



ADULT TRAVEL DOCUMENT APPLICATION for stateless and protected persons in Canada (16 years of age or over)

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 travel document, the revocation of a currently valid travel document, and/or the imposition of a period of refusal of travel document services.

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

1 PERSONAL INFORMATION (SEE INSTRUCTIONS, SECTION F)					
Surname (last name) requested to appear in the travel document			<div style="text-align: center;"> Anticipated date of travel It is recommended that you do not finalize travel plans until you receive the requested travel document. </div> <div style="text-align: center; margin-top: 10px;"> <input type="radio"/> Month <input style="width: 40px; border: 1px solid black;" type="text"/> Day <input style="width: 40px; border: 1px solid black;" type="text"/> <input type="radio"/> Unknown </div>		
Given name(s) requested to appear in the travel document		UCI			
All former surnames (including surname at birth if different from above. These will not appear in the travel document.)					
Surname of a parent at birth					
Place of birth					
City		Country	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/in)	
Current home address					
Number	Street	Apt.	City	Prov./Terr./State Postal/ZIP code	
Mailing address (if different from current home address)					
Number	Street	Apt.	City	Prov./Terr./State Postal/ZIP code	
Email address		Telephone (primary)	Telephone (other)		
<p>Declaration—I understand that if I am issued a Canadian travel document and later obtain a passport issued by my country of citizenship, I am obliged to return the Canadian travel document to the Passport Program, Immigration, Refugees and Citizenship Canada. I solemnly declare 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.</p>		Sign within border <div style="border: 1px solid black; width: 100%; height: 100%; margin: 10px 0;"></div> Signature (see Instructions, section F)			
Date (YYYY-MM-DD)		Signed at			
		City	Prov./Terr.		
2 DECLARATION OF GUARANTOR (SEE INSTRUCTIONS, SECTION H)					
<p>Note: You or your guarantor can complete this section, with the exception of the four fields in bold which must be completed by your guarantor.</p>					
Surname (last name)		Given name(s)			
Occupation		Name of firm or organization			
Telephone (primary)	Telephone (other)	Email address			
Business address					
Number	Street	Apt.	City	Prov./Terr./State Postal/ZIP code	
<p>Declaration—I solemnly declare that I have known the applicant identified above personally for at least six (6) months. I have signed the back of one (1) of the photos to certify 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 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 at the top of page 1 of this application and the Privacy Notice Statement in Section M of the Instructions. I consent to the collection, use and disclosure of my personal information as outlined in the Privacy Notice Statement in the Instructions.</p>		Signature of guarantor <div style="border: 1px solid black; width: 100%; height: 100%; margin: 10px 0;"></div>			
I have known the applicant for		Date (YYYY-MM-DD)	Signed at		
Number of months			City		Prov./Terr.

3 PROOF OF IMMIGRATION STATUS IN CANADA (SEE INSTRUCTIONS, SECTION I)

To establish your immigration status in Canada, provide a photocopy of **one (1)** of the following valid documents and write the requested information:

- Permanent resident card
 Temporary resident permit
 Verification of status
 Notice of decision issued by the Immigration and Refugee Board of Canada
 Positive pre-removal risk assessment results letter

Immigration status document number _____ Date of issue (YYYY-MM-DD) _____ Date of expiry (YYYY-MM-DD if applicable) _____

4 PREVIOUS CANADIAN TRAVEL DOCUMENT (SEE INSTRUCTIONS, SECTION J)

• Has a Canadian travel document (certificate of identity or refugee travel document) been issued to you in your current name or any other name?

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

Your previous Certificate of Identity or Refugee Travel Document will be securely destroyed unless it contains a **valid visa and you have made a request to have it returned to you.**

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.

5 CITIZENSHIP AND TRAVEL DOCUMENTATION (SEE INSTRUCTIONS, SECTION K)

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

What is your original citizenship?

Have you acquired any other citizenship? No Yes, Indicate country _____ Indicate country _____

Do you have any valid travel document or passport from any country other than Canada?

