




# Adult General Passport Application

Information Protected

## for Canadians 16 years of age or over applying in Canada or from the USA

**Warning**—Any false or misleading statement with respect to this application and any supporting document, including the concealment of any material fact, may result in the refusal to issue a passport, the revocation of a currently valid passport, or the refusal of passport services, and may be grounds for criminal prosecution. Your application will not be processed if you fail to complete all of the required sections of this form and/or refuse to consent to the exchange or disclosure of any personal information required for the delivery of passport services.

Type or print in CAPITAL LETTERS using black or dark blue ink.

 <b>Date of travel</b> <input type="radio"/> Month <input type="text"/> Day <input type="text"/> <input type="radio"/> Unknown

<b>1 Personal Information (see Instructions, section H)</b>						
Surname (last name)						
Given name(s)						
Surname (last name) at birth			Former surname (last name)			
If passport requested in spousal surname (last name), enter		Year of marriage		Surname (last name) of spouse		
Date of birth Year <input type="text"/> Month <input type="text"/> Day <input type="text"/>		Place of birth City <input type="text"/> Country <input type="text"/> Prov./Terr./State (if applicable) <input type="text"/>				
Sex <input type="radio"/> Female <input type="radio"/> Male	Marital status	Eye colour	Current hair colour	Height (cm/in)	Weight (kg/lbs)	
Current home address Number <input type="text"/> Street <input type="text"/> Apartment <input type="text"/> City <input type="text"/> Province/Territory/State <input type="text"/> Postal/ZIP code <input type="text"/>						
Mailing address (if different from above) Number <input type="text"/> Street <input type="text"/> Apartment <input type="text"/> City <input type="text"/> Province/Territory/State <input type="text"/> Postal/ZIP code <input type="text"/>						
Telephone (daytime)		Telephone (other)		Cell number or email address (optional)		
<b>Declaration</b> —I solemnly declare that I am a Canadian citizen, that the photos enclosed are unaltered and a true likeness of me, that all of the statements made and the information provided in this application, as well as any supporting documents, are true. I declare that I have read and understood the <b>Warning</b> at the top of this page and the Privacy Notice Statement (see section N). I consent to the collection, use and disclosure of my personal information by Passport Canada Program—Citizenship and Immigration Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the Privacy Notice Statement in the Instructions.				<b>Void if signature touches border</b> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <b>Signature (see Instructions, section H)</b> Date Year <input type="text"/> Month <input type="text"/> Day <input type="text"/> Signed at City <input type="text"/> Province/Territory/State <input type="text"/>		

<b>2 Declaration of Guarantor (see Instructions, section I)</b>						
<b>Note:</b> Section to be completed by the guarantor only if the applicant has completed and signed all <b>three (3)</b> pages of this application form.						
Surname (last name)			Given name(s)			
Date of birth Year <input type="text"/> Month <input type="text"/> Day <input type="text"/>		Canadian passport number		Date of issue Year <input type="text"/> Month <input type="text"/> Day <input type="text"/>		Date of expiry Year <input type="text"/> Month <input type="text"/> Day <input type="text"/>
Surname (last name) in passport, if different			Telephone (daytime)		Telephone (other)	
Current home address Number <input type="text"/> Street <input type="text"/> Apartment <input type="text"/> City <input type="text"/> Province/Territory/State <input type="text"/> Postal/ZIP code <input type="text"/>						
<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 signed the back of <b>one (1)</b> photo to certify 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 to confirm that I have seen the original(s). I declare that I have read and understood the <b>Warning</b> at the top of this page and the Privacy Notice Statement (see section N). I consent to the collection, use and disclosure of my personal information by Passport Canada Program—Citizenship and Immigration Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the Privacy Notice Statement in the Instructions.				I have known the applicant for _____ Number of years		<b>Signature of guarantor</b> Date Year <input type="text"/> Month <input type="text"/> Day <input type="text"/> Signed at City <input type="text"/> Province/Territory/State <input type="text"/>

Aussi accessible en français



3

**Previous Canadian Travel Document (see Instructions, section J)**

• Has a Canadian travel document (passport, certificate of identity or refugee travel document) been issued to you and is it still valid?

No

Yes (specify)

Number	Date of issue		
	Year	Month	Day

If yes, include the travel document with your application.

