

# ADULT PASSPORT APPLICATION

for Canadians 16 years of age or over  
(in Canada)

## GENERAL INFORMATION AND INSTRUCTIONS

Aussi disponible en français

### Entitlement to a Canadian Passport

- Issued to Canadian citizens only, Canadian passports reflect the identity of the applicant as determined by documentary evidence of citizenship and supplementary documentation.
- Persons 16 years of age or over must use this form (PPT 044) to apply.
- Children under 16 years of age must have an individual passport (use form PPT 046 "Child Passport Application").

### Applying in Person

**DO NOT** mail or use courier services to send your application form to a local passport office.

For a list of passport offices where you can apply in person, see "Passport Office Locations."

Our goal is to have the passport ready in **10 working days**.

### Requirements

#### CHECKLIST

- All **THREE** pages of the application form completed and signed.
- TWO** identical passport photos taken within the last 12 months.
- Application form and one of the photos certified by my guarantor.
- Original proof of Canadian citizenship (no copies or notarized copies).
- Documents to support identity.
- Any Canadian passport or travel document issued to me within the last **FIVE** years.
- The fee.

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

Failure to provide all information will delay issuance of the passport.

### Applying by Mail

#### BY MAIL

Passport Office  
Foreign Affairs Canada  
Gatineau Canada K1A 0G3

#### BY COURIER

Passport Office  
Le 70 Crémazie  
70 Crémazie Street  
Gatineau QC J8Y 3P2

Our goal is to have the passport in the mail **20 working days** after receiving your application.

### Fee

**\$87 - includes the passport fee (\$62) and consular service fee (\$25).**

#### By Mail or Courier

- Credit card -     
(complete section on application form)
- Certified cheque or money order (postal or bank) payable to the Receiver General for Canada

#### In Person

- Cash
- Debit (Interac)
- Credit card -   
- Certified cheque or money order (postal or bank) payable to the Receiver General for Canada

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

### Protection of Information

Personal information provided on your 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 and to provide information to the Consular Affairs Bureau of Foreign Affairs Canada in the event that you require assistance while travelling abroad. The information provided, including the photograph, is subject to routine verifications and security queries. To further strengthen Canadian passport security, your photograph is stored on an alphanumeric template and incorporated into the passport as a digital image.



### Additional Information

General information is available 24 hours a day, 365 days a year. Specific information is available during regular office hours. Application forms are available in Braille, on diskette or in large print for persons with a visual impairment.

#### INFORMATION ON PASSPORTS AND FEES

Web site: [www.ppt.gc.ca](http://www.ppt.gc.ca)

Toll-free: 1 800 567-6868

TTY (For persons who are deaf or hard of hearing)

Toll-free: 1 866 255-7655

#### INFORMATION ON TRAVEL CONDITIONS AND REQUIREMENTS

Web site: [www.voyage.gc.ca](http://www.voyage.gc.ca)

Consular Affairs Bureau (Foreign Affairs Canada)  
Toll-free: 1 800 267-6788  
Ottawa-Gatineau and area: (613) 944-6788

### Passport Office Locations

**DO NOT** mail or use courier services to send your application form to a local passport office.

All offices are wheelchair accessible.

\* Indicates offices that provide service in both official languages.

#### ALBERTA

\* **Calgary**  
Harry Hays Building  
Suite 254  
220-4th Avenue South East  
**Calgary (South)**  
14331 Macleod Trail South West

\* **Edmonton**  
Canada Place Building  
Suite 126  
9700 Jasper Avenue

#### BRITISH COLUMBIA

**Richmond**  
Suite 135  
8011 Saba Road  
**Surrey**  
Suite 900  
13401-108th Avenue

\* **Vancouver**  
Sinclair Centre  
Suite 200  
757 Hastings Street West

\* **Victoria**  
Scotiabank Building  
5th Floor  
747 Fort Street

#### MANITOBA

\* **Winnipeg**  
Suite 400  
433 Main Street  
(Corner Main & Bannatyne)

