ADULT GENERAL PASSPORT APPLICATION (in the USA)
for Canadians 16 years of age or over

INSTRUCTIONS

Aussi disponible en français

Forms are regularly updated. Applicants are encouraged to use the interactive form available online at passportcanada.gc.ca.

A *Entitlement to a Canadian Passport*

Important Notice—We recommend that you not make any travel plans until you receive the requested 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.
- Canadians under 16 years of age must use form PPTC 142, *Child Passport Application*.

B *Requirements Checklist*

- ☐ All **three (3)** pages of the application form completed and signed within the last 12 months.
- ☐ **Two (2)** identical unaltered passport photos taken within the last 12 months.
- ☐ Application form and one of the photos certified by your guarantor.
- ☐ Proof of Canadian citizenship (original only).
- ☐ Document(s) to support identity.
- ☐ Any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to you within the last **five (5)** years.
- ☐ The fee.

Note: 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 required in support of this application.

C *Fee*

Note: Passport Canada **does not accept personal cheques or payment in cash** for applications submitted in Canada.

For Canadians submitting an application from the USA—C$97
(includes the passport service fee of C$72 and consular services fee of C$25)

Accepted methods of payment (Canadian funds only)

- Debit card (Interac) or prepaid cards (Visa, MasterCard, American Express) only for in-person applications submitted by the cardholder. Prepaid debit cards are not accepted
- Credit card and prepaid card **embossed only** (fill out and detach section D of this form and enclose it with your application)
- Certified cheque or money order (postal or bank, for the exact amount) payable to the Receiver General for Canada

Important

- Every person who requests a passport service must pay the exact applicable fee.
- 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.
- Administrative fees and applicable interest will be applied to all dishonoured payments.
- An applicant's debit card (Interac, Visa Debit or Virtual Debit) is not accepted for applications submitted by mail or by a third party.
- Fees are subject to change.

D *Credit Card Information*

COMPLETE and submit with your application if you are paying by credit card.

Card type: ◯ Visa ◯ MasterCard ◯ American Express

Name as it appears on card	Card number	Date of expiry (Month / Year)
Name of applicant	FOR OFFICIAL USE ONLY	

AUTHORIZATION—I authorize Passport Canada to charge C$ _____ to my credit card.	Signature of cardholder	Date (Year / Month / Day)

Passport Canada Passeport Canada

Canada

E Applying in Person

Canadians can submit an application in Canada at:

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

All service locations are available online at 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.

F 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 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.

INFORMATION ON PASSPORTS, FEES AND PROCESSING TIMES

Website: ..... 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

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/FORMER SURNAME (FORMER LAST NAME)

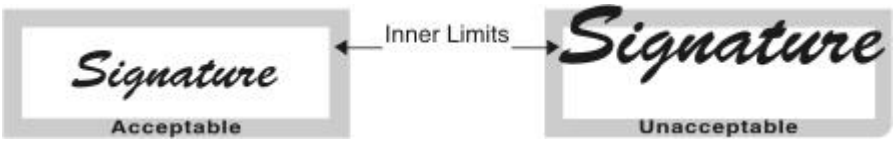
Complete if different from the surname (last name) to appear in the passport (for Passport Canada information only–will not appear in the passport).

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 form PPTC 077, *Request for a Canadian Passport Without a Place of Birth*, available online at 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.



I Declaration of Guarantor

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

The guarantor must:

- be a citizen of Canada or the USA;
- 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. 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.*

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

  The list above is not a recognition or endorsement by Passport Canada of professional status or superior qualifications.
- be accessible to Passport Canada for verification;

The 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 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)*.

Passport Canada reserves the right to request an alternate guarantor.

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

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 Government of Canada office in the USA that provides 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.**

J Previous Canadian Travel Document

- Enclose any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to you within the last **five (5)** years. If your current passport is valid for more than 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 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 or at any Government of Canada office in the USA that provides passport services. **A Canadian travel document, once reported lost or stolen, is no longer valid. If found, it is not to be used for travel and must be returned immediately to Passport Canada or if abroad to the nearest Government of Canada office.**

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 required 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

Only official birth documents issued by the vital statistics authority 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.

CERTIFICATE OF CANADIAN CITIZENSHIP

Commemorative documents of citizenship are **not** accepted. If you require a certificate of Canadian citizenship, contact the nearest Government of Canada office.
You may also visit the Citizenship and Immigration Canada website at cic.gc.ca.

L Documents to Support Identity

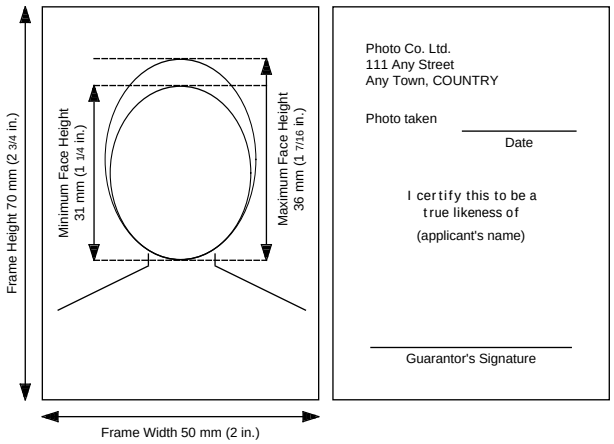
- Provide at least **one (1)** document to support your identity with the name to appear in the passport. Further documentation may be required.
- Documents to support your identity must be valid, must be issued by a federal, provincial/territorial/state or municipal authority, and must include your name and **signature**. For example:
  - Provincial/territorial/state driver's licence
  - Provincial health card
  - Certificate of Indian Status
  - Canadian passport that is valid or expired for less than one year
  - United States permanent resident card
  - Federal, provincial/territorial/state or municipal employee identification card
  - Other federal, provincial/territorial/state or municipal identification card
- 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 Rules for Canadian Passport Photos

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 centered 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 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).