• Would you like the previous passport returned to you? If not, it will be securely destroyed by Passport Canada Program to protect your personal information.

Yes, please return the previous passport to me.

**Note:** If a valid Canadian travel document has been lost, stolen, damaged or is inaccessible, complete form PPTC 203, Declaration, available online at passportcanada.gc.ca. **A Canadian travel document, once reported lost or stolen, is no longer valid.** There is an administrative fee for the replacement of a valid lost or stolen Canadian travel document (see section C).

4

**Proof of Canadian Citizenship (see Instructions, section K)**

**A** To be completed by **all applicants**. Did you acquire citizenship of another country before January 1, 1947?

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 documents listed below (original only):

Birth certificate in Canada

Certificate of Canadian citizenship

Registration number	Date of issue
Certificate number	Date of issue/Effective date of citizenship

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

**1)** Provide **one (1)** of the documents listed below (original only):

Certificate of Canadian citizenship

Certificate of naturalization

Certificate of registration of birth abroad (issued by the Registrar of Canadian Citizenship)

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

Certificate number	Date of issue/Effective date of citizenship
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**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).

**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 ➔ Complete and submit form PPTC 001, Proof of Canadian Citizenship–Additional Information, available online at passportcanada.gc.ca.

5

**Documents to Support Identity (see Instructions, section L)**

Provide the following information. Include signed copies (both sides) or original documents.

Type of document	Document number	Date of expiry (if applicable) Year   Month   Day	Name as it appears on the document
Type of document	Document number	Date of expiry (if applicable) Year   Month   Day	Name as it appears on the document

Signature of applicant

Date
Year   Month   Day

<b>6</b> <b>Period of Validity (see Instructions, section C)</b>
Choose <b>one (1)</b> of the following periods of validity: <input type="radio"/> <b>5-year</b> or <input type="radio"/> <b>10-year</b>

<b>7</b> <b>Additional Personal Information</b>																								
<b>Note:</b> If insufficient space, attach a separate signed and dated sheet with the additional personal information.																								
<b>A</b> Addresses in the last <b>two (2)</b> years <input type="radio"/> Same as current home address <input type="radio"/> Different from current home address (complete below)																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">1.</td> <td style="border-bottom: 1px solid black;">From</td> <td style="border-bottom: 1px solid black;">Year</td> <td style="border-bottom: 1px solid black;">Month</td> <td style="border-bottom: 1px solid black;">To</td> <td style="border-bottom: 1px solid black;">Year</td> <td style="border-bottom: 1px solid black;">Month</td> </tr> <tr> <td style="border-bottom: 1px solid black;">2.</td> <td style="border-bottom: 1px solid black;">From</td> <td style="border-bottom: 1px solid black;">Year</td> <td style="border-bottom: 1px solid black;">Month</td> <td style="border-bottom: 1px solid black;">To</td> <td style="border-bottom: 1px solid black;">Year</td> <td style="border-bottom: 1px solid black;">Month</td> </tr> </table>	1.	From	Year	Month	To	Year	Month	2.	From	Year	Month	To	Year	Month										
1.	From	Year	Month	To	Year	Month																		
2.	From	Year	Month	To	Year	Month																		
<b>B</b> Occupation in the last <b>two (2)</b> years <input type="checkbox"/> my employers were and/or <input type="checkbox"/> I was attending educational institutions and/or <input type="checkbox"/> other, e.g. homemaker, unemployed or retired, as follows:																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Employer/school or other</th> <th style="width: 25%;">Address</th> <th style="width: 20%;">Telephone (daytime)</th> <th style="width: 20%;">Field of employment/studies</th> <th style="width: 10%;">Date (from)</th> <th style="width: 10%;">Date (to)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Employer/school or other	Address	Telephone (daytime)	Field of employment/studies	Date (from)	Date (to)																		
Employer/school or other	Address	Telephone (daytime)	Field of employment/studies	Date (from)	Date (to)																			
<b>C</b> <b>Mother's maiden name</b> <span style="font-size: 2em;">}</span> Provide your mother's surname (last name) at the time of her birth.																								