- No
 Yes, enclose the document (original only). If no longer in your possession, explain why.

Have you visited another country since your entry to Canada? No Yes, specify

Date left (YYYY-MM-DD)	Date returned (YYYY-MM-DD)	Country	Reason
Date left (YYYY-MM-DD)	Date returned (YYYY-MM-DD)	Country	Reason

Have you, since your date of entry to Canada, applied for a passport or travel document (or renewal of such a document) from your country of origin or citizenship?

- No, provide a detailed explanation of your reasons for not applying.

 Yes, if the request was refused, enclose the letter of refusal. If unable to provide this letter, explain why. If no reply was received, write all the steps you have taken

6 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 immigration status provided in section 3.

Type of document	Document number	Date of expiry (If applicable) (YYYY-MM-DD)	Your name as it appears on the document
Type of document	Document number	Date of expiry (If applicable) (YYYY-MM-DD)	Your name as it appears on the document

Signature of applicant _____ Date (YYYY-MM-DD) _____

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 (YYYY-MM)		To (YYYY-MM)	
Number	Street	Apt.	City	Prov./Terr./State	Country	Postal/ZIP code				
2.							From (YYYY-MM)		To (YYYY-MM)	
Number	Street	Apt.	City	Prov./Terr./State	Country	Postal/ZIP code				

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 (primary)	Field of employment or studies	Date (from)	Date (to)

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 **six (6)** months. 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 to the applicant	
Address						
Number	Street	Apt.	City	Prov./Terr./State	Country	Postal/ZIP code
Telephone (primary)	Telephone (other)	Email address			Has known me for	Number of months
2. Surname (last name)		Given name(s)			Relationship to the applicant	
Address						
Number	Street	Apt.	City	Prov./Terr./State	Country	Postal/ZIP code
Telephone (primary)	Telephone (other)	Email address			Has known me for	Number of months

9 EMERGENCY CONTACT INFORMATION (OPTIONAL)

 This information is helpful if you require emergency assistance while outside of Canada.

Surname (last name)		Given name(s)			
Relationship to the applicant	Telephone (primary)	Telephone (other)	Email address		
Current home address					
Number	Street	Apt.	City	Prov./Terr./State	Postal/ZIP code
Signature of applicant					Date (YYYY-MM-DD)

ADULT TRAVEL DOCUMENT APPLICATION

for stateless and protected persons in Canada (16 years of age or over)

INSTRUCTIONS

A ENTITLEMENT TO A CANADIAN TRAVEL DOCUMENT

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

A Canadian travel document reflects the identity of the applicant as determined by proof of immigration status in Canada, issued by Immigration, Refugees and Citizenship Canada and documents to support identity.

- **Refugee travel document:** issued to persons in Canada with protected person status, including Convention refugees and persons in need of protection.
- **Certificate of identity:** issued to permanent residents of Canada who are not protected persons and who are stateless or are unable to obtain a national passport.

Warnings:

- Some countries may not accept the certificate of identity as a valid travel document. You should check with the consulate or embassy of the country you will be visiting before applying for a certificate of identity.
- Canadian refugee travel documents and Canadian certificates of identity are not valid for travel to the bearer's country of citizenship.
- For stateless and protected persons in Canada under 16 years of age, use form [PPTC 192, Child Travel Document Application](#).
- Eligibility for either a travel document or a certificate of identity can be determined only after all required information has been submitted and reviewed. These documents are issued only in Gatineau, Quebec.
- If you are issued a Canadian travel document and you later obtain a travel document or a passport issued by your country of citizenship, you **must** return the Canadian travel document to the Passport Program.

