

CHILD GENERAL PASSPORT APPLICATION

for Canadians under 16 years of age (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.

Entitlement to a Canadian 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.
- If applying for an individual passport for a child under 16 years of age, use this application form (PPTC 155) to apply.

Who May Apply for a Passport on Behalf of a Child?

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

Requirements Checklist

- ☐ **BOTH** pages of the application form completed and signed within the last 12 months.
- ☐ **TWO (2)** identical passport photos of the child (see "Photo Specifications").
- ☐ Application form and one of the photos certified by your guarantor.
- ☐ Proof of Canadian citizenship (no copies or certified copies).
- ☐ Any valid Canadian passport or travel document issued to the child.
- ☐ All documents that refer to custody or mobility of, or access to, the child.
- ☐ The fee.

Additional documents or information may be requested in support of this application.

Applying in Person



For Canadians living in Canada:

- At a Passport Canada service location
- At a participating Canada Post office
- At a participating Service Canada Centre

Our service locations are listed on page 2 of this application and on our website at www.passportcanada.gc.ca.



For Canadians living in the USA:

If the child requires a passport in exceptional circumstances, contact the nearest Canadian government office. Canadian government offices in the USA are listed on page 2 of this application and on our website at www.passportcanada.gc.ca.

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).




Fees

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

Note – These fees are subject to change.
– Only **Canadian funds** are accepted.

Important – Every person who requests a passport service must pay the applicable fee. This fee is non-refundable.

Preferred method of payment

- Debit (Interac) (*In person only*), or
- Credit card    (*Complete section on application form.*)

Other acceptable methods of payment

- Certified cheque or money order/international money order (postal or bank) payable in Canadian funds to the Receiver General for Canada

Administrative fees and any applicable interest will be applied to all dishonoured payments.

Processing Times


For information on current processing times, visit our website at www.passportcanada.gc.ca or contact us by phone (see "Contact Us", page 2).





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 AND FEES

 Website: www.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): 1-866-255-7655 (7:30 a.m. to 8:00 p.m. ET)

INFORMATION ON TRAVEL CONDITIONS AND REQUIREMENTS

 Website: www.voyage.gc.ca

- 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 Alloyd 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

Child's Personal Information

NAME TO APPEAR IN PASSPORT

Write the child's name as you want it to appear in the passport. If this name is different from the name on the child's documentary evidence of citizenship, the child's legal change of name document (original document from issuing authority) may be required. Additional documents may be requested to verify the child's identity.

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

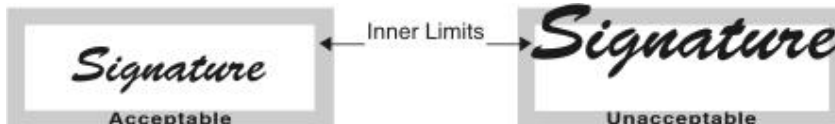
Complete only if different from the surname (last name) to appear in the passport (for Passport Canada information only; will not appear in the passport).

PLACE OF BIRTH

The place of birth must be provided on the application form. If you do not wish the place of birth to appear in the passport, submit a written request. Be sure to contact the consulate or embassy of every country you plan to visit to ensure that the child will be admitted if the passport does not include the place of birth.

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.



2

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. To avoid possible delays, we strongly recommend that you provide a long-form birth certificate showing information on both parents. Where a legal guardian is the applicant, the other legal guardian as the case may be is also requested to participate.

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 or mobility of, or access to, the child must be provided. If a divorce has been granted, a copy of the divorce judgement 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, common law, married, separated, divorced, widowed. Indicate date of marriage to the other parent, if applicable. Additional information or documentation may be requested.

For further information, contact Passport Canada.

3

Previous Canadian Passport

- Enclose any valid Canadian passport or travel document issued to the child. If the child's current passport expires more than 12 months from the date of submission of the 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.
- If the valid passport has been lost, stolen, damaged, destroyed or is inaccessible, complete a "Statutory Declaration" form PPTC 203, available from any Passport Canada service location in Canada, any Canadian government office in the USA or at www.passportcanada.gc.ca. A Canadian passport, once reported lost or stolen, is no longer valid and is not to be used for any travel.

4

Proof of Canadian Citizenship

Provide **ONE (1)** of the documents listed in section 4 of the application form (copies or certified copies are not accepted). It will be returned to you. Additional information may be requested to confirm the child's citizenship.

