

Adult SIMPLIFIED RENEWAL Passport Application



for Canadians 16 years of age or over living in Canada or in the USA

GENERAL INFORMATION AND INSTRUCTIONS

Aussi disponible en français


Failure to complete all the required sections of this form will result in your application being rejected.




Who May Use This Form?
<p>IMPORTANT – You may use this form only if:</p> <ul style="list-style-type: none"> • you submit a previous Canadian passport that: <ul style="list-style-type: none"> • was issued to you within the last SIX (6) years from the date of reception of this current application (If the previous passport was applied for by mail from the USA, the passport must have been issued on or after August 1, 2003.), • was/is valid for FIVE (5) years, • is not damaged, • was never reported as being lost or stolen, and • was issued in Canada (as indicated under “Issuing Authority” on page 2 of the submitted passport); • the name on this application form is exactly the same as the name that appears on the submitted passport; and • you were at least 16 years of age at the time of your previous application.

Applying in Person
<p> For Canadians living in Canada:</p> <ul style="list-style-type: none"> • At a Passport Canada service location • At a participating Canada Post office • At a participating Service Canada Centre <p>Our service locations are listed on page 2 of this application and on our website at www.passportcanada.gc.ca.</p> <p> For Canadians living in the USA:</p> <p>This form can only be used to submit an application by mail (see “Applying by mail”) or in person at a Passport Canada service location (in Canada).</p>

Requirements Checklist
<p><input type="checkbox"/> BOTH pages of the application form completed and signed within the last 12 months.</p> <p><input type="checkbox"/> TWO (2) identical passport photos taken within the last 12 months.</p> <p><input type="checkbox"/> Any Canadian passport issued to you within the last SIX (6) years from the date of reception of this current application. If the previous passport was applied for by mail from the USA, the passport must have been issued on or after August 1, 2003.</p> <p><input type="checkbox"/> The fee.</p> <p>You may be requested to apply for a passport through the general application process using form PPTC 153, or provide additional documents or information in support of this application.</p>

Applying by Mail				
<p> <i>Mailed-in applications are processed in Canada.</i></p> <table> <tr> <td>BY MAIL</td> <td>BY COURIER</td> </tr> <tr> <td>Passport Canada Foreign Affairs and International Trade Canada Gatineau QC K1A 0G3 CANADA</td> <td>Passport Canada 22 de Varennes Building 22 de Varennes Street Gatineau QC J8T 8R1 CANADA</td> </tr> </table> <p>DO NOT mail or bring your application to a Canadian government office in the USA. However, passport applications and related forms are available from these offices.</p> <p>The original documents that you enclose with your application are valuable. To ensure that these documents are not lost or misplaced, it is preferable to use a courier or mail service that allows you to trace your mail.</p>	BY MAIL	BY COURIER	Passport Canada Foreign Affairs and International Trade Canada Gatineau QC K1A 0G3 CANADA	Passport Canada 22 de Varennes Building 22 de Varennes Street Gatineau QC J8T 8R1 CANADA
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Fee	
<p>For Canadians living in Canada – C\$87 (includes the passport fee (C\$62) and consular service fee (C\$25))</p> <p>For Canadians living in USA – C\$97 (includes the passport fee (C\$72) and consular service fee (C\$25))</p> <p>Note – These fees are subject to change. – Only Canadian funds are accepted.</p> <p>Preferred method of payment</p> <ul style="list-style-type: none"> • Debit (Interac) (<i>In person only</i>), or • Credit card  (<i>Complete the section below, detach and submit with your application.</i>) 	<p>Important – Every person who requests a passport service must pay the applicable fee. This fee is non-refundable.</p> <p>Other acceptable methods of payment</p> <ul style="list-style-type: none"> • Certified cheque or money order/international money order (postal or bank) payable in Canadian funds to the Receiver General for Canada
<p>Administrative fees and any applicable interest will be applied to all dishonoured payments.</p>	

Credit Card Information			
<p>COMPLETE if you are paying by credit card.</p>			
<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 	Name appearing on card		<p>FOR OFFICIAL USE ONLY</p> <p>Authorization number</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
	Card number		
<p>AUTHORIZATION – I authorize Passport Canada to charge C\$ <input type="text"/> to my credit card.</p>		Signature of cardholder	

Contact Us

General information is available 24 hours a day, 365 days a year. Specific information is available during regular office hours.


