

CHILD GENERAL PASSPORT APPLICATION

for Canadians under 16 years of age applying in Canada or from the USA

INSTRUCTIONS

Aussi disponible en français

Forms are regularly updated. Applicants are encouraged to use the interactive form available online at passportcanada.gc.ca.

(A) Entitlement to a Canadian Passport

Important Notice—We recommend that you not make any 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.
- Canadian passports are issued to Canadian citizens only.
- Canadians 16 years of age or over must use form PPTC 153, *Adult General Passport Application*.

(B) Who May Apply for a Passport on Behalf of a Child?

- One of the parents
- The custodial parent in cases of separation or divorce
- The legal guardian

(C) Period of Validity for Passports Issued to Children

For a child aged: • **3 to 15 years**, the maximum period of validity is **5 years**.
 • **under 3 years**, the maximum period of validity is **3 years**.

Note: Children who have been issued a passport in their first 12 months may be issued a one-time replacement passport, free of charge, valid for the balance of the three-year validity period of the original passport. Full application requirements must be met. To ensure the photos are a current and true likeness of the child, they must be taken within one month of the date the application is submitted.

(D) Requirements Checklist

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Both pages of the application form completed and signed within the last 12 months. <input type="checkbox"/> Two (2) identical unaltered passport photos of the child. <input type="checkbox"/> Application form and one of the photos certified by your guarantor. <input type="checkbox"/> Proof of Canadian citizenship (original only). <input type="checkbox"/> Any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to the child. | <ul style="list-style-type: none"> <input type="checkbox"/> Acceptable proof of parentage. <input type="checkbox"/> All documents that refer to custody of, mobility of, or access to the child, including the divorce judgment (if applicable). <input type="checkbox"/> The fee. <p>Note: All documents submitted throughout the passport application process that are in a language other than English or French must be translated by a certified translator. Additional documents or information may be required in support of this application.</p> |
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(E) Fee

Note: Passport Canada **does not accept personal cheques or payment in cash** for applications submitted in Canada.

For a child aged – 3 to 15 years—C\$37
– under 3 years—C\$22

Accepted methods of payment (Canadian funds only)

- Debit card (in person only).
- Credit card (fill out and detach section F of this form and enclose it with your application).
- Certified cheque or money order/international money order (postal or bank) payable to the Receiver General for Canada.

Important

- Every person who requests a passport service must pay the applicable fee.
- Applicants who cancel their application or are refused a passport are not eligible for a refund of the passport service fee.
- Administrative fees and applicable interest will be applied to all dishonoured payments.
- Fees are subject to change.

(F) Credit Card Information

COMPLETE and submit with your application if you are paying by credit card.

Card type: Visa MasterCard American Express

Name as it appears on card	Card number	Date of expiry Month Year
Name of child	FOR OFFICIAL USE ONLY	
AUTHORIZATION —I authorize Passport Canada to charge C\$ <input style="width: 50px;" type="text"/> to my credit card.	Signature of cardholder	Date Year Month Day

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Applying in Person



Canadians can submit an application in Canada at:

- a Passport Canada regional office
 - a participating Canada Post office
 - a participating Service Canada Centre
- All service locations are available online at passportcanada.gc.ca.



For Canadians submitting an application from the USA:

If the child requires a passport in exceptional circumstances, contact the nearest Government of Canada office. A list of Government of Canada offices in the USA is available online at travel.gc.ca.

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Applying by Mail



Mailed-in applications are processed in Canada.

BY MAIL

Passport Canada
 Foreign Affairs and
 International Trade Canada
 Gatineau QC K1A 0G3
 CANADA

BY COURIER

Passport Canada
 22 de Varennes Street
 Gatineau QC J8T 8R1
 CANADA

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 trace your mail.**

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Contact Information

General information is available 24 hours a day, 7 days a week. Specific information is available Monday to Friday from 7:30 a.m. to 8 p.m. ET.