B REQUIREMENTS CHECKLIST

- | | |
|---|---|
| <input type="checkbox"/> All three (3) pages of the application form completed and signed within the last twelve (12) months and certified by the guarantor | <input type="checkbox"/> Any non-expired Canadian refugee travel document or Canadian certificate of identity issued to you in the last five (5) years |
| <input type="checkbox"/> Two (2) identical and unaltered passport photos taken within the last six (6) months, one (1) certified by the guarantor | <input type="checkbox"/> Any valid foreign travel document or national passport issued to you or in which your name appears |
| <input type="checkbox"/> A photocopy of a valid proof of immigration status to Canada; | <input type="checkbox"/> The fee |
| <input type="checkbox"/> Document(s) to support identity (original or copies); copies must be signed and dated by your guarantor | |

C FEE

Refugee Travel Document - **CAN\$120***

Certificate of Identity - **CAN\$260***

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

All applicants must pay the required fees for a Certificate of Identity or a Refugee Travel Document. Applicants must pay the fees for the document they wish to apply for. Please refer to the definitions in Section A. If the Passport Program, part of Immigration, Refugees and Citizenship Canada, determines that you are not eligible for the document for which you paid, you will be required to pay the remaining balance or you will receive a refund.

There is a separate, non-refundable CAN\$45 administrative fee for the replacement of a lost or stolen Canadian travel document that has not yet expired.

Methods of payment (Canadian funds only)

If you are applying by mail (2 options):

- Pay your fees online and include a copy of the receipt with your application; or
- Include a 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.

Important

- Every person who requests travel document services must pay the applicable fee in the exact amount.
- Applicants who cancel their application or are refused a Canadian refugee travel document or certificate of identity are not eligible for a refund of the 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.

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/immigration-refugees-citizenship.

D WHERE TO APPLY

Mailed-in applications are processed in Canada.

By mail

OSC PPT-COI
PO BOX 8783 STN T CSC
OTTAWA ON K1G 5G8

By courier

Centralized Network – Certificate of Identity
Section – Crémazie 6th Floor (OSC)
365 Laurier Avenue West
Ottawa ON K1A 1L1

Do not mail or bring your application form to any other Passport Program service location.

The original documents that you enclose with your application are valuable. We recommend that you use a courier or mail service that allows you to track your package.

E CONTACT INFORMATION

- Automated telephone service is available 24 hours a day, 7 days a week. Agents are available Monday to Friday from 8:00 a.m. to 4:00 p.m. (Eastern time) in Canada.
- The travel document application instruction booklet in Braille is available upon request only. For more information or to order that format, contact the Passport Program.

**Information on travel documents, fees and processing times**

Canada.ca/passport

Toll-free: 1-888-242-2100

TTY (for people who are Deaf or hard of hearing)
Toll-free: 1-888-576-8502

Information on immigration status

Canada.ca/immigration

Travel reports, warnings and requirements

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

F PERSONAL INFORMATION**Surname (last name) and given name(s) requested to appear in travel document**

Write the name to appear in the travel document. This name is normally the same as the surname (last name) and given name(s) shown on your proof of immigration status. If you are requesting a travel document in a name that is different from the name that appears on the immigration status document, please note the following:

- For a change of surname resulting from a relationship, you must provide an original or copy of a marriage or common-law relationship certificate, or a document demonstrating termination of the relationship (indicating both previous and current surname).
- For any other **legal name change**, include **one (1)** of the following:
 - A legal change of name order;
 - An adoption order; or
 - Proof that the record of entry at Immigration, Refugees and Citizenship Canada has been amended, i.e. the approved form IMM 1436, *Request to Amend the Record of Landing, Confirmation of Permanent Residence or Valid Temporary Resident Documents*.

All former surnames

All former surnames that differ from the surname requested to appear in the travel document, including your surname at birth, must be declared. Please separate your previous names with a comma. These former surnames will not appear in the travel document.

UCI

Indicate your Unique Client Identifier number (UCI) or Client Identification number (Client ID). It is a 8 or 10 digit number as it appears on your immigration document.

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".

