



# ADULT PASSPORT APPLICATION

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

## GENERAL INFORMATION

Aussi disponible en français

### Entitlement to a Canadian Passport

- Issued to Canadian citizens only, Canadian passports reflect the identity of the applicant as determined by documentary evidence of citizenship and supplementary documentation.
- Persons 16 years of age or over must use this form (PPT 044) to apply.
- Children under 16 years of age must have an individual passport (use form PPT 046 "Child Passport Application").

### Applying in Person



**DO NOT** mail or use courier services to send your application form to a local passport office.

For a list of passport offices where you can apply in person, see "Passport Office Locations."

Our goal is to have the passport ready in **10 working days**.

### Requirements



#### CHECKLIST

- All **THREE** pages of the application form completed and signed.
- TWO** identical passport photos taken within the last 12 months.
- Application form and one of the photos certified by my guarantor.
- Original proof of Canadian citizenship (no copies or notarized copies).
- Documents to support identity.
- Any Canadian passport or travel document issued to me within the last **FIVE** years.
- The fee.

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

Failure to provide all information will delay issuance of the passport.

### Applying by Mail



#### BY MAIL

Passport Office  
Ottawa, Ontario K1A 0G3



#### BY COURIER

Passport Office  
Place du Centre  
Commercial Level 2  
200 Promenade du Portage  
Hull, Quebec J8X 4B7

Our goal is to have the passport in the mail **20 working days** after receiving your application.



### Fee

**\$85 - includes the passport fee (\$60) and consular service fee (\$25).**

#### By Mail or Courier

- Credit card -     
(complete section on application form)
- Certified cheque or money order (postal or bank) payable to the Receiver General for Canada

#### In Person

- Cash
- Debit (Interac)
- Credit card -   
- Certified cheque or money order (postal or bank) payable to the Receiver General for Canada

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

### Protection of Information



Personal information provided on your application form is protected and used in accordance with the provisions of the *Privacy Act* (Personal Information Bank No. EAC PPU 030).

This information is collected under the *Canadian Passport Order* (SI/81-86) to determine your current and ongoing entitlement to a Canadian passport and to provide information to the Consular Affairs Bureau of the Department of Foreign Affairs and International Trade in the event that you require assistance while travelling abroad. The information provided may be verified.



## Additional Information

General information is available 24 hours a day, 365 days a year. Specific information is available during regular office hours. Application forms are available in Braille, on diskette or in large print for persons with a visual impairment.

### INFORMATION ON PASSPORTS AND FEES



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



Toll-free: 1 800 567-6868  
Ottawa-Hull and area: (819) 994-3500  
Montréal and area: (514) 283-2152  
Toronto and area: (416) 973-3251  
Vancouver and area: (604) 586-2500



TTY (For persons who are deaf or hard of hearing)  
Toll-free: 1 866 255-7655  
Ottawa-Hull and area: (819) 994-3560

### INFORMATION ON TRAVEL CONDITIONS AND REQUIREMENTS



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

## Passport Office Locations

**DO NOT** mail or use courier services to send your application form to a local passport office.

\* Indicates offices that provide service in both official languages.



All offices are wheelchair accessible.

### ALBERTA

- \* **Calgary**  
Harry Hays Building  
Suite 254  
220-4th Avenue South East
- \* **Edmonton**  
Canada Place Building  
Suite 160  
9700 Jasper Avenue

### BRITISH COLUMBIA

- Richmond**  
Suite 135  
8011 Saba Road
- Surrey**  
Suite 900  
13401-108th Avenue
- \* **Vancouver**  
Sinclair Centre  
Suite 200  
757 Hastings Street West
- \* **Victoria**  
Scotiabank Building  
5th Floor  
747 Fort Street

### MANITOBA

- \* **Winnipeg**  
Suite 400  
433 Main Street  
(Corner Main & Bannatyne)

### NEW BRUNSWICK

- \* **Fredericton**  
Frederick Square  
Suite 470  
77 Westmorland Street

### NEWFOUNDLAND AND LABRADOR

- St. John's**  
TD Place  
Suite 702  
140 Water Street

### NOVA SCOTIA

- \* **Halifax**  
Maritime Centre  
Suite 1508, 15th Floor  
1505 Barrington Street

### ONTARIO

- \* **Hamilton**  
Standard Life Building  
Suite 330  
120 King Street West
- \* **Kitchener**  
The Galleria  
Suite 630  
101 Frederick Street
- \* **London**  
Suite 201, 2nd Floor  
400 York Street
- Mississauga**  
Central Parkway Mall  
Suite 116, 2nd Floor  
377 Burnhamthorpe Road East
- \* **North York**  
Joseph Shepard Building  
Suite 380, 3rd Floor  
4900 Yonge Street
- \* **Ottawa**  
C.D. Howe Building  
Level C, East Tower  
240 Sparks Street
- \* **St. Catharines**  
Landmark Building  
Suite 600  
43 Church Street
- Scarborough**  
Suite 210, 2nd Floor  
200 Town Centre Court
- \* **Thunder Bay**  
2nd Floor  
979 Alloy Drive

