

CHILD PASSPORT APPLICATION

for Canadians under 16 years of age (Abroad)

GENERAL INFORMATION AND INSTRUCTIONS

Aussi disponible en français

Failure to complete all the required sections of this form will result in your application being rejected.

Entitlement to a Canadian Passport

- A Canadian passport is the only reliable and universally accepted travel and identification document for Canadians who travel abroad.
- Canadian passports are issued to Canadian citizens only.
- If applying for an individual passport for a child under 16 years of age, use this application form (PPTC 042) to apply.

Processing Times

Our goal is to have the passport ready in **15 working days** upon receipt of a complete application. Visit our website at www.passportcanada.gc.ca for any changes to processing times. If you require a passport in exceptional circumstances, contact the nearest Canadian government office that provides passport services.

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

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

Requirements Checklist

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

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

Where to Apply

The application should be submitted to the nearest Canadian government office that provides passport services in the country in which you are residing or visiting. For a list of Canadian government offices abroad, visit our website at www.passportcanada.gc.ca or consult your local telephone directory.

The following are Canadian government offices:

- Canadian Embassies
- Canadian High Commissions
- Canadian Consulates (except those headed by Honorary Consuls).

Periods of Validity for Passports Issued to Children

For a child aged:

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

Note: Children who have been issued a passport in their first 12 months may be issued a one-time replacement passport, free of charge, valid for the balance of the three-year validity period of the original passport. Full application requirements must be met. To ensure the photo is a current and true likeness of the child, it must be taken within one month of the date the application is submitted.

Fees

For a child aged – 3 to 15 years – C\$35
– under 3 years – C\$20

Note: These fees are subject to change.

The fee is in Canadian funds and should be converted into local funds.

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

Methods of payment

- Cash
- Certified cheque or money order (postal or bank) payable to the Canadian Embassy, High Commission or Consulate as the case may be

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

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



The nearest Canadian government office providing passport services:.....(Consult your local telephone directory.)

Passport Canada:.....819-997-8338



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

Montréal, Canada:.....514-283-5197

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 Office Locations

For the location of the nearest Canadian government office providing passport services, we suggest you visit our website or consult your local telephone directory.

INSTRUCTIONS

①

Child's Personal Information

NAME TO APPEAR IN PASSPORT

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

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

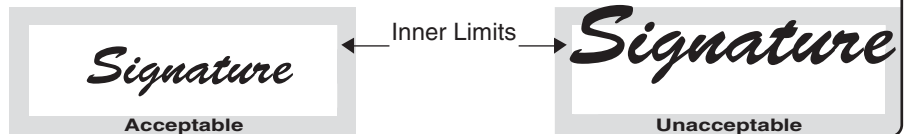
Complete only if different from the surname (last name) to appear in the passport (for Passport Canada information only; will not appear in the passport).

PLACE OF BIRTH

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

SIGNATURE

Children 11 years of age or over **MUST** sign their usual signature. The child's signature in section 1 will appear in the passport. Therefore, the signature **MUST NOT** exceed the inner limits of the signature box.



②

Information on Applicant

Both parents are requested to participate in obtaining passport services for their child and to sign the application form. The other parent may be contacted. To avoid possible delays, we strongly recommend that you provide a long-form birth certificate showing information on both parents. Where a legal guardian is the applicant, the other legal guardian as the case may be is also requested to participate.

CUSTODY, SEPARATION AND DIVORCE

Where a court order or agreement exists referring to custody of the child, only the person with custodial rights may apply. All documents that refer to custody or mobility of, or access to, the child must be provided. If a divorce has been granted, a copy of the divorce judgement or order must also be provided. Where joint custody provisions exist, either parent may apply.

RELATIONSHIP WITH OTHER PARENT

Indicate your current relationship with the other parent: single, common law, married, separated, divorced, widowed. Indicate date of marriage to the other parent, if applicable. Additional information or documentation may be requested.

For further information, contact any Canadian government office providing passport services.

③

Previous Canadian Passport

- Enclose any valid Canadian passport or travel document issued to the child. If the child's current passport expires more than 12 months from the date of submission of the application, provide a written explanation for why you are applying at this time. Should Passport Canada not be satisfied that you have a valid reason for applying early, your application for a new passport may be refused.
- If the valid passport has been lost, stolen, damaged, destroyed or is inaccessible, complete a "Statutory Declaration" form PPTC 203, available from any Canadian government office providing passport services or at www.passportcanada.gc.ca. A Canadian passport, once reported lost or stolen, is no longer valid and is not to be used for any travel.

