



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

**Use if the applicant is a director of family services, a social worker or a child protection worker**

**Warning to all applicants and guarantors**—Any false or misleading statement on this form or relating to any document in support of this application, including concealment of any material fact, may lead to refusal to issue or revocation of a passport and be grounds for criminal prosecution.  
**Failure to complete all the required sections of this form will result in your application being refused.**

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

### 1 - CHILD'S PERSONAL INFORMATION

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

The applicant is:     Director of family services     Social worker     Child protection worker

Surname (last name)	Given name(s)
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Professional title	Name of organization
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Work address

Number	Street	Suite	City	Province/Territory/State (if applicable)	Postal code
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Telephone (daytime)	Telephone (other)	Email address (optional)
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**I am the legal guardian of the child**  
**DECLARATION**—I solemnly declare that the child named above is a Canadian citizen, that I am the legal guardian of the child named above and that the statements made in this application are true. I declare that I have read and understood the **WARNING to all applicants and guarantors** at the top of this page.

**I am not the legal guardian of the child**  
**DECLARATION**—I solemnly declare that the child named above is a Canadian citizen, that I have been authorized by the legal guardian to apply for a passport on behalf of the child named above, and that the statements made in this application are true. I declare that I have read and understood the **WARNING to all applicants and guarantors** at the top of this page.

**Name of legal guardian:**

Signature of applicant	Date (YYYY-MM-DD)	Signed at City Province/Territory/State (if applicable)
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### 3 - DECLARATION OF GUARANTOR (SEE INSTRUCTIONS, SECTION C)

**NOTE:** Section to be completed by the guarantor only if the applicant has completed and signed this application form.

Surname (last name)	Given name(s)
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Occupation	Name of organization
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Work address

Number	Street	Suite	City	Province/Territory/State (if applicable)	Postal code
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Telephone (daytime)	Telephone (other)	Email address (optional)
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<b>Must be completed if the guarantor is acting based on personal knowledge (passport holder).</b>	Canadian passport number	Surname (last name) in passport, if different		
	Date of birth (YYYY-MM-DD)	Date of issue (YYYY-MM-DD)	Date of expiry (YYYY-MM-DD)	

**I am acting as professional guarantor**  
**DECLARATION**—I solemnly declare that I know the applicant identified above professionally. I have signed on the back of **one (1)** photo to certify that the image is a true likeness of the child. I declare that I have read and understood the **WARNING to all applicants and guarantors** at the top of this page.

**I am acting as guarantor based on personal knowledge (passport holder)**  
**DECLARATION**—I solemnly declare that I have known the applicant identified above personally for at least **two (2)** years. I have signed on the back of **one (1)** photo to certify that the image is a true likeness of the child. I declare that I have read and understood the **WARNING to all applicants and guarantors** at the top of this page.

Signature of guarantor	Date (YYYY-MM-DD)	Signed at City Province/Territory/State (if applicable)
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## INSTRUCTIONS

### A - PRIVACY NOTICE STATEMENT

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

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

### B - INFORMATION AND DOCUMENTS REQUIRED

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

The following information/documents are required:

- Evidence of the child's Canadian citizenship. If such evidence cannot be submitted due to confidentiality reasons, please contact IRCC;
- A letter from the director of family services indicating the child's legal guardian or the person who has parental authority;
- If the applicant is not the child's legal guardian or the person who has parental authority, a letter from the child's legal guardian or the person who has parental authority authorizing the applicant to apply for the passport, or, when applicable, a letter of delegation of authority for passports applied for by a social worker;
- If the applicant is not the child's legal guardian or the person who has parental authority, authorization from the child's legal guardian or the person who has parental authority to release the passport to the applicant;
- A copy of the court orders or agreements involving family services with the child if such court orders or agreements exist. If a copy of the court orders or agreements cannot be forwarded to IRCC because of confidentiality reasons, the passport application must be accompanied by a summary of the orders or agreements signed by the director of family services or the agency's lawyer. The summary must indicate:
  - 1) who the child's legal guardian is or the person who has parental authority;
  - 2) whether a mobility restriction clause exists, and if so, what it entails; and
  - 3) the date and number of the court order, if possible;
- In case of public probationary adoption, a letter from the director of family services confirming that the child is undergoing an adoption process, and the name of the future adoptive parents.

### C - DECLARATION OF GUARANTOR

The guarantor may be a Canadian passport holder, the director of family services or another social worker who has known the applicant for at least **two (2)** years and has knowledge of the child. The director of family services or the social worker is not required to hold a Canadian passport and cannot act as guarantor if they are the applicant.

If the director of family services and the social worker have not known each other for at least **two (2)** years, or if they have not known another social worker for at least **two (2)** years, then an administrative services employee, a human resources employee or a lawyer from family services may act as guarantor based on access to the director's or the social worker's employment records. In such cases, the guarantor does not have to have known the applicant for **two (2)** years.

### D - CONTACT INFORMATION

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

#### **INFORMATION ON PASSPORT, SERVICE LOCATIONS, FEES AND PROCESSING TIMES**



Canada.ca/passport



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



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