INFORMATION ON PASSPORTS, FEES AND PROCESSING TIMES



Website: passportcanada.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

INFORMATION ON TRAVEL REPORTS, WARNINGS AND REQUIREMENTS



Website: travel.gc.ca

- Application forms are available in large print.
- A passport application instruction booklet is available in Braille.

J*Child's Personal Information***SURNAME AND GIVEN NAME(S) TO APPEAR IN PASSPORT**

Write the child's name as you want it to appear in the passport. If you are requesting a passport in a name that is different from the name that appears on the child's documentary evidence of citizenship, **one (1)** of the following documents will be required to confirm the child's change of name:

- Legal change of name order,
- Adoption order,
- Birth certificate or citizenship certificate issued in the new name.

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

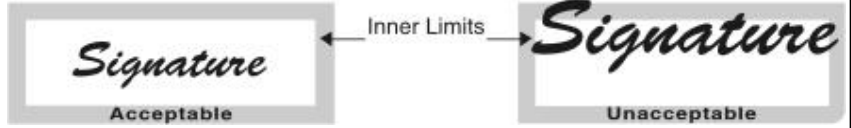
Complete if different from the surname (last name) to appear in the passport (for Passport Canada information only—will not appear in the passport).

PLACE OF BIRTH

The child's place of birth must be provided on the application form. If you do not wish the child's place of birth to appear in the passport, submit form PPTC 077, *Request for a Canadian Passport Without a Place of Birth*, available online at passportcanada.gc.ca.

SIGNATURE

Children 11 years of age or over **must** sign their usual signature. The child's signature in section 1 will appear in the passport. Therefore, the signature **must not** exceed the inner limits of the signature box.



Note: At no time should a person other than the child sign in the signature box, section 1.

K*Information on Applicant*

Both parents are requested to participate in obtaining passport services for their child and to sign the application form. The other parent may be contacted. Where a legal guardian is the applicant, the other legal guardian(s), as the case may be, is (are) also requested to participate. Proof of legal guardianship is required.

PARENTAGE LINK BETWEEN THE CHILD AND THE PARENT(S)

You must provide one of the following acceptable proofs of parentage documents demonstrating the relationship between the child and the parent(s):

- a detailed birth certificate from Canada or a foreign country where the child was born, indicating the name of the parent(s); or
- an order of adoption indicating the name of the adopting parent(s).

Exception: An application submitted on behalf of a child will be accepted without proof of parentage only if:

- a Canadian travel document was previously issued to the child in his or her name; and
- the parent(s)/legal guardian(s) who participated in the previous application is (are) the same one(s) who is (are) participating in this application.

CUSTODY, SEPARATION AND DIVORCE

Where a court order or agreement exists referring to custody of the child, only the person with custodial rights may apply. All documents that refer to custody of, mobility of, or access to the child must be provided. If a divorce has been granted, a copy of the divorce judgment or order must also be provided. Where joint custody provisions exist, either parent may apply.

RELATIONSHIP WITH OTHER PARENT

Indicate your current relationship with the other parent: single (no relationship), common law, married, separated, divorced, widowed. Indicate date of marriage to the other parent, if applicable. Additional information or documentation may be required.

CHILDREN IN FOSTER CARE OR UNDERGOING AN ADOPTION PROCESS IN CANADA

In addition to this form, you must complete either form PPTC 463A, PPTC 463B or PPTC 463C, *Additional Information for Children in Foster Care and Children Undergoing an Adoption Process in Canada*, available online at passportcanada.gc.ca. From the home page, click on *Apply or renew* then click on *Children in foster care or in the process of adoption*.

Where a legal guardian is the applicant, proof of legal guardianship must be provided.

L*Previous Canadian Travel Document*

- Enclose any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to the child. If the child's current passport is valid for more than 12 months from the date the application is submitted, provide a written explanation as to 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 travel document.

