

# PASSPORT CHECKLIST

***Fax or email  
all documents to Us!***

**We must look at everything before you submit**

The following is a list of all the documents you'll require to take with you to the passport office:

- 1) Your original passport application: all signature on the application must be authentic. **DO NOT USE WHITE OUT ON APPLICATION FORM!**
- 2) Your original passport photographs: the guarantor must sign the back of one of your photos and one must be noted where and dated when the photographs were taken (please see specifications)
- 3) Be sure to bring your original travel booking (Itinerary) and e-ticket.
- 4) Bring your **ORIGINAL** Canadian birth certificate or Canadian Citizenship Card. (If born in Quebec, your birth certificate must have been issued after 1994)
- 5) If your passport is currently valid, please bring the original with you. If it is valid but lost/stolen/damaged/destroyed/inaccessible, you must fill out a Statutory Declaration form and bring the original form with you
- 6) Also be sure to bring a letter from your employer, on letterhead, dated, stating you are required to return back to work the next day (If you live in US) - if applicable
- 7) Make sure your **guarantor and references are available** at time of submission at the passport office up to your scheduled pick up time. Please provide cell phone numbers of references and guarantor as Passports Canada **will** call them.
- 8) Please fax or email us all your documents before going to the passport office in order for us to assure your application is filled out correctly.

***Once we advise you that your application and supporting documents are in proper order, you will then submit it with our direction.***

- 9) Please find attached a list of all passport offices in Canada where you can submit your application in person.

**PASSPORT INVOICE “Client Submits”**  
**Client to Submit at Passport Canada in Person**

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**GOVERNMENT FEES: CLIENT TO PAY**

- Passport..... \$97.00
- Passport pick up fee..... \$10.00
- Passport SAME DAY (Urgency Fee)..... \$157.00
- 48pg passport..... \$5.00

**CERTIFICATES EXPRESS FEES:**

- Passport SAME DAY (Toronto)..... \$999.00
- Passport applying within Canada..... \$399.00
- Professional Passport client submits..... \$279.00
- Disbursements \_\_\_\_\_
  
- Total \_\_\_\_\_

**HOW ARE YOU PAYING?**

- Visa
- MasterCard
- Debit
- Other (please specify) \_\_\_\_\_

Card number \_\_\_\_\_ Exp date \_\_\_\_\_

X  
\_\_\_\_\_  
Signature of client

Cancellations can only be made if the receipt has not been signed and if it is within 24 hours after telephone order has been placed (the date above). Administration fee of at least \$100CAN +GST can be placed.

**WE ARE NOT A GOVERNMENT AGENCY.**

# ADULT GENERAL PASSPORT APPLICATION

## for Canadians 16 years of age or over (in Canada and 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 155 "Child General Passport Application").
- The bearer of a previous Canadian passport may be eligible to apply for a passport through the simplified renewal process. Consult our Web site at [www.passportcanada.gc.ca](http://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 me within the last **FIVE (5)** years.
- The fee.

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

#### 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

**DO NOT** mail or bring your 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.**

#### Applying in Person



##### For Canadians living in Canada:

- At a Passport Canada service location
- At a participating Canada Post office
- At a participating Service Canada Centre

Our service locations are listed on page 2 of this application and on our Web site at [www.passportcanada.gc.ca](http://www.passportcanada.gc.ca).



##### For Canadians living in the USA:

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

This form can only be used to submit an application by mail (see "Applying by mail") or in person at a Passport Canada office (in Canada).

#### Processing Times

For information on the current processing times, visit our Web site at [www.passportcanada.gc.ca](http://www.passportcanada.gc.ca) or contact us by phone (see "Contact Us", page 2).

#### Fees

##### For Canadians living in Canada - CAN\$87

(includes the passport fee (CAN\$62) and consular service fee (CAN\$25))

##### For Canadians living in the USA - CAN\$97

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

- Debit (Interac) (*In person only*)
- Credit card -    (Complete section on application form.)

##### Other acceptable methods of payment

- Certified cheque or money order/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.




## 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

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

### INFORMATION ON TRAVEL CONDITIONS AND REQUIREMENTS

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

- To obtain the most recent version of this form, visit our Web site.
- Application forms are also available in Braille, on diskette or in large print for persons with visual impairment.

## Passport Canada Locations (NOT MAILING ADDRESSES)

**DO NOT mail or use courier services to send your application form directly to a Passport Canada service location in Canada listed below.** However, passport applications and related forms are available from these service locations or may be obtained on-line at [www.passportcanada.gc.ca](http://www.passportcanada.gc.ca).

### CANADA

#### 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**  
 1318 Blanshard 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 West

#### Pointe-Claire

Suite F-016A  
 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 service locations are wheelchair accessible.

