

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 (PPTC 044) to apply.
- Children under 16 years of age must have an individual passport (use form PPTC 046 "Child Passport Application").

Applying in Person



- **At a Passport Canada office**
- **At a participating Canada Post office**
- **At a participating Service Canada Centre**

For a list of all of our points of service, visit our Web site at www.passportcanada.gc.ca.

For information on the current processing time, visit our Web site or contact us by phone (See "Additional Information").

Requirements Checklist

- All **THREE** pages of the application form completed and signed within the last 12 months.
- 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 Canada
Foreign Affairs and
International Trade Canada
Gatineau Canada K1A 0G3



BY COURIER

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

For information on the current processing time, visit our Web site or contact us by phone (See "Additional Information").

Fee




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

Note: These fees are subject to change.

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 and International Trade 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.

Passport Canada may contact you to solicit feedback about passport services.



Passport Canada Passeport Canada

PPTC 044A (07-09) M02
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Canada

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.passportcanada.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

Passport Canada Office Locations

DO NOT mail or use courier services to send your application form directly to a Passport Canada office.

However, passport applications and related forms are available from these offices or may be obtained on-line at www.passportcanada.gc.ca.

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 200
Sinclair Centre
757 Hastings Street West

Victoria

5th Floor
Scotiabank Building
747 Fort 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 Alloy 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 803
Complexe Guy-Favreau
200 René-Lévesque Boulevard W

Pointe-Claire

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 Côte Vertu Boulevard

SASKATCHEWAN

Regina

Suite 500
1870 Albert Street

Saskatoon

Suite 405
Federal Building
101-22nd Street East



All offices are wheelchair accessible.

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 AT BIRTH/FORMER SURNAME

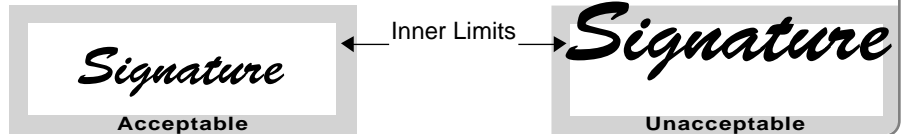
Complete only if different from the surname to appear in the passport (for Passport Canada information only; will not appear in the passport).

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



2

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 Passport Canada 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
 - notary public
 - professional engineer (P. Eng., Eng. in Quebec)
 - judge, magistrate, police officer (municipal, provincial or RCMP)
 - optometrist
 - senior administrator in a community college (includes CEGEPs)
 - lawyer (member of a provincial bar association), notary in Quebec
 - pharmacist
 - senior administrator or teacher in a university
 - mayor
 - postmaster
 - veterinarian.
 - minister of religion authorized under provincial law to perform marriages
 - principal of primary or secondary school
 - professional accountant (member of APA, CA, CGA, CMA, PA or RPA)

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

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

3

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.
- 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 office.

ADULT PASSPORT APPLICATION

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



You may obtain a passport application form
on-line at www.passportcanada.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 spousal name**
If you want the passport in your spousal 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 before FEBRUARY 15, 1977?"
See the application form; section 4A.
- 9. Provide supporting identification (ID)**
Provide a valid government-issued ID with your name and signature. If you are submitting a copy (*both sides*), it must be signed and dated 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, debit (Interac), or credit card 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 or access or mobility of the child are submitted.



ADULT PASSPORT APPLICATION

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

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.

1 <i>Personal Information</i>						Date of Travel		
Surname						<input type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Unknown		
Given Name(s) <i>(See instruction No. 1)</i>								
Surname at Birth <i>(See instruction No. 1)</i>				Former Surname <i>(See instruction No. 1)</i>				
If passport requested in spousal surname, enter					Year of Marriage			Surname of Spouse <i>(See instruction No. 1)</i>
Date of Birth		Place of Birth						
Year Month Day		City		Province/Territory <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	Postal Code	
Mailing Address <i>(If different from above)</i>								
Number Street		Apartment		City		Province/Territory	Postal Code	
Home Telephone Number ()		Business Telephone Number/Extension ()		Cell. Number or E-Mail 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.				<div style="border: 1px solid gray; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="text-align: center; margin: 0;">Void if signature touches border</p> <div style="border: 1px solid gray; height: 60px; margin: 5px 0;"></div> <p style="text-align: center; margin: 0;">Signature <i>(See instruction No. 1)</i></p> </div>				
Date		Signed at						
Year Month Day		City		Province/Territory				

COMPLETE NEXT PAGE

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2 <i>Declaration of Guarantor</i>					
Surname			Given Name		
Occupation <i>(See instruction No. 2)</i>			Name of Firm/Organization		
Business Telephone Number/Extension ()		Home Telephone Number ()		Cell. Number <i>(Optional)</i> ()	
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	Signature of Guarantor	
			Number of years		
Date		Signed at			
Year Month Day		City		Province/Territory	



3

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 issued to you in the last **FIVE** 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 Passport Canada office.

4

Proof of Canadian Citizenship

A To be completed by **ALL applicants**. Did you acquire citizenship of another country before FEBRUARY 15, 1977?

No
 Yes (Specify) **➔** By birth **➔** Country _____ Effective Date _____
 By naturalization **➔**

	Year	Month	Day

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

Birth Certificate in Canada (See instruction No. 4) **➔** Registration Number _____ Date of Issue _____
 Certificate of Canadian Citizenship (See instruction No. 4) **➔** Certificate Number _____ Date of Issue _____

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

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

Certificate of Canadian Citizenship (See instruction No. 4) **➔** Certificate Number _____ Date of Issue _____
 Certificate of Naturalization **➔** Certificate Number _____ Date of Issue _____
 Certificate of Retention of Canadian Citizenship **➔** Certificate Number _____ Date of Issue _____
 Certificate of Registration of Birth Abroad (Issued by the Registrar of Canadian Citizenship) **➔** Certificate Number _____ Date of Issue _____

2) 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
				➔			

COMPLETE NEXT PAGE

5

Documents to Support Identity

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

Type of Document	Document Number	Date of Expiry <small>Year Month Day</small>	Name of bearer as it appears on the document
Type of Document	Document Number	Date of Expiry <small>Year Month Day</small>	Name of bearer as it appears on the document

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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"/> <input type="checkbox"/> <input type="checkbox"/>	Name Appearing on Card _____ Card Number _____ Date of Expiry _____ <small>Month Year</small>	FOR OFFICIAL USE ONLY Authorization Number <div style="border: 1px solid black; width: 100%; height: 50px; margin-top: 5px;"></div>
AUTHORIZATION - I authorize Passport Canada to charge \$ _____ to my credit card.	Signature of Cardholder _____ Date _____ <small>Year Month Day</small>	