### Toronto

- Suite 300  
74 Victoria Street
- \* **Windsor**  
CIBC Building  
Suite 1010  
100 Ouellette Avenue

### QUEBEC

- \* **Hull**  
Place du Centre  
Commercial Level 2  
200 Promenade du Portage
- \* **Jonquière**  
Immeuble Saint-Michel  
Suite 408  
3885 Harvey Boulevard
- \* **Laval**  
Suite 500, 5th Floor  
3 Place Laval  
(Corner Saint-Martin & des Laurentides)
- \* **Montréal**  
Complexe Guy-Favreau  
Suite 803, West Tower  
200 René-Lévesque Boulevard West
- \* **Sainte-Foy**  
Belle Cour Tower  
Suite 2410, 4th Floor  
Place de la Cité  
2600 Laurier Boulevard
- \* **Saint-Laurent**  
Suite 112  
3300 chemin Côte Vertu

### SASKATCHEWAN

- \* **Regina**  
Suite 500  
1870 Albert Street
- \* **Saskatoon**  
Federal Building  
Suite 405  
101-22nd Street East

# INSTRUCTIONS

1

## Personal Information

### NAME TO APPEAR IN PASSPORT

Write the name you want to appear in the passport. If this name is different from the name on your documentary evidence of citizenship, the original of the documentation listed below may be required:

- Marriage certificate;
- Legal change of name (original document from issuing authority).

Additional documentation will be required to verify your identity as well as the name to appear in the passport (*see instruction No. 5 "Documents to Support Identity"*).

### SURNAME AT BIRTH/FORMER SURNAME

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

### ADDING A SPOUSAL SURNAME TO A VALID PASSPORT

Your spouse's surname may be added to a valid passport provided the passport was issued in your surname at birth and the marriage occurred after the issuance of the passport. A marriage certificate or additional documentation will be required.

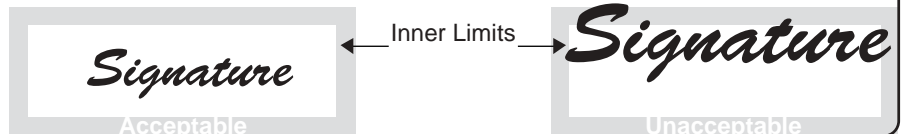
The fee for this service is \$12.

### PLACE OF BIRTH

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

### SIGNATURE

You **MUST** sign your usual signature on all **THREE** pages. Your signature **MUST NOT** exceed the inner limits of the signature box.



2

## Declaration of Guarantor

A guarantor is a person who confirms your identity. Your guarantor must perform **free of charge** the following **THREE** tasks:

1. Certify the information on your application form by completing and signing the "Declaration of Guarantor" section;
2. Write on the back of **ONE** of your photos, "I certify this to be a true likeness of (*your name*)" and sign;
3. If applicable, sign and date a photocopy of your supplementary documentation (*see instruction No. 5 "Documents to Support Identity"*).

#### Your guarantor must:

- be a Canadian citizen residing in Canada and must be accessible to the Passport Office for verification;
- have known you personally for at least **TWO** years and well enough to be confident that the statements you have made in your application form are true;
- sign the "Declaration of Guarantor" section on your application form;
- sign the statement on the back of **ONE** of your photos; and
- be included in **ONE** of the following groups:
  - dentist, medical doctor or chiropractor
  - judge, magistrate, police officer (municipal, provincial or RCMP)
  - lawyer (member of a provincial bar association)
  - mayor
  - minister of religion authorized under provincial law to perform marriages
  - notary public
  - optometrist
  - pharmacist
  - postmaster
  - principal of primary or secondary school
  - professional accountant (member of APA, CA, CGA, CMA or RPA)
  - professional engineer (P. Eng., Eng. in Quebec)
  - senior administrator in a community college (includes CEGEPs)
  - senior administrator or teacher in a university
  - veterinarian.

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

If you have **not known** an eligible guarantor for at least **TWO** years, complete a "Declaration in Lieu of Guarantor" form PPT 132, available from any passport office. This form must be completed at your expense before a person authorized by law to administer an oath or solemn affirmation. **This may delay the processing time of the passport.**





# ADULT PASSPORT APPLICATION

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

**WARNING to all applicants and guarantors** - Any false statement, misrepresentation or concealment of any material fact on this form or any document presented in support of this application may lead to refusal or revocation of a passport and be grounds for criminal prosecution.