#### NEW BRUNSWICK

\* **Fredericton**  
Frederick Square  
Suite 430  
77 Westmorland Street

#### NEWFOUNDLAND AND

#### LABRADOR

**St. John's**  
TD Place  
Suite 802  
140 Water Street

#### NOVA SCOTIA

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

#### ONTARIO

**Brampton**  
40 Gillingham Drive

\* **Hamilton**  
Standard Life Building  
Suite 330  
120 King Street West

\* **Kitchener**  
The Galleria  
Suite 630  
101 Frederick Street

\* **London**  
Suite 201, 2nd Floor  
400 York Street  
**Mississauga**  
Central Parkway Mall  
Suite 116, 2nd Floor  
377 Burnhamthorpe Road East

\* **North York**  
Joseph Shepard Building  
Suite 380, 3rd Floor  
4900 Yonge Street

\* **Ottawa**  
C.D. Howe Building  
Level C, East Tower  
240 Sparks Street

**Scarborough**  
Suite 210, 2nd Floor  
200 Town Centre Court

\* **St. Catharines**  
Landmark Building  
Suite 600  
43 Church Street

\* **Thunder Bay**  
2nd Floor  
979 Alloy Drive

**Toronto**  
Suite 300  
74 Victoria Street

**Whitby**  
Whitby Mall  
1615 Dundas Street East

\* **Windsor**  
CIBC Building  
Suite 503  
100 Ouellette Avenue

#### QUEBEC

\* **Gatineau**  
Place du Centre  
Commercial Level 2  
200 Promenade du Portage

\* **Laval**  
Suite 500, 5th Floor  
3 Place Laval  
(Corner Saint-Martin & des Laurentides)

\* **Montréal**  
Complexe Guy-Favreau  
Suite 803, West Tower  
200 René-Lévesque Boulevard West

\* **Pointe-Claire**  
Fairview Pointe-Claire Shopping Centre  
6815 Trans-Canada Highway

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

\* **Saguenay**  
Immeuble Saint-Michel  
Suite 408  
3885 Harvey Boulevard

\* **Saint-Laurent**  
Suite 112  
3300 chemin Côte Vertu

#### SASKATCHEWAN

\* **Regina**  
Suite 500  
1870 Albert Street

\* **Saskatoon**  
Federal Building  
Suite 405  
101-22nd Street East

## INSTRUCTIONS

### Personal Information

#### NAME TO APPEAR IN PASSPORT

Write the name you want to appear in the passport. If this name is different from the name on your documentary evidence of citizenship, the original of the documentation listed below may be required:

- Marriage certificate
- Legal change of name (original document from issuing authority).

Additional documentation will be required to verify your identity as well as the name to appear in the passport (*see instruction No. 5 "Documents to Support Identity"*).

#### SURNAME AT BIRTH/FORMER SURNAME

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

#### ADDING A SPOUSAL SURNAME TO A VALID PASSPORT

Your spouse's surname may be added to a valid passport provided the passport was issued in your surname at birth and the marriage occurred after the issuance of the passport. A marriage certificate or additional documentation will be required.

The fee for this service is \$12.

#### PLACE OF BIRTH

Your 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 you will be admitted if the passport does not include your place of birth.

#### SIGNATURE

You **MUST** sign your usual signature on all **THREE** pages. Your signature **MUST NOT** exceed the inner limits of the signature box.

*Signature*

Acceptable

← Inner Limits → *Signature*

Unacceptable

### Declaration of Guarantor

A guarantor is a person who confirms your identity. Your guarantor must perform **free of charge** the following **THREE** tasks:

1. Certify the information on your application form by completing and signing the "Declaration of Guarantor" section;
2. Write on the back of **ONE** of your photos, "I certify this to be a true likeness of (*your name*)" and sign;
3. If applicable, sign and date a photocopy of your supplementary documentation (*see instruction No. 5 "Documents to Support Identity"*).