INFORMATION ON PASSPORTS, FEES, AND PROCESSING TIMES

 Website: www.passportcanada.gc.ca

INFORMATION ON TRAVEL CONDITIONS AND REQUIREMENTS

 Website: www.voyage.gc.ca

 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 (7:30 a.m. to 8:00 p.m. ET)

- To obtain the most recent version of this form, visit our website.
- Application forms are also available in Braille, on diskette or in large print for persons with visual impairment.

Passport Canada Locations (NOT MAILING ADDRESSES)

DO NOT mail or use courier services to send your application form directly to a Passport Canada service location in Canada listed below. However, passport applications and related forms are available from these service locations or may be obtained online at www.passportcanada.gc.ca.

CANADA

ALBERTA

Calgary
 Suite 254
 Harry Hays Building
 220-4th Avenue South East
Calgary (South) (English only)
 14331 Macleod Trail SW

Edmonton
 Suite 126
 Canada Place Building
 9700 Jasper Avenue

BRITISH COLUMBIA

Richmond (English only)
 Suite 310
 5611 Cooney Road
Surrey (English only)
 Suite 900
 13401-108th Avenue

Vancouver
 Suite 241
 Sinclair Centre
 757 Hastings Street West

Victoria
 1318 Blanshard Street

MANITOBA

Winnipeg
 Suite 400
 433 Main Street

NEW BRUNSWICK

Fredericton
 Suite 430
 Frederick Square
 77 Westmorland Street

NEWFOUNDLAND AND

LABRADOR

St. John's (English only)
 Suite 802
 TD Place
 140 Water Street

NOVA SCOTIA

Halifax
 Suite 1508, 15th Floor
 Maritime Centre
 1505 Barrington Street

ONTARIO

Brampton (English only)
 Suite 401
 40 Gillingham Drive

Hamilton
 Plaza Level
 Standard Life Building
 120 King Street West

Kitchener
 Mezzanine Level
 40 Weber Street East

London
 Suite 201, 2nd Floor
 400 York Street

Mississauga (English only)
 Suite 116, 2nd Floor
 Central Parkway Mall
 377 Burnhamthorpe Road East

North York

Suite 380, 3rd Floor
 Joseph Shepard Building
 4900 Yonge Street

Ottawa

Level C, East Tower
 C.D. Howe Building
 240 Sparks Street
Scarborough (English only)
 Suite 210
 200 Town Centre Court

St. Catharines

Suite 600
 Landmark Building
 43 Church Street

Thunder Bay

2nd Floor
 979 Alloy Drive

Toronto (English only)

Suite 300
 74 Victoria Street

Whitby

Whitby Mall
 1615 Dundas Street East

Windsor

Suite 503
 CIBC Building
 100 Ouellette Avenue

QUEBEC

Gatineau (Hull)
 Commercial Level 2
 Place du Centre
 200 Promenade du Portage

Laval

Suite 500, 5th Floor
 3 Place Laval

Montréal

West Tower, Suite 103
 Complexe Guy-Favreau
 200 René-Lévesque Boulevard West

Pointe-Claire

Suite F-016A
 Fairview Pointe Claire Shopping Centre
 6815 Trans-Canada Highway

Québec

Suite 200, 2nd Floor
 Place de la Cité, Tour Cominar
 2640 Laurier Boulevard

Saguenay

Suite 408
 Immeuble Saint-Michel
 3885 Harvey Boulevard

Saint-Laurent

Suite 112
 3300 Boulevard de la Côte-Vertu

SASKATCHEWAN

Regina

Suite 500
 1870 Albert Street

Saskatoon

Suite 405
 Federal Building
 101-22nd Street East

 All service locations are wheelchair accessible.

