

Adult Travel Document Application

for stateless and protected persons in Canada (16 years of age or over)

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 Canadian travel document, the revocation of a currently valid Canadian travel document, or the refusal of travel document 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 travel document services.

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

① Personal Information (see Instructions, section G)				Date of travel Month <input type="text"/> Day <input type="text"/> <input type="radio"/> <input type="text"/> <input type="text"/> <input type="radio"/> Unknown	
Surname (last name)					
Given name(s)					
Surname (last name) at birth					
Former surname (last name)					
Place of birth					
City		Country		Province/Territory (if applicable)	
Date of birth		Sex		Natural eye colour	
Year <input type="text"/>	Month <input type="text"/>	Day <input type="text"/>	<input type="radio"/> Female <input type="radio"/> Male		
Current home address					
Number <input type="text"/>		Street <input type="text"/>		Apartment <input type="text"/>	
City <input type="text"/>		Province/Territory <input type="text"/>		Postal/ZIP code <input type="text"/>	
Mailing address (if different from current home address)					
Number <input type="text"/>		Street <input type="text"/>		Apartment <input type="text"/>	
City <input type="text"/>		Province/Territory <input type="text"/>		Postal/ZIP code <input type="text"/>	
Telephone (daytime) <input type="text"/>		Telephone (other) <input type="text"/>		Email address <input type="text"/>	
Declaration —I understand that if I am issued a Canadian travel document and later obtain a passport issued by my country of citizenship, I am obliged to return the Canadian travel document to the Passport Program, Immigration, Refugees and Citizenship Canada. I solemnly declare 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 Warning at the top of this page and the Privacy Notice Statement (see section M). I consent to the collection, use and disclosure of my personal information by the Passport Program, Immigration, Refugees and Citizenship Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the Privacy Notice Statement in the Instructions.				Sign within border	
				<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	
				Signature (see Instructions, section G)	
Date		Signed at			
Year <input type="text"/>	Month <input type="text"/>	Day <input type="text"/>	City <input type="text"/>	Province/Territory <input type="text"/>	

② Declaration of Guarantor (see Instructions, section H)						
Note: You must complete and sign all four (4) pages of this application form before requesting that your guarantor complete and sign this section.						
Surname (last name)			Given name(s)			
Occupation			Name of firm or organization			
Telephone (daytime) <input type="text"/>		Telephone (other) <input type="text"/>		Email address <input type="text"/>		
Business address						
Number <input type="text"/>		Street <input type="text"/>		City <input type="text"/>		
Province/Territory/State <input type="text"/>		Postal/ZIP code <input type="text"/>				
Declaration —I solemnly declare that I have known the applicant identified above personally for at least six (6) months. I have signed the back of one (1) photo to certify that the image is a true likeness of the applicant. If applicable, I have signed and dated 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 Warning at the top of this page and the Privacy Notice Statement (see section M). I consent to the collection, use and disclosure of my personal information by the Passport Program, Immigration, Refugees and Citizenship 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 months		Signature of guarantor	
					Date	
			Year <input type="text"/>		Month <input type="text"/>	
City <input type="text"/>		Province/Territory/State <input type="text"/>				

Aussi accessible en français - PPTC 191

3

Proof of Immigration Status in Canada (see Instructions, section I)

To establish your immigration status in Canada, provide **one (1)** of the following valid documents (original only):

- Permanent resident card
- Temporary resident permit
- Verification of status
- Notice of decision issued by the Immigration and Refugee Board of Canada

UCI number	Date of issue Year Month Day	Date of expiry (if applicable) Year Month Day
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4

Previous Canadian Travel Document (see Instructions, section J)

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

No

Yes (specify)

Number	Date of issue Year Month Day
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If yes, include it with your application.

Note: If a valid Canadian travel document has been lost, stolen, damaged or is inaccessible, complete form PPTC 203, *Declaration concerning lost, stolen, inaccessible, damaged or found Canadian travel document*, available online at Canada.ca/passport. **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).

5

Citizenship and Travel Documentation (see Instructions, section K)

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

What is your original citizenship?

Have you acquired any other citizenship?

No

Yes



Indicate country

Do you have any valid or expired travel document or passport from any country other than Canada?

No

Yes

➔ Enclose the document (original only). If no longer in your possession, explain why.

Have you visited another country since your entry to Canada?