#### Your guarantor must:

- be a Canadian citizen residing in Canada and must be accessible to the Passport Office for verification;
- have known you personally for at least **TWO** years and well enough to be confident that the statements you have made in your application form are true;
- sign the "Declaration of Guarantor" section on your application form;
- sign the statement on the back of **ONE** of your photos; and
- be included in **ONE** of the following groups:
  - dentist, medical doctor or chiropractor
  - judge, magistrate, police officer (municipal, provincial or RCMP)
  - lawyer (member of a provincial bar association), notary in Quebec
  - mayor
  - minister of religion authorized under provincial law to perform marriages
  - notary public
  - optometrist
  - pharmacist
  - postmaster
  - principal of primary or secondary school
  - professional accountant (member of APA, CA, CGA, CMA, PA or RPA)
  - professional engineer (P. Eng., Eng. in Quebec)
  - senior administrator in a community college (includes CEGEPs)
  - senior administrator or teacher in a university
  - veterinarian.

The list above is not a recognition or endorsement by the Passport Office of professional status or superior qualifications.

If you have **not known** an eligible guarantor for at least **TWO** years, complete a "Declaration in Lieu of Guarantor" form PPT 132, available from any passport office. 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.**

### Previous Canadian Passport

- Enclose any Canadian passport or travel document issued to you within the last **FIVE** years.
- A person's name may appear in only **ONE** valid Canadian passport, Certificate of Identity or Travel Document.
- Passports are valid for a maximum of **FIVE** years from the date of issue. If, under exceptional circumstances, a limited validity passport was issued to you within the last **FIVE** years, it may be extended. The fee for this service is \$12.
- If the valid passport has been lost, stolen, damaged, destroyed or is inaccessible, complete "Statutory Declaration" form PPT 203, available from any passport office.

## Proof of Canadian Citizenship

Provide **ONE** of the documents listed in section 4 of the application form (copies or notarized copies are not accepted). It will be returned to you with the passport. Additional information may be requested to confirm your citizenship. If you are a woman who, before 1947, married a man who was not a British subject, contact the Passport Office.

### CERTIFICATE OF BIRTH IN CANADA

You may obtain a birth certificate from the Vital Statistics authorities of your province or territory of birth.

#### If you were born in Quebec

Only birth certificates issued on or after January 1, 1994, by *Le 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 you require a Certificate of Canadian Citizenship, contact 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 to 17:00)  
Web site: www.cic.gc.ca

## Documents to Support Identity

At least **ONE** document to support your identity and the name to appear in the passport must be submitted with your application form. Further documentation may be required.

Supplementary documentation must be issued by a federal, provincial or municipal authority and include the bearer's name and signature. For example:

- Provincial driver's licence
- Certificate of Indian Status
- Other federal identification card
- Provincial health care card
- Firearms Licence - Possession - Acquisition
- Federal, provincial or municipal employee identification card
- Other provincial identification card
- Old Age Security card

You may submit original documents. They will be returned to you. If you are submitting photocopies, your guarantor must sign and date the photocopies to indicate the originals have been seen.

If you are submitting photocopies but are using form PPT 132, "Statutory Declaration in Lieu of Guarantor", the same official who signs the "Declaration" must also sign and date the photocopies of your identification to indicate the originals have been seen. If you have no documents to support your identity, call the Passport Office.

## Photo Specifications

### IMAGE INFORMATION

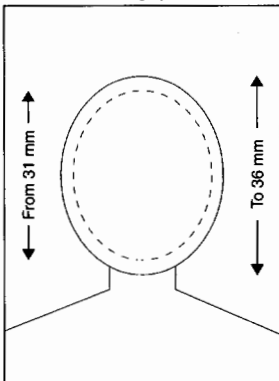
- Eyes must be open and clearly visible. Glasses, including tinted ones with prescription, may be worn as long as the eyes are clearly visible. Sunglasses are unacceptable.
- Facial expression must be neutral (not frowning or smiling) with the mouth closed.
- Photos must show a full front view of the face with both edges of the face showing clearly. The face and shoulders must be centred in the photo and squared to the camera.
- Photos must reflect/represent natural skin tones.
- The length from chin to crown of head (natural top of head) must be 31 mm to 36 mm.
- The image must be clear, sharp and in focus.
- 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 be taken against a plain, uniform, white or light-coloured background.
- 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 identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

### SIZE AND PAPER

- The maximum photo size must be 50 mm wide x 70 mm long.
  - Heavy weight paper is unacceptable.
  - Photos must be printed on 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).
  - One photo must be signed by a guarantor as a true likeness of the applicant.

