

ADULT PASSPORT APPLICATION

for Canadians 16 years of age or over (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.
- Issued to Canadian citizens only, a Canadian passport reflects the identity of the applicant as determined by documentary evidence of citizenship and documents to support identity.
- Children under 16 years of age must have an individual passport (use form PPTC 142 "Child Passport Application").

Applying in Person



If you require 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

Requirements Checklist

- All **THREE (3)** pages of the application form completed and signed within the last 12 months
- TWO (2)** identical passport photos taken within the last 12 months
- Application form and one of the photos certified by your guarantor
- Proof of Canadian citizenship (no copies or certified copies)
- Documents to support identity
- Any Canadian passport or travel document issued to you within the last **FIVE (5)** years
- The fee

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

Processing Times

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

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 Building
22 de Varennes Street
Gatineau QC J8T 8R1
CANADA

- Applications for Canadians living in the USA are processed in Canada and passports are delivered by overnight courier.
- **DO NOT** mail or bring this application to a Canadian government office in the USA. However, passport applications and related forms are available from these offices.
- **The original documents that you enclose with your application are valuable. To ensure that these documents are not lost or misplaced, it is preferable to use a courier or mail service that allows you to trace your mail.**
- **If you are travelling soon, you should send your documents to Canada by overnight courier. This will also ensure the safety of your documents in transit.**

Fee

C\$97

(includes the passport fee (C\$72) and consular service fee (C\$25))

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

- Credit card    (Complete section on application form.)

Other acceptable methods of payment

- Certified cheque or 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.






Passport Canada / Passeport Canada

Canada


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)
Toll-free:.....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 a visual impairment.

Canadian Government Offices in the USA (NOT MAILING ADDRESSES)

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
Wachovia Financial Center
Suite 1600
200 South Biscayne Boulevard
Miami FL

MINNEAPOLIS

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

NEW YORK

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

SAN FRANCISCO

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

SAN JUAN

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

SEATTLE

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

WASHINGTON D.C.

The Embassy of Canada
501 Pennsylvania Avenue NW
Washington DC

INSTRUCTIONS

①

Personal Information

NAME TO APPEAR IN PASSPORT

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

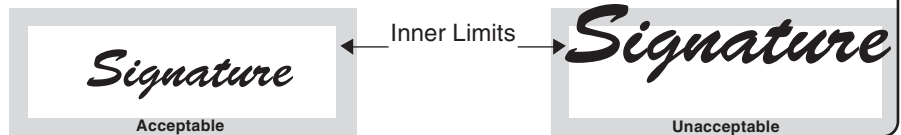
Complete only if different from the surname (last name) to appear in the passport (for Passport Canada information only; will not appear in the passport).

PLACE OF BIRTH

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 (3)** pages. Your signature in section 1 will appear in the passport. Therefore your signature **MUST NOT** exceed the inner limits of the signature box.



②

Declaration of Guarantor

A guarantor is a person other than yourself who confirms your identity. Your guarantor must perform **free of charge** the following **THREE (3)** 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 (*your name*)" on the back of **ONE (1)** of your photos, and sign.
3. Sign and date a copy of each document to support your identity (*see instruction no. 5 "Documents to Support Identity"*).

Your guarantor:

- **must** be a citizen of Canada or the USA;
- **must** have known you 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** be included in **ONE (1)** of the following groups:
 - dentist, medical doctor or chiropractor
 - lawyer
 - notary public (notarial seal must appear on the application form)
 - pharmacist
 - police officer, judge, magistrate
 - signing officer of a bank or trust company, or of a financial institution that offers the full range of banking services (cash withdrawals, deposits and savings)
 - veterinarian

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

- **must** sign the "Declaration of Guarantor" section on your application form;
- **must** sign the statement on the back of **ONE (1)** of your photos; and
- **must** be accessible to Passport Canada for verification.

