3)</b> pages of the application form completed	and signed within the last <b>twelve (12)</b> months and certified by the gu	arantor				
Two (2) identical and unaltered passport photos taken within the last six (6) months, one (1) certified by the guarantor						
<ul> <li>Proof of Canadian citizenship; the document will be returned to you</li> </ul>						
Document(s) to support identity (original or copies); c						
	icate of identity or refugee travel document) issued to you					
you must communicate with us as soon as possible. If the required info	rt of this application. If you are contacted by the Passport Program to provide in rmation or documentation is not received within 30 calendar days, your file may r the refund of passport service fees whether or not you received the service re	y be closed. The Passport				
<b>C</b> FEE AND PERIOD OF VALIDITY						
Where the application is made from the USA** or the passpo	rt is to be delivered to the USA**:					
5-year validity – CAN\$190** 10-year validity – CA	AN\$260**					
*Includes Bermuda, American Samoa, the Midway Islands, Puerto Ricc **A CAN\$25 consular services fee is included in the above-mentioned There is a separate, non-refundable CAN\$45 administrative fee for the	fee.					
Methods of payment (Canadian funds only):	·					
<ul> <li>For in-person applications: Credit card (Visa, Mastercard, American Express), prepaid card (embossed only), Debit card (Interac), Visa Debit, Mastercard Debit, Virtual Visa Debit and other prepaid cards (Visa, MasterCard, American Express) only submitted by the cardholder and certified cheque or money order (postal or bank) or cheques received from Canadian provincial, territorial or federal government departments, in the exact amount, payable to the Receiver General for Canada. Prepaid debit cards are not accepted.</li> <li>For mail-in applications: Credit card (Visa, Mastercard, American Express), prepaid card (embossed only), Visa Debit, Mastercard Debit and certified cheque or money order (postal or bank) or cheques received from Canadian provincial, territorial or federal government departments, in the exact in the exact amount, payable to the Receiver General for Canada. Complete section D with payment information.</li> </ul>						
Important						
• Every person who requests passport services must pay the	applicable fee in the exact amount					
<ul> <li>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.</li> </ul>						
<ul> <li>The Passport Program, Immigration, Refugees and Citizens submitted in Canada.</li> </ul>	hip Canada does not accept personal cheques or payment in cash fo	r applications				
<ul> <li>Administrative fees and applicable interest will be applied to all dishonoured payments.</li> <li>Fees are subject to change.</li> </ul>						
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 <u>Canada.ca/immigration-refugees-citizenship.</u>						
<b>D</b> CREDIT CARD INFORMATION						
If you are applying in person, <b>do not complete</b> this section. If you	are applying by mail and paying by credit card, complete and submit this	s section with your application.				
Card type: Visa OMasterCard America	In Express					
Name as it appears on card	Card number	Date of expiry Month Year				
Name of applicant	For official use only					
Authorization—I authorize the Passport Program	Signature of cardholder	Date (YYYY-MM-DD)				
to charge CAN\$ to my credit card.		, ,				

#### APPLYING IN PERSON If you cannot submit your passport application in person, an acceptable third party may submit the application on your behalf. For an urgent or express service request you must apply in person yourself. For information on third party eligibility, visit Canada.ca/passport. Canadians can submit an application in Canada at: (* · a Passport Program regional office; • a participating Service Canada Centre. Your passport application cannot be submitted in Canada if you will be abroad upon the delivery of the passport, except if you reside in the US where the passport will be mailed. For more information visit Canada.ca/passport. For information on service locations, service standards and requirements for expedited services, visit Canada.ca/passport. For Canadians submitting an application from the USA: If you require a passport urgently or in exceptional circumstances, contact the nearest Government of Canada office. You can find a list of Government of Canada offices in the USA online at travel.gc.ca or in your local telephone directory. F APPLYING BY MAIL Mailed-in applications are processed in Canada. By mail By courier The original documents that you enclose with your application are valuable. Passport Program Passport Program We recommend that you use a courier or mail service that allows you to track your Gatineau QC K1A 0G3 22 de Varennes Street package. If you applied by mail, we'll return any original documentation and your Canada Gatineau QC J8T 8R1 previous passport if it was requested. These documents may arrive in a separate Canada package than your new passport. **G** CONTACT INFORMATION • General information is available 24 hours a day, 7 days a week. Agents are available Monday to Friday between 8:30 am and 5:00 pm your local time (9:00 am to 5:30 pm in Newfoundland). The passport application instruction booklet in Braille is available upon request only. For more information or to order that format, contact the Passport Program. Information on passports, fees and processing times Toll-free: 1-800-567-6868 TTY (for people who are Deaf or hard of hearing) Canada.ca/passport Outside the continental USA: 1-819-997-8338 Toll-free: 1-866-255-7655 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

## **H** 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 <u>Canada.ca/passport</u> 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.

## PERSONAL INFORMATION

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

Write your name that you request 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 or differs from a legal name change, 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 (indicating both previous and current surname).
- For a legal change of name, you must provide a Legal Name Change certificate, Court Order or Adoption Order displaying your old name and your new name. If you have your name legally changed, you must apply for a new travel document that accurately reflects your new name.