Front	Back - Photographer's Information and Sample of Guarantor's Declaration
	Photo Co. Ltd. 110 Any Street Any Town, COUNTRY  Photo taken _____ Date _____  <i>I certify this to be a true likeness of</i> (applicant's name)  _____ Guarantor's Signature

(Not Actual Size)

# ADULT



You may obtain a passport application form  
on-line at [www.ppt.gc.ca](http://www.ppt.gc.ca)

## Helpful Tips for Completing Your Passport Application

For quick and easy processing of your passport application, pay special attention to the following 14 areas:

- 1. To use your married name**  
If you want the passport in your married name, you must complete the requested information about your marriage.  
*See the application form; section 1; line 4.*
- 2. Complete and sign all three pages**  
You must sign with your usual signature in the three signature blocks provided (one signature per page).
- 3. Sign in the white box**  
Your signature must not touch the blue border.
- 4. Choose an eligible guarantor**  
Your guarantor must be from an approved occupational group as listed in General Information; instruction #2. Retired guarantors are not eligible unless still registered in their professional association listing of active members.
- 5. Complete your application before your guarantor signs it. The guarantor must sign the declaration on the form and must sign one of the photos.**  
The guarantor must confirm all the information on the form. Make sure your guarantor signs the declaration on the form and writes your name on the back of one of the photos and signs it. If submitting through the mail, ensure your guarantor has signed the copies of your supporting identification.
- 6. Submit any valid passport**  
If your passport is still valid when you apply, you must submit it. Any travel document issued in the last five years must be submitted. If your passport has expired, you do not need to submit it.
- 7. Proof of citizenship (original document)**  
Your original birth certificate or citizenship certificate/card (*not a copy*) must be submitted. Commemorative certificates are not acceptable.
- 8. Complete citizenship information**  
All applicants must complete the question:  
*"Did you acquire citizenship of another country...?"*  
*See the application form; section 4; last block.*
- 9. Provide supporting identification (ID)**  
Provide a government-issued ID with your name and signature. If you are submitting a copy (*both sides*), it must be certified by your guarantor.
- 10. Photos**  
The finished photos must have a white or light coloured background, free of shadows on the face and background. You must have a neutral expression.
- 11. Fees**  
Submit the correct fee. Use a certified cheque, money order or fill out your credit card information. If applying in person, cash or debit (Interac) is also accepted.
- 12. Additional personal information**  
Indicate your mother's surname when she was born (mother's maiden name).  
*See the application form, last page, first block.*
- 13. References**  
Your guarantor should not be used as a reference. Relatives should not be used as references. A friend or co-worker is best.
- 14. Children's application**  
If applying for a child under 16 years of age, you must use the child passport application form and ensure that all legal documents regarding custody are submitted.



# ADULT

**WARNING to all applicants and guarantors - Any false statement, misrepresentation or concealment of any material fact on this form or any document presented in support of this application may lead to refusal or revocation of a passport and be grounds for criminal prosecution.**

Print in block letters using black or dark blue ink.

## Personal Information

### Date of Travel

<input type="checkbox"/>	Month	Day
<input type="checkbox"/>	Unknown	

Surname

Given Name(s) (See instruction No. 1)

Surname at Birth (See instruction No. 1)

Former Surname (See instruction No. 1)

If passport requested in spousal surname, enter

Year of Marriage

Surname of Spouse (See instruction No. 1)

Date of Birth

Year Month Day

Place of Birth

City

Province/Territory (If applicable)

Country

Sex  Female  
 Male

Marital Status

Eye Colour

Hair Colour

Height

Weight

Permanent Address

Number Street

Apartment

City

Province/Territory

Postal Code

Mailing Address (If different from above)

Number Street

Apartment

City

Province/Territory

Postal Code

Home Telephone Number

( )

Business Telephone Number/Extension

( )

Fax Number or E-Mail 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.

