

REQUEST FOR CERTIFIED TRUE COPY OF CANADIAN TRAVEL DOCUMENT

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. 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.

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

A PERSONAL INFORMATION AND CERTIFIED TRUE COPY SERVICE REQUEST	
Surname (last name) / Given name(s) (as it appears on the Canadian travel document)	
Current home address of the applicant (parent or legal guardian for a child's application)	
Number	Street
	Apartment
	City
	Province/Territory/State (if applicable)
	Postal code
The Canadian travel document must be submitted with this request and may be retained by the office for verification purposes. Canadian travel document number	
Number of certified true copies required: _____	▶ A fee of CAN\$45 is payable for each request of one to three certified true copies of a Canadian travel document. The fee is not refundable if the request is cancelled or if you are not eligible for the service.
Language of certified true copy: <input type="checkbox"/> English <input type="checkbox"/> French	

B CERTIFIED TRUE COPY DELIVERY	
The service standard is ten (10) business days from the day the request is received.	
I would like the certified true copy to be:	
<input type="checkbox"/> Picked up in person at the Service Canada Centre - PASSPORT SERVICE OFFICE where the request for the certified true copy/copies was submitted. Or	
<input type="checkbox"/> Delivered by mail to the current home address provided in section A. Or	
<input type="checkbox"/> Delivered by mail to the following mailing address, if different from current home address provided in section A:	
_____ <small>Address (c/o, Number, Street, Apartment, City, Province/Territory/State (if applicable), Postal code, Country)</small>	

C TO BE COMPLETED BY THE CANADIAN TRAVEL DOCUMENT HOLDER (OR BY THE CHILD'S PARENT OR LEGAL GUARDIAN)		
Full name	Telephone number	
Signature	Date	Signed at
	(YYYY-MM-DD)	City
		Country