No

Yes (specify)



Date left Year Month Day	Date returned Year Month Day	Country	Reason
Date left Year Month Day	Date returned Year Month Day	Country	Reason

Have you, since your date of entry to Canada, applied for a passport or travel document (or renewal of such a document) from your country of origin or citizenship?

No

➔ Provide a detailed explanation of your reasons for not applying.

Yes

➔ If the request was refused, enclose the letter of refusal. If unable to provide this letter, explain why. If no reply was received, write all the steps you have taken.

6

Documents to Support Identity (see Instructions, section L)

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

Note: The documents provided in this section must **not** be the proof of immigration status provided in section 3.

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

Signature of applicant

Date

Year | Month | Day

8

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)

1.	From	Year	Month	To	Year	Month
2.	From	Year	Month	To	Year	Month

B Occupation in the last **two (2)** years (check all that apply):
 I was employed (full- or part-time)
 I was in school (full- or part-time)
 other, e.g. homemaker, unemployed or retired

Enter full details below for the last **two (2)** years:

Employer, school or other	Address	Telephone (daytime)	Field of employment or studies	Date (from)	Date (to)

C **Mother's maiden name** Provide your mother's surname (last name) at the time of her birth.

9

References

Provide the following information for **two (2)** persons who are neither your relatives, nor your guarantor; are 18 years of age or over; and who have known you for at least **six (6)** months. They must agree to have their contact information provided as they may be contacted to confirm your identity. Visit Canada.ca/passport for more information on the Passport Program's definition of a relative.

1. Surname (last name)	Given name(s)	Relationship
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Address (Number, Street, Apartment, City, Province/Territory/State, Country, Postal/ZIP code)

Telephone (daytime)	Telephone (other)	Email address	Has known me for Number of months
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2. Surname (last name)	Given name(s)	Relationship
------------------------	---------------	--------------

Address (Number, Street, Apartment, City, Province/Territory/State, Country, Postal/ZIP code)

Telephone (daytime)	Telephone (other)	Email address	Has known me for Number of months
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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.

Surname (last name)	Given name(s)
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Relationship to the applicant	Telephone (daytime)	Telephone (other)	Email address
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Current home address

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

Signature of applicant	Date Year Month Day
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Adult Travel Document Application

for stateless and protected persons in Canada (16 years of age or over)

Instructions

(A)	Entitlement to a Canadian Travel Document
<p>Important notice: We recommend that you not finalize your travel plans until you receive the requested travel document. A Canadian travel document reflects the identity of the applicant as determined by proof of immigration status in Canada, issued by Immigration, Refugees and Citizenship Canada and documents to support identity.</p> <ul style="list-style-type: none"> • Travel document: issued to persons in Canada with protected person status, including Convention refugees and persons in need of protection. • Certificate of identity: issued to permanent residents of Canada who are not yet Canadian citizens, who are stateless or who are unable to obtain a national passport. <p>Warnings:</p> <ul style="list-style-type: none"> • Some countries may not accept the certificate of identity as a valid travel document. You should check with the consulate or embassy of the country you will be visiting before applying for a certificate of identity. • Canadian refugee travel documents and Canadian certificates of identity are not valid for travel to the bearer's country of citizenship. • For stateless and protected persons in Canada under 16 years of age, use form PPTC 192, <i>Child Travel Document Application</i>. • Eligibility for either a travel document or a certificate of identity can be determined only after all required information has been submitted and reviewed. These documents are issued only in Gatineau, Quebec. • If you are issued a Canadian travel document and you later obtain a travel document or a passport issued by your country of citizenship, you must return the Canadian travel document to the Passport Program. 	