<b>8</b> <b>References</b>										
Provide the following information with respect to <b>two (2)</b> persons who are neither your relatives nor your guarantor and who have known you for at least <b>two (2)</b> years. They may be contacted to confirm your identity.										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">1. Surname (last name)</td> <td style="width: 50%; border-bottom: 1px solid black;">Given name(s)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Relationship</td> <td style="border-bottom: 1px solid black;">Address (Number, Street, Apartment, City, Province/Territory/State, Country)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Telephone (daytime)</td> <td style="border-bottom: 1px solid black;">Telephone (other)</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">Cell number or email address (optional)</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">Has known me for Number of <b>years</b></td> </tr> </table>	1. Surname (last name)	Given name(s)	Relationship	Address (Number, Street, Apartment, City, Province/Territory/State, Country)	Telephone (daytime)	Telephone (other)		Cell number or email address (optional)		Has known me for Number of <b>years</b>
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Relationship	Address (Number, Street, Apartment, City, Province/Territory/State, Country)									
Telephone (daytime)	Telephone (other)									
	Cell number or email address (optional)									
	Has known me for Number of <b>years</b>									
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2. Surname (last name)	Given name(s)									
Relationship	Address (Number, Street, Apartment, City, Province/Territory/State, Country)									
Telephone (daytime)	Telephone (other)									
	Cell number or email address (optional)									
	Has known me for Number of <b>years</b>									

<b>9</b> <b>Emergency Contact Information (optional)</b>								
We recommend that you provide the name of someone who would <b>not</b> normally travel with you. This information is helpful if you have an accident or become ill while travelling outside of Canada.								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Surname (last name)</td> <td style="width: 50%; border-bottom: 1px solid black;">Given name(s)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Relationship to applicant</td> <td style="border-bottom: 1px solid black;">Telephone (daytime)</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">Telephone (other)</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">Cell number</td> </tr> </table>	Surname (last name)	Given name(s)	Relationship to applicant	Telephone (daytime)		Telephone (other)		Cell number
Surname (last name)	Given name(s)							
Relationship to applicant	Telephone (daytime)							
	Telephone (other)							
	Cell number							
Current home address								
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<b>Signature of applicant</b>								
Date								
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Year	Month	Day						



# Adult General Passport Application

## for Canadians 16 years of age or over applying in Canada or from the USA

### Instructions

Forms are regularly updated. Applicants are encouraged to use the interactive form available online at [passportcanada.gc.ca](http://passportcanada.gc.ca).

<b>(A)</b>	<b>Entitlement to a Canadian Passport</b>
<p><b>Important Notice—We recommend that you not finalize your travel plans until you receive the requested passport.</b></p> <ul style="list-style-type: none"> <li>• A Canadian passport is the only reliable and universally accepted travel and identification document for Canadians who travel abroad.</li> <li>• 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.</li> <li>• For Canadians under 16 years of age use form PPTC 155, Child General Passport Application.</li> <li>• The bearer of a previous Canadian passport may be eligible to apply for a passport through the simplified renewal application process use form PPTC 054, Adult Simplified Renewal passport application. Consult our website at <a href="http://passportcanada.gc.ca">passportcanada.gc.ca</a>.</li> </ul>	

<b>(B)</b>	<b>Requirements Checklist</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> All <b>three (3)</b> pages of the application form completed and signed within the last <b>twelve (12)</b> months.</li> <li><input type="checkbox"/> <b>Two (2)</b> identical unaltered passport photos taken within the last <b>twelve (12)</b> months.</li> <li><input type="checkbox"/> Application form and one of the photos certified by your guarantor.</li> <li><input type="checkbox"/> Proof of Canadian citizenship (original only). The document will be returned to you.</li> <li><input type="checkbox"/> Document(s) to support identity.</li> <li><input type="checkbox"/> Any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued in your name.</li> <li><input type="checkbox"/> The fee.</li> </ul> <p><b>Note:</b> All documents submitted throughout the passport application process that are in a language other than English or French must be translated by a certified translator. Additional documents or information may be requested in support of this application.</p>	