Date

Year Month Day

Signed at

City

Province/Territory

## Declaration of Guarantor

Surname

Given Name

Occupation (See instruction No. 2)

Name of Firm/Organization

Business Telephone Number/Extension

( )

Home Telephone Number

( )

Fax Number (Optional)

( )

Business Address

Number Street

City

Province/Territory

Postal Code

**DECLARATION** - I solemnly declare that I am a Canadian citizen and, to the best of my knowledge and belief, all of the statements made in this application are true. I have known the applicant personally for at least TWO years and have certified, on the back of one photo, that the image is a true likeness of the applicant. If applicable, I have also certified on the photocopy of the supplementary documentation that, to the best of my knowledge, the photocopy is a true likeness of the original.

Knowledge of applicant

Number of years

Date

Year Month Day

Signed at

City

Province/Territory

COMPLETE NEXT PAGE

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Passport Office Bureau des passeports

An Agency of Foreign Affairs Canada

Un organisme d'Affaires étrangères Canada



### Previous Canadian Passport

- Enclose any Canadian passport or travel document issued to you within the last **FIVE** years.
- Would you like the passport to be returned to you? Yes  No
- If the passport has been lost, stolen, damaged, destroyed or is inaccessible, you must include with this application form a completed "Statutory Declaration" form PPT 203, available from any passport office. The maximum validity of a passport is **FIVE** years.

### Proof of Canadian Citizenship

If you were born in **Canada**, provide **ONE** of the two documents listed below (**No copies**):

<input type="radio"/> Birth Certificate in Canada (See instruction No. 4)	Registration Number	Date of Issue
<input type="radio"/> Certificate of Canadian Citizenship (See instruction No. 4)	Certificate Number	Date of Issue

If you were born **outside of Canada**, provide **ONE** of the four documents listed below (**No copies**):

<input type="radio"/> Certificate of Canadian Citizenship (See instruction No. 4)	Certificate Number	Date of Issue
<input type="radio"/> Certificate of Naturalization	Certificate Number	Date of Issue
<input type="radio"/> Certificate of Retention of Canadian Citizenship	Certificate Number	Date of Issue
<input type="radio"/> Certificate of Registration of Birth Abroad (Issued by the Registrar of Canadian Citizenship)	Certificate Number	Date of Issue

Did you acquire citizenship of another country before FEBRUARY 15, 1977?

No  
 Yes (Specify)
 
 By birth  
 By naturalization

Country	Effective Date
	Year   Month   Day

When did you become a Canadian citizen? Specify the date

After becoming a Canadian citizen, did you reside outside of Canada for 10 consecutive years or more before July 1967?

No  
 Yes (Specify)

From	To
Year   Month   Day	Year   Month   Day

### Documents to Support Identity

Provide the following information. Include signed copies or original documents (See instruction No. 5).

Type of Document	Document Number	Date of Issue	Name of bearer as it appears on the document
		Year   Month   Day	
Type of Document	Document Number	Date of Issue	Name of bearer as it appears on the document
		Year   Month   Day	

### Declaration of Applicant

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

Signature of Applicant	Date	Signed at
	Year   Month   Day	City   Province/Territory

### Credit Card Information

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

<input type="checkbox"/>	Name Appearing On Card
<input type="checkbox"/>	
<input type="checkbox"/>	
Card Number	Date of Expiry
	Month   Year
<b>AUTHORIZATION</b> - I authorize the Passport Office to charge \$ <input type="text"/> to my credit card.	Signature of Cardholder
	Date
	Year   Month   Day



COMPLETE NEXT PAGE  
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