④

Proof of Canadian Citizenship

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

CERTIFICATE OF BIRTH IN CANADA

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

If the child was born in Quebec

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

CERTIFICATE OF CANADIAN CITIZENSHIP

Large commemorative documents of citizenship issued after February 14, 1977, are **not** accepted. If the child requires a certificate of Canadian citizenship, contact the nearest Canadian government office. You may also visit the Citizenship and Immigration Canada website at www.cic.gc.ca

A guarantor is a person other than the applicant who confirms the applicant's identity and has knowledge of the child. Your guarantor must perform **free of charge** the following **TWO (2)** tasks:

1. Complete and sign the "Declaration of Guarantor" section. (*Ensure you have completed and signed the form before submitting it to your guarantor.*)
2. Write "I certify this to be a true likeness of (*child's name*)" on the back of **ONE (1)** of the child's photos, and sign.

Your guarantor:

- **must** have known you (the applicant) personally for at least **TWO (2)** years*;
 - * **To know an applicant personally means that the guarantor is able to confirm aspects of the applicant's personal attributes such as name, approximate age, place of birth, physical description and some personal history such as occupation and place of residence.**
 - **must** have known you and the child well enough to be confident that the statements you have made in the application form are true;
 - **must** be included in **ONE (1)** of the following groups:
 - dentist, medical doctor
 - notary public
 - judge, magistrate, police officer
 - practising lawyer, notary
 - mayor
 - signing officer of a bank
- The list above is not a recognition or endorsement by Passport Canada of professional status or superior qualifications.
- **must** live within the jurisdiction of the Canadian government office providing passport services;
 - **must** sign the "Declaration of Guarantor" section on your application form;
 - **must** sign the statement on the back of **ONE (1)** of the child's 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 providing passport services. This form must be completed at your expense before a person authorized by law to administer an oath or solemn affirmation. **This may delay the processing time of the passport.**

Photo Specifications

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

IMAGE INFORMATION

- Only the head and shoulders of young children must appear on the photo (e.g. no hands holding the child).
- Photos must be taken with uniform lighting and not show shadows or flash reflection on the face and head. Photos with shadows on the face or background are unacceptable.
- Photos must show a full front view of the face with both edges of the face showing clearly. The face and shoulders must be centred in the photo and squared to the camera.
- Eyes must be open and clearly visible. Glasses, including tinted ones with prescription, may be worn as long as the eyes are clearly visible. Sunglasses are unacceptable.
- Facial expression must be neutral (not frowning or smiling) with the mouth closed.
- The image must be clear, sharp and in focus.
- Photos must be taken against a plain, uniform, white or light-coloured background.
- Photos must reflect/represent natural skin tones.
- The length from chin to crown of head (natural top of head) must be between 31 mm and 36 mm.
- Hats or head coverings are not permitted except when worn for religious reasons and only if the full facial features are clearly visible.
- Black and white or colour photos are acceptable.
- Photos must be originals, not taken from any existing photo, and have been taken within the last 12 months **or** if applying for a one-time replacement passport, taken within the last month.

QUANTITY AND FORMAT

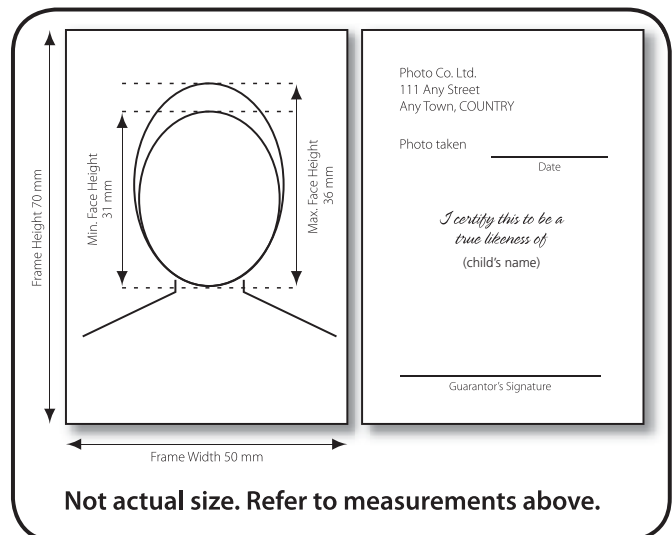
- **TWO (2)** identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

SIZE AND PAPER

- The photos must measure 50 mm x 70 mm in size.
- Heavy weight paper is unacceptable.
- Photos must be printed on plain, high quality photographic paper.