USA

DO NOT mail or bring your application form to a Canadian government office in the USA listed below. However, passport applications and related forms are available from these offices or may be obtained online at www.passportcanada.gc.ca.

ATLANTA

The Consulate General of Canada
 100 Colony Square
 Suite 1700
 1175 Peachtree Street NE
 Atlanta GA

BOSTON

The Consulate General of Canada
 Three Copley Place
 Suite 400
 Boston MA

BUFFALO

The Consulate General of Canada
 HSBC Center
 Suite 3000
 Buffalo NY

CHICAGO

The Consulate General of Canada
 Two Prudential Plaza
 Suite 2400
 180 North Stetson Avenue
 Chicago IL

DALLAS

The Consulate General of Canada
 Suite 1700
 750 North St. Paul Street
 Dallas TX

DENVER

The Consulate General of Canada
 Suite 2600
 1625 Broadway
 Denver CO

DETROIT

The Consulate General of Canada
 600 Renaissance Center
 Suite 1100
 Detroit MI

LOS ANGELES

The Consulate General of Canada
 9th Floor
 550 South Hope Street
 Los Angeles CA

MIAMI

The Consulate General of Canada
 First Union Financial Center
 Suite 1600
 200 South Biscayne Boulevard
 Miami FL

MINNEAPOLIS

The Consulate General of Canada
 9th Floor
 701 Fourth Avenue South
 Minneapolis MN

NEW YORK

The Consulate General of Canada
 1251 Avenue of the Americas
 New York NY

SAN FRANCISCO

The Consulate General of Canada
 14th Floor
 580 California Street
 San Francisco CA

SAN JUAN

The Honorary Consulate of Canada
 Hato Rey Center
 Suite 802
 268 Ponce de Leon Avenue
 San Juan PR

SEATTLE

The Consulate General of Canada
 Suite 600
 1501 Fourth Avenue
 Seattle WA

WASHINGTON D.C.

The Embassy of Canada
 501 Pennsylvania Avenue NW
 Washington DC

INSTRUCTIONS

1

Personal Information

NAME TO APPEAR IN PASSPORT

Your name must be written **exactly** as it appears in the previous passport. Your surname (last name) and given names must be spelled the same and be placed in the same order. If your name has changed, you **cannot** use this form. You must complete an "Adult General Passport Application" form PPTC 153.

SURNAME (LAST NAME) AT BIRTH/FORMER SURNAME (FORMER LAST NAME)

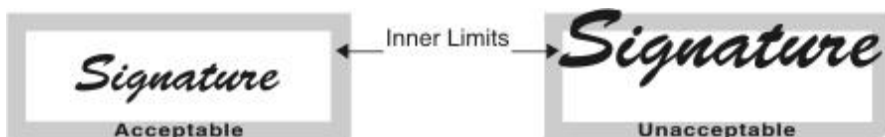
Complete only if different from the surname (last name) to appear in the passport (for Passport Canada information only; will not appear in the passport).

MOTHER'S MAIDEN NAME

Indicate your mother's surname (last name) when she was born.

SIGNATURE

You **MUST** sign your usual signature on **BOTH** pages. Your signature in section 1 will appear in the passport. Therefore, your signature **MUST NOT** exceed the inner limits of the signature box.



2

Previous Canadian Passport

- Enclose any Canadian passport issued to you within the last **SIX (6)** years from the date of reception of this current application. If the previous passport was applied for by mail from the USA, the passport must have been issued on or after August 1, 2003. **If you cannot submit the previous passport, you cannot use this form.** You must complete an "Adult General Passport Application" form PPTC 153, available from any Passport Canada service location in Canada, any Canadian government office in the USA, or at www.passportcanada.gc.ca.
- If your current passport expires more than 12 months from the date you submit your application, provide a written explanation for why you are applying at this time. Should Passport Canada not be satisfied that you have a valid reason for applying early, your application for a new passport may be refused.
- A person's name may appear in only **ONE (1)** valid Canadian passport.
- If you would like the submitted passport to be returned to you, you must indicate this on the application form (section 2). Failure to indicate your choice will result in Passport Canada securely destroying the submitted passport.