Note: If a valid Canadian travel document has been lost, stolen, damaged or is inaccessible, complete form PPTC 203, *Declaration*, available online at passportcanada.gc.ca. **A Canadian travel document, once reported lost or stolen, is no longer valid. If found, it is not to be used for travel and must be returned immediately to Passport Canada or if abroad to the nearest Government of Canada office.**

(M)

Proof of Canadian Citizenship

Provide **one (1)** of the documents indicated in section 4 of the application form (original only). It will be returned to you. Additional information may be required to confirm the child's citizenship.


CERTIFICATE OF BIRTH IN CANADA


Only official birth documents issued by the vital statistics authority of the child's province or territory of birth in Canada are accepted. This includes detailed birth certificates indicating the name of the parent(s). Certain exceptions may apply. More information is available online at passportcanada.gc.ca.


CERTIFICATE OF CANADIAN CITIZENSHIP

Commemorative documents of citizenship are **not** accepted. If the child requires a certificate of Canadian citizenship, contact:

CITIZENSHIP AND IMMIGRATION CANADA

 Website (in Canada and in the USA): cic.gc.ca

 Toll-free in Canada: 1-888-242-2100

 TTY in Canada (for persons who are Deaf or hard of hearing): 1-888-576-8502 (from 8 a.m. to 4 p.m. ET)

(N)

Declaration of Guarantor

A guarantor is a person other than the applicant who confirms the applicant's identity and has knowledge of the child.

The guarantor must:

- be a Canadian citizen 18 years of age or over;
- hold a five-year Canadian passport that is valid or has been expired for less than one year on the day you submit your application;
- have been 16 years of age or over when the application was submitted for the passport identified in section 6 of this application form;
- have known you (the applicant) personally for at least **two (2)** years*;

** To know an applicant personally means that the guarantor is able to confirm aspects of the applicant's personal attributes such as name, approximate age, place of birth, physical description and some personal history such as occupation and place of residence. A family member or person residing at the same address as you (the applicant) may be the guarantor provided that the individual meets the specified requirements.*

- provide the requested information contained in the passport issued in his or her name;
- be accessible to Passport Canada for verification;
- reside in Canada, in the USA or in any of the following countries or territories: Bermuda, American Samoa, Guam, the Marshall Islands, the Midway Islands, the Northern Mariana Islands, Puerto Rico, Saint-Pierre et Miquelon or the US Virgin Islands.
It is not necessary that the guarantor reside in the same country as the applicant.

The parent or legal guardian applying for a passport for the child, cannot sign as guarantor. However, if applicable, the other parent or legal guardian of the child may sign as guarantor.

The guarantor must perform **free of charge** the following **two (2)** tasks:

1. Complete and sign the *Declaration of Guarantor* section (ensure you have completed and signed both pages of the application before submitting it to your guarantor).
2. Write "I certify this to be a true likeness of (child's name)" on the back of **one (1)** of the child's photos, and sign it.

Passport Canada reserves the right to request an alternate guarantor.

The applicant must not assist the guarantor in performing his or her duties.

If your guarantor requires assistance, contact Passport Canada.

If you have **not known** an eligible guarantor for at least **two (2)** years, complete form PPTC 132, *Statutory Declaration in Lieu of Guarantor*, available at any Passport Canada regional office in Canada or any Government of Canada office in the USA. This form must be completed at your expense before a person authorized by law to administer an oath or solemn affirmation.

This may delay the processing time of the passport.