### USA

**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 on-line at [www.passportcanada.gc.ca](http://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  
 First Union 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)

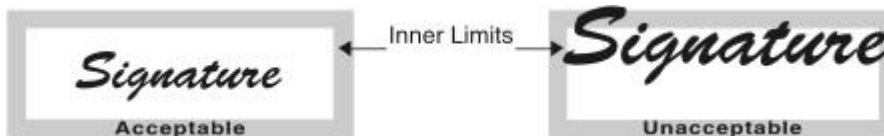
Complete only if different from the surname (last name) to appear in the passport (for Passport Canada information only; will not appear in the passport).

#### 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** be a Canadian citizen 18 years of age or over;
- **must** hold a five-year Canadian passport that is valid or has been expired for no more than one year on the day you submit your application;
- **must** have been 16 years of age or older when he or she applied for the passport identified in section 2 of this application form;
- **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** provide the requested information contained in his or her passport;
- **must** be accessible to Passport Canada for verification.

A family member or person residing at the same address as you may be your guarantor, provided that he or she meets the specified requirements.

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. If applicable, sign and date a copy of each document to support your identity (see instruction no. 5 "Documents to Support Identity").

Passport Canada reserves the right to request an alternate guarantor.

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 Passport Canada service location in Canada or 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 Passport Canada service location in Canada, any Canadian government office in the USA or at [www.passportcanada.gc.ca](http://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.

### 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:

- **In Canada, 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 a.m. to 5:00 p.m. EST)
  - Web site.....www.cic.gc.ca
- **In the USA:**
  - The nearest Canadian government office.
  - Citizenship and Immigration Canada.....www.cic.gc.ca

### 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:

- Provincial/territorial/state driver's licence
- Provincial health care card
- Certificate of Indian Status
- Other federal, provincial/territorial/state or municipal identification card
- Valid Canadian passport or Canadian passport expired for a period of less than one year
- United States (USA) permanent resident card
- Federal, provincial/territorial/state or municipal employee identification card
- Old Age Security card

You may submit original documents. They will be returned to you. If you are submitting copies (*both sides*), your guarantor must sign and date the copies to indicate that the originals have been seen.

If you are submitting copies but 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 you are providing 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 31 mm and 36 mm (1 1/4 in. and 1 7/16 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

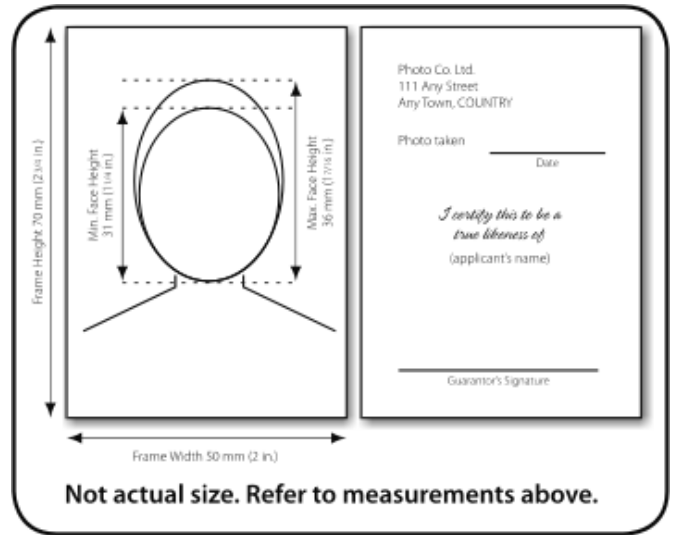
- **TWO (2)** identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

#### SIZE AND PAPER

- The photos must measure 50 mm X 70 mm in size (2 inches wide x 2 3/4 inches high).
- 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 GENERAL PASSPORT APPLICATION

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



## 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 your 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 you require assistance while travelling abroad. The information provided, including the photo, is subject to routine verifications and security queries. To further strengthen Canadian passport security, your 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 you to solicit feedback about passport services.

## Helpful Tips for Completing Your Passport Application

- 1. 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).
- 2. 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.
- 3. Photos**  
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](http://www.passportcanada.gc.ca) to access the specifications.
- 4. 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.
- 5. Complete citizenship information (section 4)**  
All applicants must complete the question:  
"Did you acquire citizenship of another country before FEBRUARY 15, 1977?"  
See the application form, section 4A.
- 6. Fees (section 6)**  
Submit the correct fee in **Canadian funds** only. Fill out your credit card information or use a certified cheque or money order/international money order. The preferred method of payment is by debit (Interac) or credit card.
- 7. Guarantor requirements (section 2)**  
Choose a guarantor who meets the criteria outlined on page 3 of "General Information and Instructions". 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, if applicable, a copy (*both sides*) of each document to support your identity.
- 8. Provide documents to support your identity (ID) (section 5)**  
Provide at least one valid government-issued ID with your name and signature. If you are submitting a copy, both sides must be submitted and signed and dated by your guarantor.
- 9. 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.
- 10. 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 years must be submitted. If your passport has expired, you do not need to submit it.
- 11. 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.
- 12. 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.
- 13. Children's application**  
If applying for a child under 16 years of age, you must use the "Child General Passport Application" form PPTC 155 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 GENERAL PASSPORT APPLICATION