Photo Specifications

Your passport application will be rejected if your photos do not meet the following specifications:

IMAGE INFORMATION

- Photos must be taken with uniform lighting and not show shadows or flash reflection on the face and head. Photos with shadows on the face or background are unacceptable.
- Photos must show a full front view of the face with both edges of the face showing clearly. The face and shoulders must be centred in the photo and squared to the camera.
- Eyes must be open and clearly visible. Glasses, including tinted ones with prescription, may be worn as long as the eyes are clearly visible. Sunglasses are unacceptable.
- Facial expression must be neutral (not frowning or smiling) with the mouth closed.
- The image must be clear, sharp and in focus.
- Photos must be taken against a plain, uniform, white or light-coloured background.
- Photos must reflect/represent natural skin tones.
- The length from chin to crown of head (natural top of head) must be between 31 mm and 36 mm (1 1/4 in. and 1 7/16 in.).
- Hats or head coverings are not permitted except when worn for religious reasons and only if the full facial features are clearly visible.
- Black and white or colour photos are acceptable.
- Photos must be originals, not taken from any existing photo, and must have been taken within the last 12 months.

QUANTITY AND FORMAT

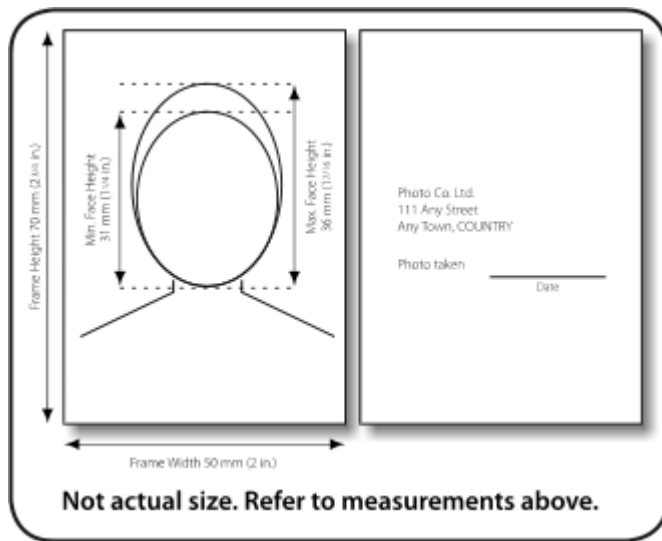
- **TWO (2)** identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

SIZE AND PAPER

- The photos must measure 50 mm x 70 mm in size (2 in. wide x 2 3/4 in. high).
- Heavy weight paper is unacceptable.
- Photos must be printed on plain, high quality photographic paper.

PHOTOGRAPHER

- Photos must be taken by a commercial photographer.
- The name of the photographer or studio, the address and the date the photo was taken (not the date the photo was printed) must be provided directly on the back of **ONE (1)** photo (see illustration).



HELPFUL TIPS



IMPORTANT – You must meet the following eligibility criteria to use this application form:

- you can submit your previous Canadian passport that:
 - **1** was issued to you within the last **SIX (6)** years from the date of reception of this current application (**If the previous passport was applied for by mail from the USA, the passport must have been issued on or after August 1, 2003.**),
 - **2** was/is valid for **FIVE (5)** years,
 - **is not** damaged,
 - was **never** reported as being lost or stolen, and
 - **3** was issued in Canada (as indicated under “Issuing Authority” on page 2 of the submitted passport);
- **4** the name on this application form is exactly the same as the name that appears on the submitted passport; and
- you were at least 16 years of age at the time of your previous application.