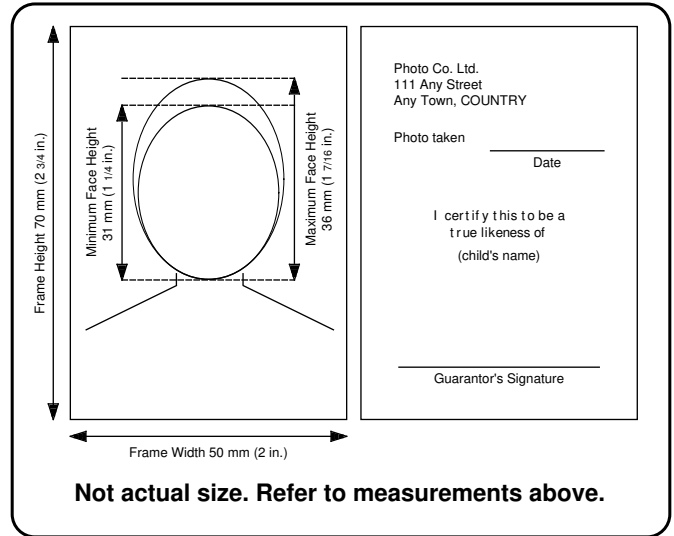


Rules for Canadian Passport Photos

You must submit **two (2) identical photos** with each passport application.

THE PHOTOS MUST

- be taken by a commercial photographer;
- be clear, sharp and in focus. Photos may be in colour or in black and white;
- have a neutral facial expression (**eyes open and clearly visible, mouth closed, no smiling**);
- have uniform lighting—no shadows, glare or flash reflections;
- be taken **straight on** with the face and shoulders centered and squared to the camera;
- be taken in front of a plain white or light-coloured background to clearly distinguish the person from the background. Photos must reflect/represent natural skin tones;
- be originals that **have not been altered in any way** or taken from an existing photo;
- reflect your current appearance (taken within the last 12 months); and
- be professionally printed on plain, high quality photographic paper (photos printed at home and photos printed on heavy weight paper are not acceptable).



THE FOLLOWING MUST APPEAR ON THE BACK OF ONE PHOTO

- The **name and address of the photo studio and the date the photo was taken**. The photographer may use a stamp or handwrite this information (stick-on labels are not acceptable).
- The **guarantor's** signature.

EXTRA DETAILS

- **Glasses**, including tinted prescription glasses, may be worn in photos as long as the eyes are clearly visible and there is no glare in the glasses. Sunglasses and the red-eye effect are unacceptable.
- **Hats and head coverings** must not be worn, unless worn for religious beliefs or medical reasons. However, the head covering must not cast shadows on the face and the full face must be clearly visible.

CHILD PHOTOS

- The above rules apply equally to photos of children;
- The photo must show the child's head and shoulders only. The hands of the parent or child must not appear in the photo.
- Passport Canada recognizes that it is difficult to obtain a neutral expression from a newborn and will be tolerant in this respect.
- If applying for a one-time replacement passport for a child, you must include a photo that was taken within one month of the date the application is submitted.



Protection of Information



All personal information provided on this application form is protected and used in accordance with the provisions of the *Privacy Act* (Personal Information Bank No. DFAIT PPU 030). Personal information is collected by Passport Canada under the *Canadian Passport Order*, to determine the current and ongoing entitlement of the child to a Canadian passport, to administer passport services and to provide information to the Consular Operations Bureau of Foreign Affairs and International Trade Canada in the event that the child requires assistance while travelling abroad. The guarantor's information is also checked to determine whether the person meets the requirements to act as a guarantor. All information provided, including information regarding the parents, is subject to routine verifications and security queries including validation of Canadian citizenship with Citizenship and Immigration Canada.

To strengthen the security of the Canadian passport, Passport Canada uses facial recognition technology to convert the child's photo into a biometric template for comparison with the Passport Canada database of photos. The photo is then incorporated into the passport as a digital image. Biometric templates are retained for a maximum of 12 years.

Passport Canada uses the services of third parties to receive passport applications submitted in person. All parties ensure that all personal information is protected and used in accordance with the provisions of the *Privacy Act*.

Passport Canada may contact the applicant or passport holder to solicit feedback about passport services.

IMPORTANT INFORMATION CONCERNING CHILDREN TRAVELLING ABROAD

For more information, visit international.gc.ca and travel.gc.ca/child.