<b>(C)</b>	<b>Period of Validity and Fee</b>	
<p>Where the application is made <b>in Canada</b> and the passport is to be delivered in Canada:</p> <p style="text-align: center;"><b>5-year validity – C\$120*</b> <b>10-year validity – C\$160*</b></p>		<p>Where the application is made <b>from the USA**</b> or the passport is to be delivered to the USA**:</p> <p style="text-align: center;"><b>5-year validity – C\$190*</b> <b>10-year validity – C\$260*</b></p>
<p>*Includes a C\$25 consular services fee. **Includes Bermuda, American Samoa, the Midway Islands, Puerto Rico and the US Virgin Islands. There is a separate non-refundable C\$45 administrative fee for the replacement of a valid lost or stolen Canadian travel document.</p> <p><b>Method of payment</b> (Canadian funds only)</p> <ul style="list-style-type: none"> <li>• Debit card (Interac), Visa debit, virtual debit or other prepaid cards (Visa, MasterCard, American Express) only for in-person applications submitted by the cardholder. Prepaid debit cards are not accepted</li> <li>• Credit card and prepaid card (<b>embossed only</b>). Fill out and detach section D of this form and enclose it with your application</li> <li>• Certified cheque or money order (postal or bank) in the exact amount, payable to the Receiver General for Canada</li> </ul> <p><b>Important</b></p> <ul style="list-style-type: none"> <li>• Every person who requests a passport service must pay the applicable fee in the exact amount.</li> <li>• Applicants who cancel their application or are refused a passport are not eligible for a refund of the passport service fee. Only the consular services fee of C\$25, applied only to adult applications, is refundable.</li> <li>• Passport Canada Program—Citizenship and Immigration Canada does not accept personal cheques or payment in cash for applications submitted in Canada.</li> <li>• Administrative fees and applicable interest will be applied to all dishonoured payments.</li> <li>• Fees are subject to change.</li> </ul> <p>All Canadian passports contain 36 pages.</p>		

<b>(D)</b>	<b>Credit Card Information</b>		
<b>Complete</b> and submit with your application if you are paying by credit card.			
Card type: <input type="radio"/> Visa <input type="radio"/> MasterCard <input type="radio"/> American Express			
Name as it appears on card		Card number	Date of expiry Month   Year
Name of applicant		For official use only	
<b>Authorization</b> —I authorize Passport Canada Program to charge C\$ <input style="width: 50px;" type="text"/> to my credit card.		Signature of cardholder <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div>	
		Date Year   Month   Day	

**(E) Applying in Person**

**Canadians can submit an application in Canada at:**

- a Passport Canada Program regional office
- a participating Canada Post office
- a participating Service Canada Centre.

A list of service locations is available online at [passportcanada.gc.ca](http://passportcanada.gc.ca).

**For Canadians submitting an application from the USA:**

If you require a passport in exceptional circumstances, contact the nearest Government of Canada office. A list of Government of Canada offices in the USA is available online at [travel.gc.ca](http://travel.gc.ca) or consult your local telephone directory.

**(F) Applying by Mail**

Mailed-in applications are processed in Canada.

**By mail**  
Passport Canada Program  
Gatineau QC K1A 0G3  
Canada

**By courier**  
Passport Canada Program  
22 de Varennes Street  
Gatineau QC J8T 8R1  
Canada

The original documents that you enclose with your application are valuable. We recommend that you use a courier or mail service that allows you to trace your mail.

**(G) Contact Information**

General information is available 24 hours a day, 7 days a week. Specific information is available Monday to Friday from 7:30 a.m. to 8 p.m. ET in Canada.

**Information on passports, fees and processing times**

Website ..... [passportcanada.gc.ca](http://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

**Information on travel reports, warnings and requirements**

Website ..... [travel.gc.ca](http://travel.gc.ca)

- Application forms are available in large print.
- A passport application instruction booklet is available in Braille.

**(H) Personal Information**

**Surname and given name(s) to appear in passport**  
Write the name you want to appear in the passport. If you are requesting a passport in a name that is different from the name that appears on the documentary evidence of citizenship, please note the following:

- For a **married surname change**, we recommend that you provide a marriage certificate (original or copy) to avoid possible delays.
- For a **common-law name change**, include a signed letter stating that you are in a common-law relationship and that the cohabitation has been ongoing for more than one year.
- For any other **legal name change**, include **one (1)** of the following:
  - a legal change of name order;
  - an adoption order; or
  - a birth certificate or citizenship certificate issued in the new name.

Additional documentation will be required to verify your identity as well as the name to appear in the passport (see section L).

**Surname (last name) at birth and former surname (last name)**  
Complete if different from the surname (last name) to appear in the passport (for Passport Canada Program—Citizenship and Immigration Canada information only—will not appear in the passport).