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 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.**

③

Previous Canadian Passport

- Enclose any Canadian passport or travel document issued to you within the last **FIVE (5)** years. If your current passport expires more than 12 months from the date you submit your application, provide a written explanation for why you are applying at this time. Should Passport Canada not be satisfied that you have a valid reason for applying early, your application for a new passport may be refused.
- A person's name may appear in only **ONE (1)** valid Canadian passport, Certificate of Identity or Travel Document.
- If the valid passport has been lost, stolen, damaged, destroyed or is inaccessible, complete a "Statutory Declaration" form PPTC 203, available from 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 your citizenship.

If you are a woman who, before 1947, married a man who was not a British subject, contact Passport Canada.

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 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 you require a certificate of Canadian citizenship, contact the nearest Canadian government office. You may also visit the Citizenship and Immigration Canada website at www.cic.gc.ca

5

Documents to Support Identity

At least **ONE (1)** 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.

Documents to support your identity must be valid, must be issued by a federal, provincial/territorial/state or municipal authority, and must include the bearer's name and signature. For example:

- Valid Canadian passport or Canadian passport expired for a period of less than one year
- Non-Drivers License
- Provincial/territorial/state driver's licence
- Provincial health care card
- Other federal, provincial/territorial/state or municipal identification card
- Military identification
- Old Age Security card
- Certificate of Indian Status
- Alien Registration Card
- Federal, provincial/territorial/state or municipal employee identification card

Your guarantor must sign and date the copies of the documents (*both sides*) you are submitting to indicate that the originals have been seen.

If you are using form PPTC 132, "Statutory Declaration in Lieu of Guarantor", the same official who signs the "Declaration" must also sign and date the copies of the documents to support your identity to indicate that the originals have been seen.

If you have no documents to support your identity, call Passport Canada.

Photo Specifications

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

IMAGE INFORMATION

- Photos must be taken with uniform lighting and not show shadows or flash reflection on the face and head. Photos with shadows on the face or background are unacceptable.
- Photos must show a full front view of the face with both edges of the face showing clearly. The face and shoulders must be centred in the photo and squared to the camera.
- Eyes must be open and clearly visible. Glasses, including tinted ones with prescription, may be worn as long as the eyes are clearly visible. Sunglasses are unacceptable.
- Facial expression must be neutral (not frowning or smiling) with the mouth closed.
- The image must be clear, sharp and in focus.
- Photos must be taken against a plain, uniform, white or light-coloured background.
- Photos must reflect/represent natural skin tones.
- The length from chin to crown of head (natural top of head) must be between 1 ¼ in. and 1 ⅞ in.
- Hats or head coverings are not permitted except when worn for religious reasons and only if the full facial features are clearly visible.
- Black and white or colour photos are acceptable.
- Photos must be originals, not taken from any existing photo, and must have been taken within the last 12 months.

QUANTITY AND FORMAT

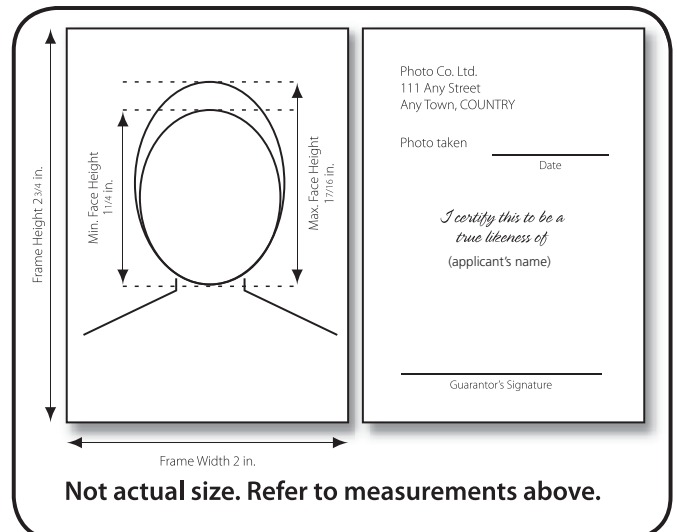
- **TWO (2)** identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

SIZE AND PAPER

- The photos must measure 2 in. X 2 ¾ in. in size.
- 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 (*applicant's name*)".