Date of birth

The date of birth will be inscribed in the travel document exactly as it appears on the proof of immigration status unless Immigration, Refugees and Citizenship Canada records have been amended subsequent to your admission to Canada. In this case, the original approved form IMM 1436, *Request to Amend the Record of Landing, Confirmation of Permanent Residence or Valid Temporary Resident Documents*, is required. If your proof of immigration status 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 that date of birth or copies signed and dated by your guarantor.

Sex

If the sex requested to appear in the travel document does not match the Immigration Status Document, additional requirements must be met.

Visit Canada.ca/passport for more details.

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

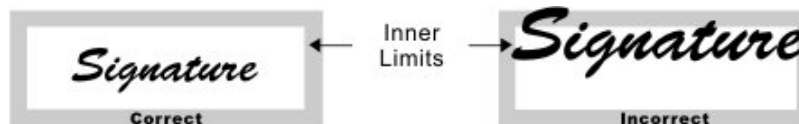
Your passport will be delivered to the mailing address provided. If your mailing address changes within 30 days of submitting your application, you must notify the Passport Program (see section E).

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.



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 B). Processing times **do not** include mailing time. Visit Canada.ca/passport for more details. **It is recommended that you do not finalize travel plans until you receive the requested travel document.** 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 travel document not being delivered in time for you to travel on the date you have specified on the application form.

H 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 meet the following criteria :

- be a Canadian citizen or a permanent resident living in Canada;
- have known you (the applicant) personally for at least **six (6)** months. To know you personally means your guarantor is able 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;
- **be included in one (1) of the following groups:**
 - Dentist, medical doctor or chiropractor
 - Judge, magistrate or police officer (municipal, provincial or RCMP)
 - Lawyer (member of a provincial bar association), or notary in Quebec
 - Mayor
 - Minister of religion authorized under provincial or territorial law to perform marriages
 - Notary public
 - Optometrist
 - Pharmacist
 - Nurse Practitioners
 - Postmaster
 - Principal of a primary or secondary school
 - Professional accountant (member of APA, CA, CGA, CMA, PA or RPA)
 - Professional engineer (P. Eng., Eng. in Quebec)
 - Senior administrator in a community college (including CEGEP)
 - Senior administrator or teacher in a university
 - Veterinarian

The above list is not a recognition or endorsement by the Passport Program, Immigration, Refugees and Citizenship Canada of professional status or superior qualifications

You or your guarantor can complete this section, 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**:

1. 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 months), 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 (see section L).

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

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

If you have **not known** an eligible guarantor for at least **six (6)** months, complete form PPTC 326, *Statutory Declaration in Lieu of Guarantor for a Travel Document*, available at any Passport Program regional office or contact the Passport Program (see section E). 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 Canadian travel document.**

I PROOF OF IMMIGRATION STATUS IN CANADA

Provide a photocopy of **one (1)** of the valid immigration status documents listed in section 3 on the application form. Additional information may be requested to confirm your immigration status in Canada. An original Immigration Status Document may be required to support your travel document application. If you need an immigration status document, contact Immigration, Refugees and Citizenship Canada (see section E).

J PREVIOUS CANADIAN TRAVEL DOCUMENT

- Enclose any Canadian travel document (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 travel document may be refused.
- A person's name may appear in only **one (1)** valid Canadian refugee travel document or Canadian certificate of identity.

Note: If a valid Canadian certificate of identity or Canadian refugee travel document has been lost, stolen, damaged or is inaccessible, complete form [PPTC 203, Declaration concerning lost, stolen, inaccessible, damaged or found Canadian travel document](#), available online at Canada.ca/passport.

A Canadian certificate of identity or Canadian refugee 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 C).

