

CHILD PASSPORT APPLICATION

for Canadians under 16 years of age
(in Canada)

GENERAL INFORMATION AND INSTRUCTIONS

Aussi disponible en français

Entitlement to a Canadian Passport

- 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 (PPT 046) to apply.

Periods of Validity for Passports Issued to Children

For a child aged:

- **under 3 years**, the maximum period of validity is **3 years**.
- **3 to 15 years**, the maximum period of validity is **5 years**.

Note: Children who have been issued a passport in their first 12 months are entitled to a replacement passport at no cost. Full application requirements must be met. To ensure the photo is a current and true likeness of the child, the applicant must submit a photo of the child taken within one month of the date the application is submitted.

Who May Apply for a Child's Passport?

- 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.
- TWO** identical passport photos of the child (See "Photo Specifications").
- Application form and one of the photos certified by your guarantor.
- Original proof of Canadian citizenship (no copies or notarized copies).
- Any Canadian passport or travel document issued to the child, or in which the name of the child appears.
- All legal 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 the application.

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

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 child's passport ready in **10 working days**.

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 child's passport in the mail **20 working days** after receiving the application.

Fee

For a child aged: • **under 3 years** - \$22
• **3 to 15 years** - \$37

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 the current and ongoing entitlement of the child to a Canadian passport and to provide information to the Consular Affairs Bureau of Foreign Affairs Canada in the event that the child requires assistance while travelling abroad. The information provided, including the photograph, is subject to routine verifications and security queries. To further strengthen Canadian passport security, the child's 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

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

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.

* Indicates offices that provide service in both official languages.

All offices are wheelchair accessible.

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

Child's Personal Information

NAME TO APPEAR IN PASSPORT

Write the child's name you want to appear in the passport. If this name is different from the name on the child's documentary evidence of citizenship, 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 AT BIRTH/FORMER SURNAME

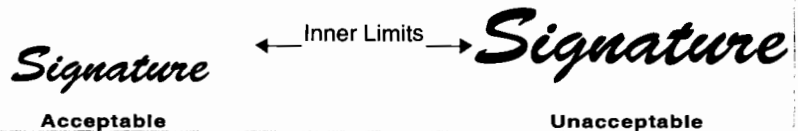
Complete only if different from the surname to appear in the passport (for Passport Office information only; will not appear in the passport).

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 signature **MUST NOT** exceed the inner limits of the signature box.



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. A long-form birth certificate showing parents' information may be requested.

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 legal 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, but both parents must sign the application form.

RELATIONSHIP WITH OTHER PARENT

Please indicate your current relationship with the other parent: single, common-law, married, separated, divorced, widowed. Please indicate date of marriage to the other parent, if applicable. Additional information or documentation may be requested. For further information, contact the Passport Office.

Previous Canadian Passport

- Enclose any Canadian passport or travel document issued to the child, or in which the name of the child appears.
- If a limited validity passport was issued to the child, 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 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. We recommend that you obtain a long-form birth certificate showing the parents' information as you may be required to submit this document.

If the child was 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 the child requires 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

Declaration of Guarantor

A guarantor is a person who confirms the child's identity and has knowledge of the child. The guarantor must perform **free of charge** the following **TWO** tasks:

1. Certify the information on the application form by completing and signing the "Declaration of Guarantor" section;
2. Write on the back of **ONE** of the child's photos, "I certify this to be a true likeness of (*child's name*)" and sign.

The guarantor must:

- be a Canadian citizen residing in Canada and must be accessible to the Passport Office for verification;
- have known you (the applicant) personally for at least **TWO** years;
- have known you and the child well enough to be confident that the statements you have made in the application form are true;
- sign the "Declaration of Guarantor" section on the application form;
- sign the statement on the back of **ONE** of the 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.**

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

QUANTITY AND FORMAT

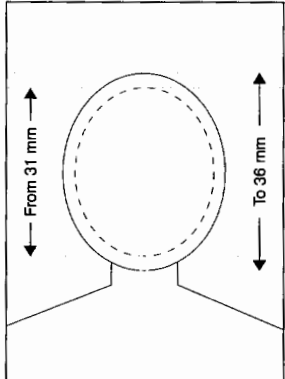
- Two identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

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 child.