ADULT PASSPORT APPLICATION

for Canadians 16 years of age or over (in the USA)

To obtain the most recent version of this form, visit our website at www.passportcanada.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 applicant's current and ongoing entitlement to a Canadian passport, to administer passport services and to provide information to the Consular Affairs Bureau of Foreign Affairs and International Trade Canada in the event that the applicant require assistance while travelling abroad. The information provided, including the applicant'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.

Helpful Tips for Completing Your Passport Application

➤ **Complete and sign all THREE (3) pages**
FAILURE TO COMPLETE ALL THE REQUIRED SECTIONS OF THIS FORM WILL RESULT IN YOUR APPLICATION BEING REJECTED.

You must sign your usual signature in the **THREE (3)** signature blocks provided (one signature per page).

➤ **Sign within the white box** (section 1)

Your signature must not touch the shaded border in the signature box on page 1. This signature will appear in the passport. If the signature touches the border, it may be rejected and a new signature will be required which will cause delays.

➤ **Photos** ("General Information and Instructions", page 4)

The finished photos must have a white or light-coloured background and be free of shadows and glare on the face and background. You must have a neutral expression. Your photographer may consult www.passportcanada.gc.ca to access the specifications.

➤ **Proof of Canadian citizenship** (original document)

Your original birth certificate or citizenship certificate/card (not a copy) must be submitted. Commemorative certificates are not acceptable. If you were born in the province of Quebec, only birth certificates issued on or after January 1, 1994, by the *Directeur de l'état civil* are accepted.

➤ **Complete citizenship information** (section 4)

All applicants must complete the question: "Did you acquire citizenship of another country before JANUARY 1, 1947?".

See the application form, section 4A.

➤ **Fees** (section 6)

Submit the correct fee in **Canadian funds** only. Fill out your credit card information or use a certified cheque or international money order. The preferred method of payment is by credit card.

➤ **Guarantor requirements** (section 2)

Your guarantor must be from an approved occupational group as listed in "General Information and Instructions". Retired guarantors are not eligible unless still registered in their professional association listing of active members. You must complete your passport application before submitting it to your guarantor. Ensure your guarantor completes and signs section 2 on the application form. Your guarantor must also sign the back of **ONE (1)** photo and a copy (both sides) of each document to support your identity.

➤ **Provide documents to support your identity (ID)** (section 5)

Provide a copy (both sides) of at least one valid government-issued ID with your name and signature. Both sides must be submitted and signed and dated by your guarantor.

➤ **References** (section 8)

Provide **TWO (2)** references who are not your guarantor or a relative. Friends, co-workers and neighbours may be used as references provided they have known you for at least **TWO (2)** years.

➤ **Submit any valid passport or travel document**

If your passport is still valid when you apply, you must submit it. Any travel document issued in the last **FIVE (5)** years must be submitted. If your passport has expired, you do not need to submit it.

➤ **To use your spousal name** (section 1)

If you want the passport issued in your spousal surname (last name), you must complete the requested information about your marriage, including year of marriage. See the application form, section 1, line 4.

➤ **Additional Personal Information** (section 7)

Addresses
Indicate "Same as current address" if your address has not changed in the last **TWO (2)** years.

Occupation

State your occupation over the last **TWO (2)** years. If you have been a homemaker or retired for the last **TWO (2)** years, indicate this on the form.

Mother's Maiden Name

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

➤ **Children's application**

If applying for a child under 16 years of age, you must use the "Child Passport Application" form PPTC 142 and, if applicable, ensure that all documents regarding custody or mobility of, or access to the child are submitted.

To avoid delays in issuing the passport, use the Requirements Checklist on page 1 of the "General Information and Instructions" and ensure your application is complete.



ADULT PASSPORT APPLICATION

for Canadians 16 years of age or over (in the USA)

INFORMATION
PROTECTED

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.