(B)	Requirements Checklist		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> All three (3) pages of the application form completed and signed within the last twelve (12) months and certified by the guarantor <input type="checkbox"/> Two (2) identical and unaltered passport photos taken within the last six (6) months, one (1) certified by the guarantor <input type="checkbox"/> A valid and eligible proof of immigration status to Canada (original only); the document will be returned to you <input type="checkbox"/> Document(s) to support identity (original or copies); copies must be signed and dated by your guarantor <input type="checkbox"/> Any non-expired Canadian refugee travel document or Canadian certificate of identity issued to you in the last five (5) years </td> <td style="width: 50%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> Any valid foreign travel document or national passport issued to you or in which your name appears <input type="checkbox"/> The fee <p>Note: All documents submitted throughout the travel document 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> </td> </tr> </table>		<ul style="list-style-type: none"> <input type="checkbox"/> All three (3) pages of the application form completed and signed within the last twelve (12) months and certified by the guarantor <input type="checkbox"/> Two (2) identical and unaltered passport photos taken within the last six (6) months, one (1) certified by the guarantor <input type="checkbox"/> A valid and eligible proof of immigration status to Canada (original only); the document will be returned to you <input type="checkbox"/> Document(s) to support identity (original or copies); copies must be signed and dated by your guarantor <input type="checkbox"/> Any non-expired Canadian refugee travel document or Canadian certificate of identity issued to you in the last five (5) years 	<ul style="list-style-type: none"> <input type="checkbox"/> Any valid foreign travel document or national passport issued to you or in which your name appears <input type="checkbox"/> The fee <p>Note: All documents submitted throughout the travel document 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>
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(C)	Fee		
Travel Document – CAN\$120*	Certificate of Identity – CAN\$260*		
<p>*A CAN\$25 consular services fee is included in the above-mentioned fee.</p> <p>All applicants must pay CAN\$120 when submitting an application. If the Passport Program Immigration, Refugees and Citizenship Canada determines that you are not eligible for a travel document but may be eligible for a certificate of identity, you will be asked to pay the balance of CAN\$140 before your application is processed. There is a separate, non-refundable CAN\$45 administrative fee for the replacement of a lost or stolen Canadian travel document that has not yet expired.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <p>Methods of payment (Canadian funds only):</p> <ul style="list-style-type: none"> • Debit card (Interac), Visa Debit, Virtual Visa Debit or other 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). If you are applying by mail, see section D; or • Certified cheque or money order (postal or bank) in the exact amount, payable to the Receiver General for Canada. </td> <td style="width: 50%; border: none; vertical-align: top;"> <p>Important</p> <ul style="list-style-type: none"> • Every person who requests travel document services must pay the applicable fee in the exact amount. • Applicants who cancel their application or are refused a Canadian refugee travel document or certificate of identity are not eligible for a refund of the service fee. Only the consular services fee of CAN\$25, applied only to adult applications, is refundable. • The Passport Program does not accept personal cheques or payment in cash. • Administrative fees and applicable interest will be applied to all dishonoured payments. • Fees are subject to change. </td> </tr> </table>		<p>Methods of payment (Canadian funds only):</p> <ul style="list-style-type: none"> • Debit card (Interac), Visa Debit, Virtual Visa Debit or other 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). If you are applying by mail, see section D; or • Certified cheque or money order (postal or bank) in the exact amount, payable to the Receiver General for Canada. 	<p>Important</p> <ul style="list-style-type: none"> • Every person who requests travel document services must pay the applicable fee in the exact amount. • Applicants who cancel their application or are refused a Canadian refugee travel document or certificate of identity are not eligible for a refund of the service fee. Only the consular services fee of CAN\$25, applied only to adult applications, is refundable. • The Passport Program does not accept personal cheques or payment in cash. • Administrative fees and applicable interest will be applied to all dishonoured payments. • Fees are subject to change.
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(D)	Credit Card Information
If you are applying in person, do not complete this section. If you are applying by mail and paying by credit card, complete and submit this section with your application.	
Card type: <input type="radio"/> Visa <input type="radio"/> MasterCard <input type="radio"/> American Express	
Name as it appears on card	Card number
Name of applicant	Date of expiry Month Year
For official use only	
Authorization —I authorize the Passport Program to charge CAN\$ _____ to my credit card.	Signature of cardholder
Date Year Month Day	

E**Where to Apply****By mail**

Certificate of Identity Section
Passport Program
Gatineau QC K1A 1L2

By courier or in person

Certificate of Identity Section
Passport Program
Place du Centre, Commercial Level 2
200 Promenade du Portage
Gatineau QC J8X 4B7

Do not mail or bring your application form to any other Passport Program service location. 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 track your package.

F**Contact Information**

- General information is available 24 hours a day, 7 days a week. Agents are available Monday to Friday from 7:30 a.m. to 8:00 p.m. (Eastern Time) in Canada.
- The travel document application instruction booklet in Braille is available upon request only. For more information or to order that format, contact the Passport Program.