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

**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.**

|   |                |  |  |  |        |  |
|---|----------------|--|--|--|--------|--|
| <b>1</b> <i>Personal Information</i>  |                |  |  |  |        |  |
| Surname (last name)   |                |  |  |  |        |  |
| 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<br>Year   Month   Day   |                | Place of birth<br>City   Country   Prov./Ter./State <i>(if applicable)</i> |  |  |        |  |
| Sex<br><input type="checkbox"/> Female<br><input type="checkbox"/> Male   | Marital status | Eye colour   | Hair colour  | Height   | Weight |  |
| Address of permanent residence<br>Number   Street   Apartment   P.O. Box   City   Prov./Ter./State   Postal/Zip code  |                |  |  |  |        |  |
| Mailing address <i>(If different from above)</i><br>Number   Street   Apartment   P.O. Box   City   Prov./Ter./State   Postal/Zip code  |                |  |  |  |        |  |
| Daytime telephone number  |                | Evening telephone number   |  | Cell. number or e-mail address <i>(optional)</i>   |        |  |
| <b>DECLARATION</b> - 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 <b>WARNING to all applicants and guarantors</b> above. |                |  |  | ▶ Void if signature touches border ◀<br><br>Signature <i>(See instruction No. 1)</i> |        |  |
| Date<br>Year   Month   Day  |                | Signed at<br>City   Province/Territory/State                               |  |  |        |  |

|  |  |                          |   |  |  |  |
|--|--|--------------------------|---|--|--|--|
| <b>2</b> <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)   |  |  |  |
| Date of birth<br>Year   Month   Day  |  | Canadian passport number | Date of issue<br>Year   Month   Day                   |  | Date of expiry<br>Year   Month   Day         |  |
| Surname (last name) in passport, if different  |  |                          | Daytime telephone number<br>( )                       |  | Evening telephone number<br>( )              |  |
| Address of permanent residence<br>Number   Street   Apartment   City   Province/Territory/State   Postal/Zip code  |  |                          |   |  |  |  |
| <b>DECLARATION</b> - I solemnly declare that I have known the applicant identified above personally for at least <b>TWO (2)</b> years. I have certified on the back of <b>ONE (1)</b> 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 <b>WARNING to all applicants and guarantors</b> above. |  |                          | I have known the applicant for<br><br>Number of years |  | Signature of guarantor                       |  |
|  |  |                          | Date<br>Year   Month   Day                            |  | Signed at<br>City   Province/Territory/State |  |

**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? No  Yes
- 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 Passport Canada service location in Canada, any Canadian government office in the USA or at [www.passportcanada.gc.ca](http://www.passportcanada.gc.ca).

**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  By naturalization

|         |                |      |       |     |
|---------|----------------|------|-------|-----|
| Country | 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**):

Birth certificate in Canada (see instruction no. 4)

|                     |               |
|---------------------|---------------|
| Registration number | Date of issue |
| Certificate number  | Date of issue |

Certificate of Canadian citizenship (see instruction no. 4)

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

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

Certificate of Canadian citizenship (see instruction no. 4)  Certificate of registration of birth abroad (issued by the Registrar of Canadian Citizenship)

Certificate of naturalization  Certificate of retention of Canadian citizenship (issued before February 15, 1977)

|                    |               |
|--------------------|---------------|
| Certificate number | Date of issue |
|--------------------|---------------|

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

No  Yes (specify)

|      |      |       |     |    |      |       |     |
|------|------|-------|-----|----|------|-------|-----|
| From | Year | Month | Day | To | Year | Month | Day |
|------|------|-------|-----|----|------|-------|-----|

**3) To be completed if you were born outside of Canada after February 14, 1977.** (You do not need to complete this section if you are presenting a certificate of Canadian citizenship issued after January 1, 2007.)