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Travelling with Children or Children Travelling Alone



Immigration authorities in most countries are becoming increasingly vigilant when children cross international borders. Whether travelling alone or accompanied by an adult, each child travelling abroad must have an individual valid passport and may also require supporting documentation. Prior to any travel, you should contact the embassy or consulate of all countries the child will be visiting to inquire about entry requirements.

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Documentation to Facilitate Travel Abroad



The following documents may be required to support the entry of a child to another country:

- Birth certificate showing the names of both parents.
- Documents pertaining to custody.
- If the child is travelling with one parent, a letter signed and dated from the other parent authorizing travel (letter may have to be notarized).
- If the child is travelling with someone other than the parent, a letter signed and dated from both parents authorizing travel with that person (letter may have to be notarized).
- If the child is travelling alone, a letter signed and dated from both parents authorizing travel (letter may have to be notarized).
- If one of the parents is deceased, the death certificate.

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Documentation and Tips to Facilitate the Return to Canada



The following tips may help to avoid delays when a child is returning to Canada:

- Make sure you carry proper identification for yourself and any children travelling with you to assist in confirming your legal right or authorization to enter Canada upon your return.
- If you have custody of the child, carry copies of documents specifying custody rights to the child.
- If you are not the legal guardian of the child, carry a letter of permission or authorization for you to have custody when entering Canada. When a parent is travelling alone with a child, a letter from the other parent can also facilitate the return of both the parent and the child. The letter should also contain telephone numbers where the parent or legal guardian can be contacted.
- If you are travelling with a group, ensure you are in the same vehicle as the child you are accompanying when arriving at a border crossing.
- Have the child memorize a telephone number to call in an emergency.

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Custody Information

- Custody arrangements in Canada may not be recognized in another country. In extreme cases, the child may not be able to leave the country visited. It is recommended that, before leaving on a trip, you check with the embassy or consulate of the country or countries the child will be visiting to determine the documentation that may be required relating to custody of the child.

For further information, contact:



Foreign Affairs and International Trade Canada:

In Canada 1-800-267-6788
Outside Canada 613-944-6788

- If a custody dispute could possibly arise while travelling with the child, you should talk to a lawyer prior to your departure. We suggest you also read the publication *International Child Abductions: A Manual for Parents*.

You may order a copy online or access an online version:



Website travel.gc.ca

For a free copy, call:



In Canada 1-800-267-8376
Outside Canada 613-944-4000

CHILD GENERAL PASSPORT APPLICATION

INFORMATION
PROTECTED

for Canadians under 16 years of age applying in Canada or from the USA

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



Date of travel

Month Day

 Unknown

① Child's Personal Information (see Instructions, section J)				
Surname (last name)				
Given name(s)				
Surname (last name) at birth/former surname (former last name)				
Date of birth Year Month Day		Place of birth City Country Prov./Terr./State (if applicable)		
Sex <input type="radio"/> Female <input type="radio"/> Male	Eye colour	Current hair colour	Height (cm/in)	Weight (kg/lbs)
Current home address Number Street Apartment City Province/Territory/State Postal/ZIP code				
Mailing address (if different from above) Number Street Apartment City Province/Territory/State Postal/ZIP code				
Children 11 years of age or over must sign in the signature box. Note: At no time should a person other than the child sign in the signature box.				
Date Year Month Day		Signed at City Province/Territory/State		
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="text-align: center; margin: 0;">Void if signature touches border</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p style="text-align: center; margin: 0;">Signature of child (see Instructions, section J)</p> </div>				