**Date of birth**  
If your proof of citizenship does not show a complete date of birth, the specific year, month and day of your birth will be entered as shown on your supporting identification. Provide original or signed copies of any supporting identification showing this date of birth.

**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 form PPTC 077, Request for a Canadian passport without a place of birth, available online at [passportcanada.gc.ca](http://passportcanada.gc.ca).

**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.

*Signature*

Acceptable

← Inner Limits →

*Signature*

Unacceptable

I

### Declaration of Guarantor

A guarantor is a person other than yourself who confirms your identity.

**The guarantor must:**

- be a Canadian citizen 18 years of age or over;
- hold a **5-year** or **10-year** Canadian passport that is valid or has expired within the last year from the date we receive this application;
- have been 16 years of age or over when the application was submitted for the passport identified in section 2 of this application form;
- 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. A family member or person residing at the same address as you (the applicant) may be the guarantor provided that the individual meets the specified requirements.

- know you well enough to be confident that the statements you have made in the application form are true;
- provide the requested information contained in the passport issued in his or her name;
- be accessible to Passport Canada Program—Citizenship and Immigration Canada (PCPCIC) for verification;
- it is not necessary that the guarantor reside in the same country as the applicant.

The guarantor must perform **free of charge** the following **three (3)** tasks:

1. Complete and sign the Declaration of Guarantor (section 2). Ensure you have completed and signed all **three (3)** pages of the application 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 it.
3. If applicable, sign and date a copy of each document to support your identity (see section L).

PCPCIC reserves the right to request a new guarantor.

The applicant must not assist the guarantor in performing his or her duties. If your guarantor requires assistance, contact PCPCIC.

If you have **not known** an eligible guarantor for at least **two (2)** years, complete form PPTC 132, Statutory Declaration in Lieu of Guarantor, available at any Passport Canada Program regional office in Canada or any Government of Canada office in the USA.

The 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.**

J

### Previous Canadian Travel Document

- Enclose any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued in your name. If this passport is valid for more than **twelve (12)** months from the date the application is submitted, provide a written explanation as to why you are applying at this time. Should Passport Canada Program—Citizenship and Immigration Canada (PCPCIC) 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 travel document.

**Note:** If a valid Canadian travel document has been lost, stolen, damaged or is inaccessible, complete form PPTC 203, Declaration, available online at [passportcanada.gc.ca](http://passportcanada.gc.ca). **A Canadian travel document, once reported lost or stolen, is no longer valid.** If found, it must not be used for travel and must be returned immediately to PCPCIC or if abroad to the nearest Government of Canada office. There is an administrative fee for the replacement of a valid lost or stolen Canadian travel document (see section C).

K

### Proof of Canadian Citizenship

Provide **one (1)** of the documents indicated in section 4 of the application form (original only). 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 Program.


**Certificate of birth in Canada**


Only official birth documents issued by the vital statistics office of the applicant's province or territory of birth in Canada are accepted. Certain exceptions may apply. More information is available online at [passportcanada.gc.ca](http://passportcanada.gc.ca).


**Certificate of Canadian citizenship**

Commemorative documents of citizenship are **not** accepted. If you require a certificate of Canadian citizenship, contact:

**Citizenship and Immigration Canada**

 Website (in Canada and in the USA) ..... [cic.gc.ca](http://cic.gc.ca)

 Toll-free in Canada ..... 1-888-242-2100

 TTY in Canada (for persons who are Deaf or hard of hearing) ..... 1-888-576-8502 (from 8 a.m. to 4 p.m. ET)

**L****Documents to Support Identity**

- Provide at least **one (1)** document to support your identity with the name to appear in the passport. Further documentation may be requested.
- Documents to support your identity must be valid, must be issued by a federal, provincial/territorial/state or municipal authority, and must include your name and **signature**. For example:
  - Provincial/territorial/state driver's licence
  - United States permanent resident card
  - Certificate of Indian Status
  - Federal, provincial/territorial/state or municipal employee identification card
  - Canadian passport that is valid or expired for less than one year
- Copies are acceptable provided your guarantor has signed and dated a copy of each document (both sides) confirming that the original document has been seen. If you are submitting original documents, they will be returned to you.
- If you are submitting copies and 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 original document (both sides) to indicate that the original document has been seen.

**M****Canadian Passport Photo Instructions**

You must submit **two (2) identical photos** with each passport application.