**a) Are you a naturalized Canadian?** (i.e. Did you receive Canadian citizenship following immigration to Canada?)  Yes - Go to section 5  No - Continue to question b)

**b) Was one of your parents born in Canada?**  Yes - Go to section 5  No - Continue to c)

**c) Complete and submit form PPTC 001 "Proof of Canadian Citizenship - Additional Information" which you can obtain at [www.passportcanada.gc.ca](http://www.passportcanada.gc.ca) or at any Passport Canada service location, participating Canada Post office, participating Service Canada Centre in Canada or any Canadian government office in the USA.**

**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 (if applicable)<br>Year   Month   Day | Name of bearer as it appears on the document |
| Type of document | Document number | Date of expiry (if applicable)<br>Year   Month   Day | Name of bearer as it appears on the document |

*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 Province/Territory/State

**6** *Credit Card Information*

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

|   |                        |                                |   |
|---|------------------------|--------------------------------|---|
| <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>            | Name appearing on card |                                | <p><b>FOR OFFICIAL USE ONLY</b></p> <p>Authorization number</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> |
|   | Card number            | Date of expiry<br>Month   Year |   |
| <b>AUTHORIZATION</b> - I authorize Passport Canada to charge CAN\$ _____ to my credit card. |                        | Signature of cardholder _____  | <b>Date</b> Year   Month   Day  |

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.)

(Number, Street, Apartment, City, Province/Territory/State, Country)

From Year Month To Year Month

1.

From Year Month To Year Month

2.

**B** Occupation (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:

| 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 (Number, Street, Apartment, City, Province/Territory/State, Country) |   |   |  |  |
| Daytime phone          | Evening phone  | Cell. number or e-mail address (optional) | Has known me for<br>State number of years |  |  |
| 2. Surname (last name) |  | Given name(s)                             |   |  |  |
| Relationship           | Address (Number, Street, Apartment, City, Province/Territory/State, Country) |   |   |  |  |
| Daytime phone          | Evening phone  | Cell. number or e-mail address (optional) | Has known me for<br>State number of years |  |  |

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 |              | Prov./Ter./State   Postal/Zip code |  |

## 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<br>Province/Territory/State |  |

## ***Terms and Conditions***

1. **CONFIDENTIALITY AGREEMENT**  
Certificates Express Ltd. herein referred to as "CEL" certifies that all information the applicant provides, both written and/or verbal, will be held in the strictest of confidence. All information supplied will only be used for obtaining certificate applied for on applicant's behalf and for no other purpose.
2. Applicant assumes all responsibility and liability that the information on government forms is true and complete. "CEL" assumes no responsibility for any errors, omissions or incomplete or illegible information on application forms.
3. Where required, all forms must have an authorized guarantor in order to process.
4. Applicant must qualify based on government standards in order to receive and/or be eligible to receive certificates.
5. The authorization letter provided must be accompanied in order for "CEL" and/or one of its authorized representatives to obtain certificates on your behalf.
6. "CEL" assumes no responsibility and/or liability for government processing and/or producing of certificates.
7. Applicant agrees to be bound by the following terms and conditions with regard to PAYMENT:
  - a. Payments by Visa, Mastercard, debit card, other.
  - b. All payments and transactions are final. Any requests for refunds must be made within 24 hours of placing the order. A minimum fee of \$100 + G.S.T. may apply.
  - c. The aforementioned term and condition is in full force and effect until "CEL" has received written notification from the applicant of a cancellation in such a manner as to afford "CEL" reasonable opportunity to act on said request.
  - d. "CEL" agrees to charge applicant only for services, government fees, G.S.T. and delivery charges, if applicable. There are no G.S.T. charges on government fees.
  - e. "CEL" service fee is over and above any applicable government fees.
  - f. Payments can be made in the form of a certified cheque, money order or bank draft. However, processing period will only commence upon receipt.
  - g. The applicant agrees that "CEL" is not responsible for credit/debit authorization or approval.
  - h. The applicant authorizes "CEL", in accordance with the following terms and conditions, to initiate credit/debit entries on behalf of the applicant.
8. "CEL" provides Urgent/Rush/Accelerated Service only when the following terms and conditions are met:
  - a. The service is offered by the jurisdiction in charge of the certificate being requested.
  - b. Where required, a valid guarantor must be available for confirmation — this is a government requirement.
  - c. All government terms and conditions must be met.
  - d. The authorization letter provided must be completed and signed and must accompany application in order that the "CEL" authorized representative can process and obtain certificate documents.
  - e. Government holidays and closures for any reason(s) voids Urgent Service
  - f. In some cases, proof of urgency must be provided. Please contact us for more information.
9. "CEL" provides Regular Service when the following terms and conditions are met:
  - a. Regular Service is based on standard government processing. Time frame for receipt of the requested documentation varies by jurisdiction.
  - b. Any time frame quoted regarding the receipt of requested documents is an estimation, not a guarantee.
  - c. In some cases, the applicant will be notified by "CEL" upon receipt of certificate from the government. In other cases, the issuing government will forward the completed document directly to the applicant. This varies by jurisdiction.
  - d. All other terms and conditions apply.

**Sign Here:** \_\_\_\_\_