Not actual size. Refer to measurements above.

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.

EXTRA DETAILS

- **Glasses**, including tinted prescription glasses, may be worn in photos as long as the eyes are clearly visible and there is no glare in the glasses. Sunglasses and the red-eye effect are unacceptable.
- **Hats and head coverings** must not be worn, unless worn 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 Protection of Information

All personal information provided on this application form is protected and used in accordance with the provisions of the *Privacy Act* (Personal Information Bank No. DFAIT PPU 030). Personal information is collected by Passport Canada under the *Canadian Passport Order* to determine the applicant's current and ongoing entitlement to a Canadian passport, to administer passport services and to provide information to the Consular Operations Bureau of Foreign Affairs and International Trade Canada in the event that the applicant requires assistance while travelling abroad. The guarantor's information is also checked to determine whether the person meets the requirements to act as a guarantor. All information provided is subject to routine verifications and security queries including validation of Canadian citizenship with Citizenship and Immigration Canada.

To strengthen the security of the Canadian passport, Passport Canada uses facial recognition technology to convert the applicant's photo into a biometric template for comparison with the Passport Canada database of photos. The photo is then incorporated into the passport as a digital image. Biometric templates are retained for a maximum of 12 years.

Passport Canada uses the services of third parties to receive passport applications submitted in person. All parties ensure that all personal information is protected and used in accordance with the provisions of the *Privacy Act*.

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

Validate and Print | Reset

INFORMATION PROTECTED

ADULT GENERAL PASSPORT APPLICATION (in the USA)

for Canadians 16 years of age or over

Forms are regularly updated. Applicants are encouraged to use the interactive form available online at passportcanada.gc.ca

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 to issue 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 refused.

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

1 *Personal Information (see Instructions, section H)*

Date of travel Month Day ◯ Unknown

Surname (last name)

Given name(s)

Surname (last name) at birth

Former surname (former last name)

If passport requested in spousal surname (last name), enter

Year of marriage

Surname (last name) of spouse

Date of birth Year Month Day

Place of birth City Country Prov./Terr./State *(if applicable)*

Sex ◯ Female ◯ Male

Marital status

Eye colour

Current hair colour

Height (cm/in)

Weight (kg/lbs)

Current home address

Number Street Apartment City Province/Territory/State Postal/ZIP code

Mailing address *(if different from above)*

Number Street Apartment City Province/Territory/State Postal/ZIP code

Daytime telephone number

Alternate telephone number

Email address *(optional)*

DECLARATION—I solemnly declare that I am a Canadian citizen, that the photos enclosed are a true likeness of me and that all of the statements made in this application are true. I declare that I have read and understood the **WARNING to all applicants and guarantors** at the top of this page.

Date Year Month Day

Signed at City State

Void if signature touches border

Signature *(see Instructions, section H)*

2 *Declaration of Guarantor (see Instructions, section I)*

Note: *Section to be completed by the guarantor only if the applicant has completed and signed all three (3) pages of this application form.*

Surname (last name)

Given name(s)

Occupation

Name of firm/organization

Daytime telephone number

Evening telephone number

Cell number *(optional)*

Business address

Number Street City Country

DECLARATION—I solemnly declare that I have known the applicant identified above personally for at least **two (2)** years. I have signed on the back of **one (1)** 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 confirming that I have seen the original(s). I declare that I have read and understood the **WARNING to all applicants and guarantors** at the top of this page.

I have known the applicant for _____ Number of years

Signature of guarantor

Date Year Month Day

Signed at City Country

Validate and Print

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

- In the last **five (5)** years, 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	Place of issue

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 to protect your personal information.

☐ **Yes, please return the 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 or at any Government of Canada office in USA. **A Canadian travel document, once reported lost or stolen, is no longer valid.**

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)***:

	Registration number	Date of issue
◯ Birth certificate in Canada		

	Certificate number	Date of issue/Effective date of citizenship
◯ Certificate of Canadian citizenship		

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

1) Provide **one (1)** of the four 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

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 ➡ Continue to **c)**

c) Complete and submit form PPTC 001, *Proof of Canadian Citizenship–Additional Information,* available online at passportcanada.gc.ca or at any Government of Canada office in the USA.

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

6 Declaration of Applicant

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

Signature of applicant	Date Year / Month / Day	Signed at City / State

Fee and Credit Card Information (see Instructions, sections C and D)

Validate and Print

7 Additional Personal Information

Note: If insufficient space, attach a separate signed and dated sheet.

A Addresses in the last **two (2)** years
- ◯ Same as current home address
- ◯ Different from current home address (complete below)

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

B Occupation in the last **two (2)** years
- ☐ I was attending educational institutions and/or
- ☐ my employers were and/or
- ☐ other (e.g. homemaker, unemployed or retired) as follows:

Ongoing occupation?

Employer/school or other	Address	Daytime telephone number	Field of employment/studies	Date (from)	Date (to)
				yyyy-mm	yyyy-mm

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 telephone number	Evening telephone number	Cell number or email address *(optional)*	Has known me for Number of years
2. Surname (last name)		Given name(s)	
Relationship	Address *(Number, Street, Apartment, City, Province/Territory/State, Country)*		
Daytime telephone number	Evening telephone number	Cell number or email address *(optional)*	Has known me for Number of years

9 Emergency Contact Information (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 telephone number	Evening telephone number	Cell number

Address

Number Street Apartment City Province/Territory/State Postal/ZIP code

10 Declaration of Applicant

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

Signature of applicant	Date Year Month Day	Signed at City State