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

(Not Actual Size)

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
- Legal 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) or Indian Status Card.
- If you have legal custody of the child, carry with you copies of documents specifying custody rights.
- 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, be sure 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 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 on-line or access an on-line version:



Web site	www.fac-aec.gc.ca
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CHILD

Print in block letters using
black or dark blue ink.

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.

Child's Personal Information					Date of Travel	
Surname					<input type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Unknown	
Given Name(s)						
Surname at Birth/Former Surname <i>(See instruction No. 1)</i>						
Date of Birth Year Month Day		Place of Birth City Province/Territory <i>(If applicable)</i> Country				
Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Eye Colour	Hair Colour	Height	Weight		
Permanent Address Number Street Apartment City Province/Territory Postal Code						
Mailing Address <i>(If different from above)</i> Number Street Apartment City Province/Territory Postal Code						
Children 11 years of age or over must sign in the signature block.						
Date Year Month Day		Signed at City Province/Territory				

Information on Applicant					
Is the child the subject of an adoption process?			<input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, include all legal documents <i>(See instruction No. 2)</i>
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		
Surname at Birth			Surname at Birth		
Given Name			Given Name		
Date of Birth Year Month Day		Country of Birth	Date of Birth Year Month Day		Country of Birth
Relationship with Other Parent		Date of Marriage <i>(If applicable)</i> Year Month Day	Relationship with Parent Applying		Date of Marriage <i>(If applicable)</i> Year Month Day
Address Number Street Apartment City Province/Territory Postal Code			Address Number Street Apartment City Province/Territory Postal Code		
Home Telephone No. ()	Business Telephone No./Ext. ()	Fax Number <i>(Optional)</i> ()	Home Telephone No. ()	Business Telephone No./Ext. ()	Fax Number <i>(Optional)</i> ()
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.			DECLARATION - I solemnly declare that the child named above is a Canadian citizen, that I am the parent of the child named above and that the statements made in this application are true.		
Signature of Applicant Date Signed at			Signature of Other Parent Date Signed at		

COMPLETE NEXT PAGE

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Previous Canadian Passport

Enclose any Canadian passport or travel document issued to the child, or in which the name of the child appears. 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.

Proof of Canadian Citizenship

If the child was born in **Canada**, provide **ONE** of the following (**No copies**):

<input type="radio"/> Birth Certificate in Canada	Registration Number	Date of Issue
<input type="radio"/> Certificate of Canadian Citizenship	Certificate Number	Date of Issue

If the child was born **outside of Canada**, provide the following (**No copies**):

<input type="radio"/> Certificate of Canadian Citizenship	Certificate Number	Date of Issue
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Declaration of Applicant

Surname of Applicant (See General Information, page 1 "Who May Apply for a Child's Passport?")			Given Name of Applicant		
Relationship to Child		Surname of Child		Given Name of Child	
<p>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.</p>					
Date Year Month Day			Signed at City Province/Territory		

Declaration of Guarantor

Surname			Given Name		
Occupation (See instruction No. 5)			Name of Firm/Organization		
Business Telephone Number/Extension ()		Home Telephone Number ()		Fax Number (Optional) ()	
Business Address Number Street City Province/Territory Postal Code					
<p>DECLARATION - I solemnly declare that I am a Canadian citizen and that, to the best of my knowledge and belief, the statements made in this application are true. I have known the applicant personally for at least TWO years. I have knowledge of the child and I have certified, on the back of one photo, that the image is a true likeness of the child.</p>				Knowledge of Applicant Number of years	
Name of Applicant		Name of Child		Date Year Month Day	
				Signed at 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"/>	Card Number	Date of Expiry Month Year
<input type="checkbox"/>		
<p>AUTHORIZATION - I authorize the Passport Office to charge \$ <input type="text"/> to my credit card.</p>	Signature of Cardholder	Date Year Month Day

ENSURE BOTH PAGES ARE COMPLETE Page 2 of 2