CERTIFICATE OF BIRTH IN CANADA

A birth certificate may be obtained from the Vital Statistics authorities of the child's province or territory of birth. To avoid possible delays, we strongly recommend that you provide a long-form birth certificate showing information on both parents.

If the child was born in Quebec

Only birth certificates issued on or after January 1, 1994, by the *Directeur de l'état civil* in the province of Quebec are accepted.

CERTIFICATE OF CANADIAN CITIZENSHIP

Large commemorative documents of citizenship issued after February 14, 1977, are **not** accepted. If the child requires a certificate of Canadian citizenship, contact:

- | | |
|---|--|
| <ul style="list-style-type: none"> • In Canada, the office of the Registrar of Canadian Citizenship: – Toll-free 1-888-242-2100 – TTY (for persons who are deaf or hard of hearing) 1-888-576-8502 (from 7:00 a.m. to 5:00 p.m. ET) – Website www.cic.gc.ca | <ul style="list-style-type: none"> • In the USA: – The nearest Canadian government office. – Citizenship and Immigration Canada www.cic.gc.ca |
|---|--|

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

Your guarantor:

- **must** be a Canadian citizen 18 years of age or older;
- **must** hold a five-year Canadian passport that is valid or has been expired for no more than one year on the day you submit your application;
- **must** have been 16 years of age or older when he or she applied for the passport identified in section 2 of this application form;
- **must** 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.*
- **must** provide the requested information contained in his or her passport;
- **must** be accessible to Passport Canada for verification.

A family member or person residing at the same address as you (the applicant) may be your guarantor, provided that he or she meets the specified requirements. If you are the parent or legal guardian applying for a passport for the child, you cannot sign as guarantor. However, if applicable, the other parent or legal guardian of the child may sign.

Your 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 the form 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.

Passport Canada reserves the right to request an alternate guarantor.

If you have **not known** an eligible guarantor for at least **TWO (2)** years, complete a "Statutory Declaration in Lieu of Guarantor" form PPTC 132, available from any Passport Canada service location in Canada or any Canadian government 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.**

Photo Specifications

Your passport application will be rejected if the photo of the child do not meet the following specifications:

IMAGE INFORMATION

- Only the head and shoulders of young children must appear on the photo (e.g. no hands holding the child).
- 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 have been taken within the last 12 months **or** if applying for a one-time replacement passport, taken within the last month.

QUANTITY AND FORMAT

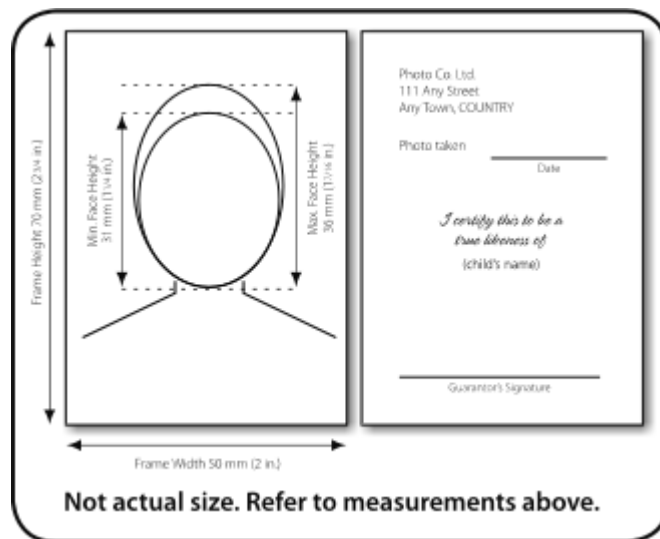
- **TWO (2)** identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

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 AND GUARANTOR

- 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 photo (see illustration).
- The guarantor must clearly write on the back of **ONE (1)** photo: "I certify this to be a true likeness of (*child's name*)".



IMPORTANT INFORMATION CONCERNING CHILDREN TRAVELLING ABROAD

Travelling with Children or Children Travelling Alone



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

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.