For quick and easy processing of your passport application, pay special attention to the following areas:

- ▶ **You must apply:**
 - by mail from Canada or from the USA (including those mailing from all areas served by a Canadian government office in the USA); or
 - in person in Canada.
 - ▶ **Complete and sign BOTH pages (section 1 and 7)**
FAILURE TO COMPLETE ALL THE REQUIRED SECTIONS OF THIS FORM WILL RESULT IN YOUR APPLICATION BEING REJECTED. You must sign your usual signature in the **TWO (2)** signature blocks provided (one signature per page).
 - ▶ **Sign within the white box (section 1)**
 Your signature must not touch the shaded border in the signature box on page 1. This signature will appear in the passport. If the signature touches the border, it may be rejected and a new signature will be required which will cause delays.
 - ▶ **Mother’s Maiden Name (section 1)**
 Indicate your mother’s surname (last name) when she was born.
 - ▶ **Submit previous passport (section 2)**
 Enclose any Canadian passport issued to you within the last **SIX (6)** years from the date of reception of this current application. If the previous passport was applied for by mail from the USA, the passport must have been issued on or after August 1, 2003. **If you cannot submit the previous passport, you cannot use this form.** You must complete an “Adult General Passport Application” form PPTC 153, available from any Passport Canada service location in Canada, any Canadian government office in the USA, or at www.passportcanada.gc.ca.
 - ▶ **Fee and Credit Card Information (section 8 and “General Information and Instructions”, page 1)**
 Submit the correct fee in **Canadian funds** only. Fill out your credit card information or use a certified cheque or money order/international money order. The preferred method of payment is by debit (Interac) or credit card.
 - ▶ **Photos (“General Information and Instructions”, page 3)**
 The finished photos must have a white or light-coloured background and be free of shadows and glare on the face and background. You must have a neutral expression. Your photographer may consult www.passportcanada.gc.ca to access the specifications.
 - ▶ **Additional Personal Information (section 4)**
 Addresses
 Indicate “Same as current address” if your address has not changed in the last **TWO (2)** years.
 Occupation
 State your occupation over the last **TWO (2)** years. If you have been a homemaker or retired for the last **TWO (2)** years, indicate this on the form.
 - ▶ **References (section 5)**
 Provide **TWO (2)** references. Friends, co-workers and neighbours may be used as references provided they have known you for at least **TWO (2)** years. Relatives may not be used as references.
- To avoid delays in issuing the passport, use the *Requirements Checklist* on page 1 of the “General Information and Instructions” and ensure your application is complete.**



Protection of Information

Personal information provided on this application form is protected and used in accordance with the provisions of the *Privacy Act* (Personal Information Bank No.

FAI PPU 030). This information is collected under the *Canadian Passport Order* to determine your current and ongoing entitlement to a Canadian passport, to administer passport services and to provide information to the Consular Affairs Bureau of Foreign Affairs and International Trade Canada in the event that you require assistance while travelling abroad. The information provided, including the photo, is subject to routine verifications and security queries. To further strengthen Canadian passport security, your photo is stored on an alphanumeric template and incorporated into the passport as a digital image.

Passport Canada may use the services of third parties to receive passport applications submitted in person and to process the return of incomplete passport applications. In the performance of these services, personal information will be protected and used in accordance with the provisions of the *Privacy Act*.

Passport Canada may contact you to solicit feedback about passport services.

Adult SIMPLIFIED RENEWAL Passport Application for Canadians 16 years of age or over living in Canada or in the USA

INFORMATION
PROTECTED

WARNING to all applicants - 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 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 rejected.