K CITIZENSHIP AND TRAVEL DOCUMENTATION

- Enclose any valid foreign travel document or national passport issued to you or in which your name appears. If you are no longer in possession of this travel document or passport, complete section 5 on the application form, describing the document and the date and place of issue, and explain its present whereabouts. If the document has been seized by Immigration, Refugees and Citizenship Canada, provide the Notice of Seizure (IMM 5265).
- If your foreign passport is kept in safekeeping by the Passport Program, you can retrieve it when you obtain Canadian Citizenship, up to two years after the foreign passport is expired or at any time you need it. You must return the refugee travel document if you request your foreign passport to be returned to you.
- Unclaimed foreign passports will be destroyed two years after their expiry. If there is a valid visa in the expired foreign passport, the foreign passport will remain in safekeeping until the visa is also expired, and then the foreign passport will be destroyed.
- If you have visited another country since your entry to Canada, provide the exit and entry dates for each departure from Canada, and explain the reason for each visit to another country since your arrival to Canada (if insufficient space, attach a separate signed and dated sheet).
- If you have been refused a national passport, enclose the letter of refusal. If the letter is not in either English or French, you must submit a translation of the document done by a certified professional, non-certified professional or third party translator.
- If you have been refused a national passport and have not received a letter of refusal from the authorities to whom you have applied, enclose copies of any relevant letters you may have kept regarding your request for a passport (or a passport renewal). Write on the application form (see section 5) the results of your application, including the date you were refused (if insufficient space, attach a separate signed and dated sheet).
- If you have applied for a national passport and have not received a written response, write in detail on the application form (see section 5) all the steps you have taken (by order of date) to obtain the passport and the results achieved. Enclose copies of any relevant letters you may have retained (if insufficient space, attach a separate signed and dated sheet).

L DOCUMENTS TO SUPPORT IDENTITY

- You need to provide at least **one (1)** 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. 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.
- All documents submitted to support your identity must be valid and must be issued by a federal, provincial or territorial authority.
- 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 326, *Statutory Declaration in Lieu of Guarantor for a Travel Document*, 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. If you have no documents to support your identity, contact the Passport Program, Immigration, Refugees and Citizenship Canada (see section E).

M PRIVACY NOTICE STATEMENT

Personal information provided on this application form is collected by Immigration, Refugees, and Citizenship Canada (IRCC) under the Minister's authority to exercise the Royal Prerogative over Canadian travel documents. The personal information provided will be used for the purpose of processing applications, determining entitlement to certificate of identity or refugee travel document services and administering related 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 related services, and administering or enforcing any law or carrying out a lawful investigation. Information about the applicant may be shared with the Canada Border Services Agency (CBSA) for the purpose of cessation proceedings or to determine a travel document holder's admissibility to Canada.

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 080](#) and [IRCC PPU 082](#).

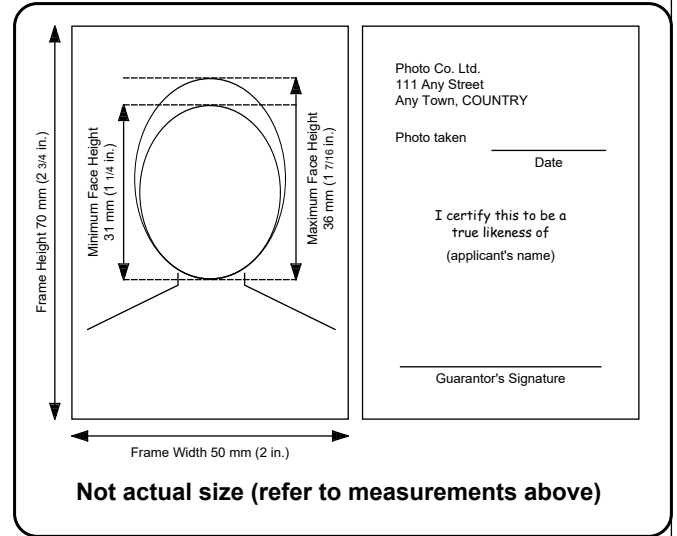
N CANADIAN PASSPORT PHOTO INSTRUCTIONS

Note: Photo specifications for the travel document are different from those for a permanent resident card. You must submit **two (2)** identical and unaltered photo prints with each Canadian travel document 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.

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.

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.

O 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.