Print in block letters using black or dark blue ink

1 <i>Personal Information</i>					
Surname					<b>Date of Travel</b> <input type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Unknown
Given Name(s) <i>(See instruction No. 1)</i>					
Surname at Birth <i>(See instruction No. 1)</i>			Former Surname <i>(See instruction No. 1)</i>		
If passport requested in spousal surname, enter		Year of Marriage	Surname of Spouse <i>(See instruction No. 1)</i>		
Date of Birth Year    Month    Day		Place of Birth City    Province/Territory <i>(If applicable)</i> Country			
Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Marital Status	Eye Colour	Hair Colour	Height	Weight
Permanent Address Number    Street    Apartment    City    Province/Territory    Postal Code					
Mailing Address <i>(If different from above)</i> Number    Street    Apartment    City    Province/Territory    Postal Code					
Home Telephone Number (    )		Business Telephone Number/Extension (    )		Fax 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.				Void if signature touches border	
Date Year    Month    Day		Signed at City    Province/Territory		Signature <i>(See instruction No. 1)</i>	

DO NOT DETACH

2 <i>Declaration of Guarantor</i>					
Surname			Given Name		
Occupation <i>(See instruction No. 2)</i>			Name of Firm/Organization		
Business Telephone Number/Extension (    )		Home Telephone Number (    )		Fax Number <i>(Optional)</i> (    )	
Business Address Number    Street    City    Province/Territory    Postal Code					
<b>DECLARATION</b> - I solemnly declare that I am a Canadian citizen and, to the best of my knowledge and belief, all of the statements made in this application are true. I have known the applicant personally for at least TWO years and have certified, on the back of one photo, the image to be a true likeness of the applicant. If applicable, I have also certified on the photocopy of the supplementary documentation that, to the best of my knowledge, the photocopy is a true likeness of the original.			Knowledge of applicant  Number of years	Void if signature touches border	
Date Year    Month    Day		Signed at City    Province/Territory		Signature of Guarantor <i>(See instruction No. 1)</i>	

DO NOT DETACH



DO NOT DETACH

3

Previous Canadian Passport

- Enclose any Canadian passport or travel document issued to you within the last FIVE years.
Would you like the passport to be returned to you? Yes No
If the passport has been lost, stolen, damaged, destroyed or is inaccessible, you must include with this application form a completed "Statutory Declaration" form PPT 203, available from any Passport Office. The maximum validity of a passport is FIVE years.

4

Proof of Canadian Citizenship

If you were born in Canada, provide ONE of the two documents listed below (No copies):

Form with checkboxes for Birth Certificate in Canada and Certificate of Canadian Citizenship, with fields for Registration Number, Certificate Number, and Date of Issue.

If you were born outside of Canada, provide ONE of the four documents listed below (No copies):

Form with checkboxes for Certificate of Canadian Citizenship, Certificate of Naturalization, Certificate of Retention of Canadian Citizenship, and Certificate of Registration of Birth Abroad, with fields for Certificate Number and Date of Issue.

Did you acquire citizenship of another country before FEBRUARY 15, 1977?

Form with checkboxes for No and Yes (Specify), and fields for Country and Effective Date (Year, Month, Day).

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

Form with checkboxes for No and Yes (Specify), and fields for From and To dates (Year, Month, Day).

NEW 5

Documents to Support Identity

Provide the following information (See instruction No. 5).

Table with 4 columns: Type of Document, Document Number, Date of Issue (Year, Month, Day), and Name of bearer as it appears on the document. Two rows are provided.

DO NOT DETACH

Declaration of Applicant

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

Form with fields for Signature of Applicant, Date (Year, Month, Day), Signed at (City, Province/Territory).

Credit Card Information

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

Form with checkboxes for Visa, MasterCard, and American Express, and fields for Name Appearing On Card, Card Number, Date of Expiry (Month, Year), Signature of Cardholder, Date (Year, Month, Day), and AUTHORIZATION - I authorize the Passport Office to charge \$ to my credit card.

FOR OFFICIAL USE ONLY
Authorization Number

### Additional Personal Information

Addresses in the last **TWO** years (If different from current address. If insufficient space, attach a separate sheet.)

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
Number Street Apartment City Province/Territory Country

From <small>Year Month</small>	To <small>Year Month</small>
From <small>Year Month</small>	To <small>Year Month</small>

Occupation (If insufficient space, attach a separate sheet.)

In the last **TWO** years,  my employers were and/or  I was attending educational institutions as follows:

Employer/School	Address	Business Telephone No.	Nature of Employment/Studies	Dates	
				From	To

Mother's Surname at Birth

DO NOT DETACH

### References

Provide the following information with respect to **TWO** persons who are not relatives and have known you for at least **TWO** years. They will be contacted to confirm your identity.

1. Surname		Given Name			
Relationship	Address <small>Number Street Apartment City Province/Territory Country</small>				
Home Telephone No. ( )	Business Telephone No./Extension ( )	Fax No. or E-Mail Address (Optional)		Has known me for <small>State number of years</small>	
2. Surname		Given Name			
Relationship	Address <small>Number Street Apartment City Province/Territory Country</small>				
Home Telephone No. ( )	Business Telephone No./Extension ( )	Fax No. or E-Mail Address (Optional)		Has known me for <small>State number of years</small>	

### Emergency Contact



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		Given Name			
Relationship	Home Telephone Number ( )		Business Telephone No./Extension ( )		
Address <small>Number Street Apartment City Province/Territory Postal Code</small>					

DO NOT DETACH

### Declaration of Applicant

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

Signature of Applicant	Date <small>Year Month Day</small>	Signed at <small>City Province/Territory</small>
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