② Information on Applicant (see Instructions, section K)			
<ul style="list-style-type: none"> Is the child currently the subject of an adoption process or partially or fully in the care of a provincial/territorial family services organization in Canada? <input type="radio"/> No <input type="radio"/> Yes Are there any separation agreements, court orders or legal proceedings pertaining to custody of, mobility of, or access to the child? <input type="radio"/> No <input type="radio"/> Yes 		<input type="checkbox"/> If yes, include all documents	
Applicant (parent or legal guardian)		Other parent or legal guardian	
Surname (last name) at your birth		Surname (last name) at your birth	
Given name(s)		Given name(s)	
Date of birth Year Month Day		Date of birth Year Month Day	
Country of birth		Country of birth	
Relationship with other parent	Date of marriage (if applicable) Year Month Day	Relationship with parent applying	Date of marriage (if applicable) Year Month Day
Address (Number, Street, Apartment, City, Province/Territory/State, Postal/ZIP code)		Address (Number, Street, Apartment, City, Province/Territory/State, Postal/ZIP code)	
Daytime telephone number	Evening telephone number	Daytime telephone number	Evening telephone number
Cell number (optional)		Cell number (optional)	
DECLARATION —I solemnly declare that the child named above is a Canadian citizen, that I am the parent or 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.		DECLARATION —I solemnly declare that the child named above is a Canadian citizen, that I am the parent or 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.	
Signature of applicant (also sign section 5) _____ Date _____ Signed at _____		Signature of other parent or legal guardian _____ Date _____ Signed at _____	

3**Previous Canadian Travel Document (see Instructions, section L)**

• Has a Canadian travel document (passport, certificate of identity or refugee travel document) been issued to the child and is it still valid?

No Yes (specify) Number

Date of issue
Year | Month | Day

Place of issue

If yes, include it with your application.

• Would you like the previous passport returned to you? If not, it will be securely destroyed by Passport Canada to protect the child's personal information. **Yes, please return the passport to me.**

Note: If a valid Canadian travel document has been lost, stolen, damaged or is inaccessible, complete form PPTC 203, *Declaration*, available online at passportcanada.gc.ca. **A Canadian travel document, once reported lost or stolen, is no longer valid.**

4**Proof of Canadian Citizenship (see Instructions, section M)**

A To be completed if the child was **born in Canada**. Provide **one (1)** of the documents listed below (**original only**):

Birth certificate in Canada



Registration number

Date of issue

Certificate of Canadian citizenship



Certificate number

Date of issue/Effective date of citizenship

B To be completed if the child was **born outside of Canada**. Provide the following document (**original only**):

Certificate of Canadian citizenship



Certificate number

Date of issue/Effective date of citizenship

5**Declaration of Applicant**

Surname (last name) of applicant

Given name(s) of applicant

Relationship to child

Surname (last name) of child

Given name(s) of child

DECLARATION—I solemnly declare that the child named herein is a Canadian citizen, that the photos enclosed are a true likeness of the child 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** on page 7.

Signature of applicant

Date

Year | Month | Day

Signed at

City

Province/Territory/State

6**Declaration of Guarantor (see Instructions, section N)**

The guarantor must know the applicant identified in section 5.

Note: Section to be completed by the guarantor only if the applicant has completed and signed both pages of this application form.

Surname (last name)

Given name(s)

Date of birth

Year | Month | Day

Canadian passport number

Date of issue

Year | Month | Day

Date of expiry

Year | Month | Day

Surname (last name) in passport, if different

Daytime telephone number

Evening telephone number

Current home address

Number Street

Apartment City

Province/Territory/State Postal/ZIP code

Full name of applicant

Full name of child

I have known the applicant parent or guardian for

Number of years

DECLARATION—I solemnly declare that I have known the applicant identified above personally for at least **two (2)** years and have knowledge of the child. 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** on page 7.

Signature of guarantor

Date

Year | Month | Day

Signed at

City

Province/Territory/State

7**Emergency Contact Information (optional)**

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

Surname (last name)

Given name(s)

Relationship to the child

Daytime telephone number

Evening telephone number

Cell number

Current home address

Number Street

Apartment City

Province/Territory/State Postal/ZIP code