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

#### All former surnames

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

#### Surname of a parent at birth

Indicate the surname (last name) of one of your parent's at their birth. If your parent's surname is unknown enter "unknown".

#### 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 <u>PPTC 077, Request for a Canadian passport without place of birth</u>, available online at <u>Canada.ca/passport</u>.

## 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 (see section 5).

#### Sex

If the sex or gender identifier requested to appear in the passport does not match the submitted proof of Canadian citizenship or your latest travel document, complete and submit form <u>PPTC 643</u>, <u>Request – sex or gender identifier on the travel document for an adult 16 years of age or older form</u>, available online at Canada.ca/passport.

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

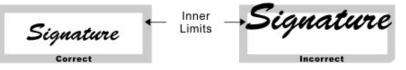
Your passport will be delivered to the mailing address provided. If your mailing address changes within 30 days of submitting your application, you must notify the Passport Program (see section G).

#### Email address

Include your email address on the form if you have one, so we can contact you if needed and so you can check the status of your application online. Please note that information sent by email is not transmitted over a secure connection.

#### Signature

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



# **J** DECLARATION OF GUARANTOR

A guarantor is a person other than the applicant who can confirm their identity and may be called upon to confirm personal information. A guarantor can be a relative or someone living at the applicant's 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.

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 three (3) tasks free of charge:

 Complete or validate the information entered in the section 2 - 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. 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 and to confirm that they have seen the original(s) (see section L).

- be currently registered/licensed with the appropriate local authority to practice one (1) of the following professions in the United States:
  - Dentist
  - Medical doctor
  - · Dean or head of university or college
  - Judge
  - Lawyer or notary

- Notary publicPharmacist
- 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.

The Passport Program reserves the right to request a new guarantor.

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

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, available at any passport office in Canada or any Government of Canada office in the USA. 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.** 

# **K** PREVIOUS CANADIAN TRAVEL DOCUMENT

Enclose any Canadian travel document (passport, certificate of identity or refugee travel document) that is not expired and that is issued to you in your 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 a new passport may be refused.

# 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 birth in Canada, one or both of your 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 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 <u>Canada.ca/citizenship</u>.

The original proof of Canadian citizenship you submit with your 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 your province or territory of birth in Canada are accepted. Certain exceptions may apply. Certain Canadian provinces and territories have other documents that may also be accepted as proof of Canadian citizenship. Visit <u>Canada.ca/passport</u> for more information.

Note: For Canadians born in the province of Quebec, only a birth certificate or a copy of an act of birth issued after January 1, 1994, by the Directeur de l'état civil of Québec or a certificate of Canadian citizenship certificate are accepted as proof of Canadian citizenship.

## Certificate of Canadian citizenship

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

## M DOCUMENTS TO SUPPORT IDENTITY

- You need to provide at least **one (1)** valid document to support your identity. The identification document (ID) must be valid and be issued by a federal, provincial/territorial government authority (or local equivalent abroad). The ID must include your name, date of birth, photo, and signature. The name indicated on the ID needs to reflect the name requested in the passport. If you cannot obtain ID(s) with signature because it is not issued by your jurisdiction, your ID(s) may be accepted without it. One or more document(s), when combined, may be used to fulfill these criteria.
- A Canadian passport that has been expired for **one (1)** year or less may be used to support your identity. However, you must submit an additional piece of valid federal, provincial or territorial identification (or local equivalent abroad), with your passport, if:
  - the passport was issued to you before you turned 16 years of age; or
  - the passport was issued to you with a period of validity of less than five (5) years.
- If you are submitting copies of your ID, each side must be copied and then signed and dated by your guarantor to confirm that they have seen the original(s). All original documents that you submit will be returned to you.
- If you submit copies of your documents and are using form PPTC 132, Statutory Declaration in Lieu of Guarantor for Canadians Applying for a Travel Document, the same official who signs the declaration must also sign and date the copies of both sides of the identity document(s) to indicate that the official has seen the original(s).

# **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. 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.

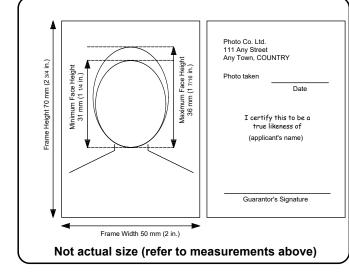
Personal information may also be used for purposes including research, statistics, quality assurance, program and policy evaluation, internal audit, compliance, risk management, strategy development and reporting. Failure to complete the form in full may result in a delay or the application not being 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 <u>Office of the Privacy Commissioner of Canada</u>. The collection, use, disclosure and retention of your personal information is further described in IRCC's Personal Information Bank – <u>IRCC PPU 081 and IRCC PPU 082</u>.

# **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 <u>Canada.ca/passport</u>.

#### 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;
- 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 statement "I certify this to be a true likeness of (name of applicant, written by guarantor)".
- The guarantor's signature. Note: If you are using the PPTC 132, Statutory Declaration in Lieu of Guarantor (see section J), the signing official must also sign the back of the photo.

### 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.

# **P** 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 <u>PPTC 659</u>, <u>Statutory</u> <u>Declaration for Translators</u>.

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 <u>Canada.ca/passport</u> for more information on the Passport Program's definition of a relative.