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

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

COMPLETE NEXT PAGE

2 <i>Declaration of Guarantor (to be completed by the guarantor only if the applicant has completed and signed this application form)</i>						
Surname (last name)				Given name(s)		
Occupation <i>(see instruction No. 2)</i>				Name of firm/organization		
Daytime telephone number ()		Evening telephone number ()		Cell. number <i>(optional)</i> ()		
Business address						
Number	Street	City	State	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 applicant. If applicable, I have signed a copy of each document to support the applicant's identity confirming that I have seen the original(s). I declare that I have read and understood the WARNING to all applicants and guarantors above.			I have known the applicant for		Signature of guarantor Signed at	
			Number of years	Date		
Year	Month	Day	City		State	

Page 1 of 3

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PPTC 140 (09-04) M02

3

Previous Canadian Passport

- Enclose any Canadian passport or travel document issued to you within the last FIVE (5) years.
Would you like the passport to be returned to you?
If the passport issued to you in the last FIVE (5) years 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 Canadian government office in the USA or at www.passportcanada.gc.ca

4

Proof of Canadian Citizenship

A To be completed by ALL applicants. Did you acquire citizenship of another country before JANUARY 1, 1947?

Form with checkboxes for 'No' and 'Yes (specify)', and arrows pointing to 'By birth' and 'By naturalization' options, followed by fields for Country and Effective date (Year, Month, Day).

B To be completed if you were born in Canada. Provide ONE (1) of the two documents listed below (no copies):

Form with checkboxes for 'Birth certificate in Canada' and 'Certificate of Canadian citizenship', each with an arrow pointing to fields for Registration number and Certificate number, and Date of issue.

C To be completed if you were born outside of Canada.

1) Provide ONE (1) of the four documents listed below (no copies):

- Four checkboxes for: Certificate of Canadian citizenship, Certificate of registration of birth abroad, Certificate of naturalization, and Certificate of retention of Canadian citizenship.

Form with arrows pointing to fields for Certificate number and Date of issue.

2) To be completed if you were born outside of Canada between February 15, 1977 and April 16, 1981 inclusively. (You do not need to complete this section if you are presenting a certificate of Canadian citizenship issued after January 1, 2007.)

- Three sub-questions (a, b, c) with checkboxes and arrows pointing to 'Go to section 5' or 'Continue to question b/c'. Question c refers to form PPTC 001.

5

Documents to Support Identity

Provide the following information. Include signed copies (both sides) (see instruction No. 5).

Table with 4 columns: Type of document, Document number, Date of expiry (if applicable), and Name of bearer as it appears on the document. Two rows are provided.

Declaration of Applicant

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

Form with fields for Signature of applicant, Date (Year, Month, Day), Signed at (City, State).

6

Credit Card Information

COMPLETE ONLY if you are paying by credit card (for applications sent to Canada only).

Form with checkboxes for VISA, MasterCard, and AMERICAN EXPRESS, and fields for Name appearing on card, Card number, and Date of expiry.

AUTHORIZATION - I authorize Passport Canada to charge C\$ to my credit card. Fields for Signature of cardholder and Date.

FOR OFFICIAL USE ONLY. Authorization number field.

COMPLETE NEXT PAGE

Page 2 of 3

PPTC 140 (09-04) M02

7

Additional Personal Information

A Addresses in the last TWO (2) years

Same as current address.

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

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

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

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

Table with 6 columns: Employer/school or other, Address, Daytime phone, Nature of employment/studies, Date (From), Date (To)

C Mother's maiden name Provide your mother's surname (last name) at the time of her birth.

8

References

Provide the following information with respect to TWO (2) persons who are neither your relatives nor your guarantor and who have known you for at least TWO (2) years. They may be contacted to confirm your identity.

1. Surname (last name) Given name(s) Relationship Address Daytime phone Evening phone Cell. number or email address (optional) Has known me for State number of years
2. Surname (last name) Given name(s) Relationship Address Daytime phone Evening phone Cell. number or email address (optional) Has known me for State number of years

ENSURE ALL THREE (3) PAGES ARE COMPLETED

9

Emergency Contact (optional)

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

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

Page 3 of 3

PPTC 140 (09-04) M02

Declaration of Applicant

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

Signature of applicant Date Year Month Day Signed at City State