1 <i>Personal Information</i>						
Surname (last name) (see instruction no. 1)						
Given name(s) (see instruction no. 1)						
Surname (last name) at birth (see instruction no. 1)						
Former surname (former last name) (see instruction no. 1)				Mother's maiden name (see instruction no. 1)		
Date of birth Year Month Day		Place of birth City Country Prov./Ter./State (if applicable)				
Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Marital status	Eye colour	Hair colour	Height	Weight	
Address of permanent residence Number Street Apartment P.O. Box City Prov./Ter./State Postal/Zip code						
Mailing address (if different from above) Number Street Apartment P.O. Box City Prov./Ter./State Postal/Zip code						
Daytime telephone number		Evening telephone number		Cell. number or email address (optional)		
DECLARATION – I solemnly declare that I am a Canadian citizen, that the photos enclosed are a true likeness of me and that all of the statements made in this application are true. I declare that I have read and understood the WARNING to all applicants above.						
Date Year Month Day		Signed at City Province/Territory/State				

2 <i>Previous Canadian Passport</i>	
<p>• Enclose any Canadian passport issued to you within the last SIX (6) years from the date of reception of this current application. If the previous passport was applied for by mail from the USA, the passport must have been issued on or after August 1, 2003. If you cannot submit the previous passport, you cannot use this form.</p> <p>• Would you like the passport to be returned to you? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>	

3 <i>Canadian Citizenship</i>	
To be completed if you were born outside of Canada between February 15, 1977 and April 16, 1981 inclusively.	
<p>a) Are you a naturalized Canadian? (i.e. Did you receive Canadian citizenship following immigration to Canada?) <input type="checkbox"/> Yes – Go to section 4 <input type="checkbox"/> No – Continue to question b)</p> <p>b) Was one of your parents born in Canada? <input type="checkbox"/> Yes – Go to section 4 <input type="checkbox"/> No – Continue to c)</p> <p>c) When was your current certificate of Canadian citizenship issued?</p> <p><input type="checkbox"/> After January 1, 2007 ➤ Submit the certificate with your application (no copies).</p> <p><input type="checkbox"/> Before January 1, 2007 ➤ Complete and submit form PPTC 001 "Proof of Canadian Citizenship – Additional Information" which you can obtain at www.passportcanada.gc.ca or at any Passport Canada service location, participating Canada Post office, participating Service Canada Centre in Canada or at any Canadian government office in the USA.</p>	

4 *Additional Personal Information*

A Addresses in the last **TWO (2)** years **Same as current address.**
 Addresses in the last **TWO (2)** years if different from current address. (If insufficient space, attach a separate sheet.)

1.	(Number, Street, Apartment, City, Province/Territory/State, Country)	From	Year	Month	To	Year	Month
		From	Year	Month	To	Year	Month
2.		From	Year	Month	To	Year	Month

B Occupation in the last **TWO (2)** years (If insufficient space, attach a separate sheet. If you are, for example, a homemaker or are retired, indicate this in the "Employer/school or other" column.)

In the last **TWO (2)** years, my employers were and/or I was attending educational institutions as follows:


Employer/school or other	Address	Daytime phone	Nature of employment/studies	Date (From)	Date (To)

5 *References*

Provide the following information with respect to **TWO (2)** persons who are not your relatives and have known you for at least **TWO (2)** years. They may be contacted to confirm your identity.

1. Surname (last name)		Given name(s)			
Relationship	Address (Number, Street, Apartment, City, Province/Territory/State, Country)				
Daytime phone	Evening phone	Cell. number or email address (optional)		Has known me for State number of years	
2. Surname (last name)		Given name(s)			
Relationship	Address (Number, Street, Apartment, City, Province/Territory/State, Country)				
Daytime phone	Evening phone	Cell. number or email address (optional)		Has known me for State number of years	

6 *Emergency Contact (optional)*

 We recommend that you provide the name of someone who would **not** normally travel with you. This information is helpful if you have an accident or become ill while travelling outside of Canada.


Surname (last name)		Given name(s)			
Relationship to applicant	Daytime phone	Evening phone	Cell. number		
Address Number Street Apartment City Prov./Ter./State Postal/Zip code					

7 *Declaration of Applicant*

DECLARATION – I solemnly declare that the statements made in this application are true.

Signature of applicant	Date Year Month Day	Signed at City Province/Territory/State
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8 *Fee and Credit Card Information (see "General Information and Instructions", page 1)*

 *Protection of Information (see the privacy notice statement on "HELPFUL TIPS", page 4)*