**Information on travel documents, fees and processing times**

Canada.ca/passport

Toll-free: 1-800-567-6868

TTY (for people who are Deaf or hard of hearing) Toll-free: 1-866-255-7655

Information on immigration status and returning to Canada (Immigration, Refugees, and Citizenship Canada)

cic.gc.ca

Toll-free: 1-888-242-2100

TTY (for people who are Deaf or hard of hearing) Toll-free: 1-888-576-8502, 8:00 a.m. to 4:00 p.m. (Eastern time)

Travel reports, warnings and requirements

travel.gc.ca

G**Personal Information****Surname and given name(s) to appear in travel document**

Write the name to appear in the travel document. This name is normally the same as the surname (last name) and given name(s) shown on your proof of immigration status. If you are requesting a travel document in a name that is different from the name that appears on the immigration status document, 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 any other **legal name change**, include **one (1)** of the following:
 - A legal change of name order;
 - An adoption order; or
 - Proof that the record of entry at Immigration, Refugees and Citizenship Canada has been amended, i.e. the approved form IMM 1436, *Request to Amend the Record of Landing, Confirmation of Permanent Residence or Valid Temporary Resident Documents*.

Surname (last name) at birth and former surname (last name)

Complete if different from the surname (last name) to appear in the travel document (for the Passport Program, Immigration, Refugees and Citizenship Canada information only; it will not appear in the travel document).

Date of birth

The date of birth will be inscribed in the travel document exactly as it appears on the proof of immigration status unless Immigration, Refugees and Citizenship Canada records have been amended subsequent to your admission to Canada. In this case, the original approved form IMM 1436, *Request to Amend the Record of Landing, Confirmation of Permanent Residence or Valid Temporary Resident Documents*, is required. If your proof of immigration status 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 supporting identification showing that date of birth or copies signed and dated by your guarantor.

Signature

You **must** sign your usual signature on all **three (3)** pages.



Inner Limits



(H)**Declaration of Guarantor**

A guarantor is a person other than yourself who confirms your identity. A family member or a person who resides at the same address as the applicant may be the guarantor provided that this individual meets the specified requirements.

The guarantor must:

- be a Canadian citizen or a permanent resident living in Canada;
- have known you (the applicant) personally for at least **six (6)** months. To know you personally to confirm aspects of your personal attributes;
- know you well enough to be confident that the statements you have made on the application form are true;
- be accessible to the Passport Program for verification;
- be included in **one (1)** of the following groups:
 - Dentist, medical doctor or chiropractor
 - Judge, magistrate or police officer (municipal, provincial or RCMP)
 - Lawyer (member of a provincial bar association), or notary in Quebec
 - Mayor
 - Minister of religion authorized under provincial or territorial law to perform marriages
 - Notary public
 - Optometrist
 - Pharmacist
 - Postmaster
 - Principal of a primary or secondary school
 - Professional accountant (member of APA, CA, CGA, CMA, PA or RPA)
 - Professional engineer (P. Eng., Eng. in Quebec)
 - Senior administrator in a community college (including CEGEP)
 - Senior administrator or teacher in a university
 - Veterinarian

The above list is not a recognition or endorsement by the Passport Program, Immigration, Refugees and Citizenship Canada of professional status or superior qualifications.

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

1. Complete and sign the section 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).

The Passport Program 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 the Passport Program.

If you have **not known** an eligible guarantor for at least **six (6)** months, complete form PPTC 326, *Statutory Declaration in Lieu of Guarantor for a Travel Document*, available at any Passport Program regional office or contact the Passport Program (see section F). The form must be completed at your expense before a person who is authorized by law to administer an oath or solemn affirmation. **This may delay the processing time of the Canadian travel document.**

(I)**Proof of Immigration Status in Canada**

Provide **one (1)** of the valid immigration status documents listed in section 3 on the application form (original only). It will be returned to you. Additional information may be requested to confirm your immigration status in Canada. If you require an immigration status document, contact Immigration, Refugees and Citizenship Canada (see section F).

(J)**Previous Canadian Travel Document**

- Enclose any valid Canadian certificate of identity or Canadian refugee travel document issued to you. If the Canadian certificate of identity or Canadian refugee travel document 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 the Passport Program not be satisfied that you have a valid reason for applying early, your application for a new travel document may be refused.

- A person's name may appear in only **one (1)** valid Canadian refugee travel document or Canadian certificate of identity.