**The photos must:**

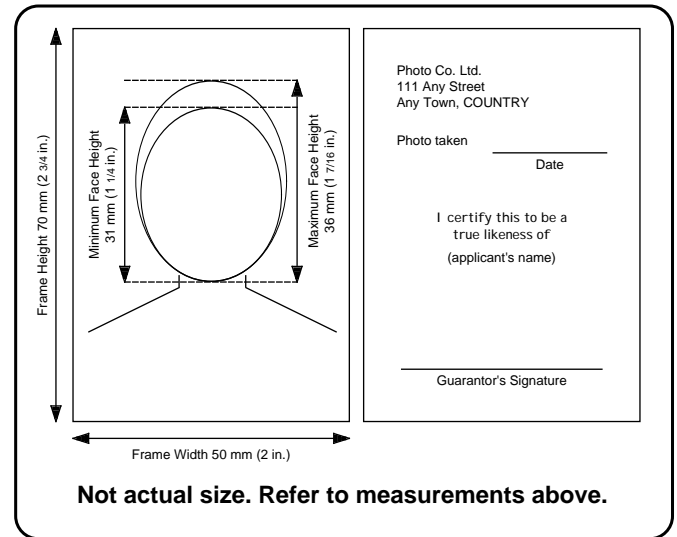
- be taken by a commercial photographer;
- be clear, sharp and in focus. Photos may be in colour or in black and white;
- have a neutral facial expression (**eyes open and clearly visible, mouth closed, no smiling**);
- have uniform lighting—no shadows, glare or flash reflections;
- be taken **straight on** with the face and shoulders centred and squared to the camera;
- be taken in front of a plain white or light-coloured background to clearly distinguish the person from the background. Photos must reflect/represent natural skin tones;
- be originals that **have not been altered in any way** or taken from an existing photo;
- reflect your current appearance (taken within the last **twelve (12)** months); and
- be professionally printed on plain, high quality photographic paper (photos printed at home and photos printed on heavy weight paper are not acceptable).

**The following must appear on the back of one photo**

- The name and complete address of the photo studio and the date the photo was taken. The photographer may use a stamp or handwrite this information (stick-on labels are not acceptable).
- The **guarantor's** signature.

**Additional information**

- **Glasses**, including tinted prescription glasses, may be worn in photos as long as there is no glare and the eyes are clearly visible. The red-eye effect and sunglasses are not acceptable.
- **Hats and head coverings** must not be worn, except for religious beliefs or medical reasons. However, the head covering must not cast shadows on the face and the full face must be clearly visible.

**N****Privacy Notice Statement**

All personal information provided on this application form is collected by Passport Canada Program—Citizenship and Immigration Canada (PCPIC) for the purpose of determining entitlement of the applicant to a Canadian passport and to provide information to the Consular Operations Bureau of the Department of Foreign Affairs, Trade and Development in the event that the passport holder requires assistance while travelling abroad. In the performance of those services, the personal information is collected, used and disclosed under the authority of the *Canadian Passport Order* and in accordance with the *Privacy Act* and any other federal laws, regulations and policies applicable to the protection of personal information, as described in Personal Information Bank PPTC PPD 102 (Regular and Official Travel Passports). In the context of the delivery of passport services, PCPIC and other federal government institutions or Government of Canada offices abroad assisting in the delivery of passport services may exchange personal information. In addition, in determining current and ongoing entitlement and to maintain the integrity of the passport program, all personal information collected is subject to verification and security queries to authenticate identity and citizenship, as well as to identify the existence of grounds for refusal to issue a passport, the revocation of a currently valid passport or the refusal of passport services. In the same context, the guarantor's personal information is also subject to verification and security queries to determine whether the individual meets the guarantor requirements. Personal information may be disclosed to third party entities, such as law enforcement authorities and identity document issuing institutions, for verification and security queries required in the delivery of passport services. Personal information may also be disclosed by third party entities to PCPIC or other federal government institutions or Government of Canada offices abroad for those same purposes. To strengthen the security of the Canadian passport, PCPIC uses facial recognition technology. Also, an electronic chip is inserted into the booklet. The chip contains, in electronic format, the photo of the bearer and the personal information (excluding the signature) found on page 2 of the booklet.

PCPIC may contact the applicant/passport holder to solicit feedback about passport services.