Documentation and Tips to Facilitate the Return to Canada



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

- Always carry proper identification for yourself and the child – passport, birth certificate, citizenship card, Record of Landing (IMM 1000), permanent resident card or Indian Status Card.
- If you have custody of the child, carry copies of documents specifying custody rights with you.
- 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 as part of a caravan, ensure you are in the same vehicle as the child you are accompanying when arriving at a border crossing.
- Have the child memorize your home and/or office telephone number and teach him or her to call you in an emergency.

Custody Information

1. 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 what documentation may be required relating to the custody of the child. For further information, contact:



Foreign Affairs and International Trade Canada:

In Canada 1-800-387-3124

Outside Canada 613-943-1055

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

For a free copy, call:



In Canada 1-800-267-8376

Outside Canada 613-944-4000

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



Website

www.international.gc.ca

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 the current and ongoing entitlement of the child 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 the child requires assistance while travelling abroad. The information provided, including the child's photo, is subject to routine verifications and security queries. To further strengthen Canadian passport security, the 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 the applicant to solicit feedback about passport services.



CHILD GENERAL PASSPORT APPLICATION

INFORMATION
PROTECTED

for Canadians under 16 years of age (in Canada or in 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 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		Child's Personal Information	
Surname (last name)			
Given name(s) (see instruction no. 1)			
Surname (last name) at birth/former surname (former last name) (see instruction no. 1)		 Date of Travel <input type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Unknown	
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	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			
Children 11 years of age or over must sign in the signature block.		<div>Void if signature touches border</div> <div>Signature of child (see instruction no. 1)</div>	
Date Year Month Day	Signed at City Province/Territory/State		

2		Information on Applicant	
Is the child the subject of an adoption process?		<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, include all documents (see instruction no. 2)
Are there any separation agreements, court orders or legal proceedings pertaining to custody or mobility of, or access to the child?		<input type="checkbox"/> No <input type="checkbox"/> Yes	
Applicant (parent or legal guardian)		Other parent or legal guardian	
Surname (last name) at birth		Surname (last name) at birth	
Given name(s)		Given name(s)	
Date of birth Year Month Day	Country	Date of birth Year Month Day	Country
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 phone	Evening phone	Cell. number (optional)	
Daytime phone		Evening phone	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 above.		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 above.	
Signature of applicant (also sign section 4)		Signature of other parent or legal guardian	
Date		Date	
Signed at		Signed at	

Aussi disponible en français

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Passport
CanadaPasseport
Canada

Canada

3

Previous Canadian Passport

Enclose any valid Canadian passport or travel document issued to the child. If the passport has been lost, stolen, damaged, destroyed or is inaccessible, you must include with this application form a completed "Statutory Declaration" form PPTC 203, available from any Passport Canada service location in Canada, any Canadian government office in the USA or at www.passportcanada.gc.ca.

4

Proof of Canadian Citizenship

A To be completed if the child was **born in Canada**. Provide **ONE (1)** of the two documents listed below (**no copies**):

☐ Birth certificate in Canada

Registration number

Date of issue

☐ Certificate of Canadian citizenship

Certificate number

Date of issue

B To be completed if the child was **born outside of Canada**. Provide the following document (**no copies**):

☐ Certificate of Canadian citizenship

Certificate number

Date of issue

Declaration of Applicant

Surname (last name) of applicant (see General Information and Instructions, page 1 "Who May Apply for a Passport on Behalf of a Child?")

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 1.

Date

Year

Month

Day

Signed at

City

Province/Territory/State

Void if signature touches border

Signature of applicant (see instruction no. 1)

5

Declaration of Guarantor (to be completed by the guarantor only if the applicant has completed and signed 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

()

Address of permanent residence

Number Street

Apartment City

Province/Territory/State

Postal/Zip code

DECLARATION – I solemnly declare that I have known the applicant identified above personally for at least **TWO (2)** years. I have certified on the back of **ONE (1)** photo 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 1.

I have known the applicant for

Number of years

Signature of guarantor

Name of applicant

Name of child

Date

Year

Month

Day

Signed at

City

Province/Territory/State

6

Credit Card Information

COMPLETE ONLY if you are not appearing in person and you wish to pay by credit card.

☐


Name appearing on card

☐


Card number

☐
Date of expiry
Month Year

FOR OFFICIAL

USE ONLY

Authorization number

AUTHORIZATION – I authorize Passport Canada to charge C\$ to my credit card.

Signature of cardholder

Date

Year

Month

Day