PHOTOGRAPHER AND GUARANTOR

- Photos must be taken by a commercial photographer.
- The name of the photographer or studio, the address and the date the photo was taken (not the date the photo was printed) must be provided directly on the back of one photo (see illustration).
- The guarantor must clearly write on the back of **ONE (1)** photo: "I certify this to be a true likeness of (*child's name*)".





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(Abroad)

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 current and ongoing entitlement of the child to a Canadian passport, to administer passport services and to provide information to the Consular Affairs Bureau of Foreign Affairs and International Trade Canada in the event that the child requires assistance while travelling abroad. The information provided, including the child's photo, is subject to routine verifications and security queries. To further strengthen Canadian passport security, the photo is stored on an alphanumeric template and incorporated into the passport as a digital image.

Passport Canada may use the services of third parties to receive passport applications submitted in person and to process the return of incomplete passport applications. In the performance of these services, personal information will be protected and used in accordance with the provisions of the *Privacy Act*.

Passport Canada may contact the applicant to solicit feedback about passport services.

Complete and sign **BOTH** pages of the application form.

IMPORTANT INFORMATION CONCERNING CHILDREN TRAVELLING ABROAD

Travelling with Children or Children Travelling Alone



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

Documentation to Facilitate Travel Abroad



The following documents may be required to support the entry of a child to another country:

- Birth certificate showing the names of both parents
- Documents pertaining to custody
- If the child is travelling with one parent, a letter signed and dated from the other parent authorizing travel (letter may have to be notarized)
- If the child is travelling with someone other than the parent, a letter signed and dated from both parents authorizing travel with that person (letter may have to be notarized)
- If the child is travelling alone, a letter signed and dated from both parents authorizing travel (letter may have to be notarized)
- If one of the parents is deceased, the death certificate

Documentation and Tips to Facilitate the Return to Canada



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

- Always carry proper identification for yourself and the child – passport, birth certificate, citizenship card, Record of Landing (IMM 1000), permanent resident card or Indian Status Card.
- If you have custody of the child, carry copies of documents specifying custody rights with you.
- If you are not the legal guardian of the child, carry a letter of permission or authorization for you to have custody when entering Canada. When a parent is travelling alone with a child, a letter from the other parent can also facilitate the return of both the parent and the child. The letter should also contain telephone numbers where the parent or legal guardian can be contacted.
- If you are travelling as part of a caravan, ensure you are in the same vehicle as the child you are accompanying when arriving at a border crossing.
- Have the child memorize your home and/or office telephone number and teach him or her to call you in an emergency.

Custody Information

1. Custody arrangements in Canada may not be recognized in another country. In extreme cases, the child may not be able to leave the country visited. It is recommended that, before leaving on a trip, you check with the embassy or consulate of the country or countries the child will be visiting to determine what documentation may be required relating to the custody of the child.

For further information, contact:



Foreign Affairs and International Trade Canada:

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:



Outside Canada:.....613-944-4000

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



Website:.....www.international.gc.ca

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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>Child's 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/former surname (former last name) <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 | |
| Address of permanent residence Number Street Apartment City Country Postal code | | | | | |
| Mailing address <i>(if different from above)</i> Number Street Apartment City Country Postal code | | | | | |
| Children 11 years of age or over must sign in the signature block. | | | <div style="border: 1px solid gray; padding: 5px; text-align: center;"> Void if signature touches border </div> <div style="border: 1px solid gray; height: 60px; margin-top: 5px;"></div> | | |
| Date Year Month Day | | Signed at City Country | | Signature of child <i>(see instruction No. 1)</i> | |

COMPLETE NEXT PAGE

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| | | | | | |
|---|--|---|---|--|--|
| 2 <i>Information on Applicant</i> | | | | | |
| Is the child the subject of an adoption process? | | | <input type="checkbox"/> No <input type="checkbox"/> Yes | | If yes, include all 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 or legal guardian | | |
| Surname (last name) at birth | | | Surname (last name) at birth | | |
| Given name(s) | | | Given name(s) | | |
| Date of birth Year Month Day | | Country 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 Country Postal code | | | Address Number Street Apartment City Country Postal code | | |
| Daytime phone () | | Evening phone () | Daytime phone () | | Cell. 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. I declare that I have read and understood the WARNING to all applicants and guarantors above. | | | DECLARATION – I solemnly declare that the child named above is a Canadian citizen, that I am the parent or legal guardian of the child named above and that the statements made in this application are true. I declare that I have read and understood the WARNING to all applicants and guarantors above. | | |
| Signature of applicant <i>(also sign section 4)</i> Date Signed at | | | Signature of other parent or legal guardian Date Signed at | | |