Note: If a valid Canadian certificate of identity or Canadian refugee travel document has been lost, stolen, damaged or is inaccessible, complete form PPTC 203, *Declaration concerning lost, stolen, inaccessible, damaged or found Canadian travel document*, available online at Canada.ca/passport. **A Canadian certificate of identity or Canadian refugee 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 the Passport Program 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)**Citizenship and Travel Documentation**

- Enclose any valid foreign travel document or national passport issued to you or in which your name appears. If you are no longer in possession of this travel document or passport, complete section 5 on the application form, describing the document and the date and place of issue, and explain its present whereabouts. If the document has been seized by Immigration, Refugees and Citizenship Canada, provide the *Notice of Seizure* (IMM 5265).
- If you have visited another country since your entry to Canada, provide the exit and entry dates for each departure from Canada, and explain the reason for each visit to another country since your arrival to Canada (if insufficient space, attach a separate signed and dated sheet).
- If you have been refused a national passport, enclose the letter of refusal. If the letter is not in either English or French, you must submit a translation of the document done by a certified translator.
- If you have been refused a national passport and have not received a letter of refusal from the authorities to whom you have applied, enclose copies of any relevant letters you may have kept regarding your request for a passport (or a passport renewal). Write on the application form (see section 5) the results of your application, including the date you were refused (if insufficient space, attach a separate signed and dated sheet).
- If you have applied for a national passport and have not received a written response, write in detail on the application form (see section 5) all the steps you have taken (by order of date) to obtain the passport and the results achieved. Enclose copies of any relevant letters you may have retained (if insufficient space, attach a separate signed and dated sheet).

L**Documents to Support Identity**

- Documentation provided to support the identity in the Canadian certificate of identity or Canadian refugee travel document must include your name, sex, date of birth, signature and photo. **One (1)** or more documents, when combined, may be used to fulfill the **five (5)** criteria stated above.
- All documents submitted to support your identity must be valid and must be issued by a federal, provincial or territorial authority.
- 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 326, *Statutory Declaration in Lieu of Guarantor for a Travel Document*, 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. If you have no documents to support your identity, contact the Passport Program, Immigration, Refugees and Citizenship Canada (see section F).

M**Privacy Notice Statement**

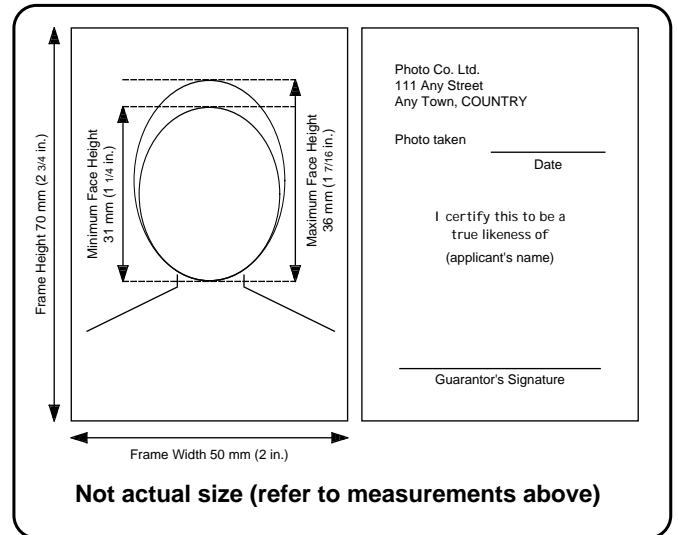
All personal information provided on this application form is collected by the Passport Program, Immigration, Refugees and Citizenship Canada (IRCC) for the purpose of determining entitlement of the applicant to a Canadian travel document and to provide information to the Consular Operations Bureau of Global Affairs Canada in the event that the travel document 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 101 (Certificate of Identity and Refugee Travel Documents). In the context of the delivery of travel document services, IRCC and other federal government institutions or Government of Canada offices abroad assisting in the delivery of travel document 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 travel document, the revocation of a currently valid travel document or the refusal of travel document 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 travel document services. Personal information may also be disclosed by third party entities to IRCC or other federal government institutions or Government of Canada offices abroad for those same purposes. To strengthen the security of the Canadian travel document, IRCC 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 found on page 2 of the booklet. IRCC may contact the applicant or passport holder to solicit feedback about passport services.

N**Canadian Travel Document Photo Instructions**

Note: Photo specifications for the travel document are different from those for a permanent resident card. You must submit **two (2)** identical and unaltered photo prints with each Canadian travel document application. Electronic photos are not acceptable.

The photos must:

- be taken in person by a commercial photographer;
- be professionally printed on plain, high quality photographic paper (photos printed at home are not acceptable);
- be clear, sharp and in focus; in colour or black and white;
- show a neutral facial expression (**no smiling, mouth closed**) and looking straight at the camera, with **eyes open and clearly visible**;
- have uniform lighting—no shadows, glare or flash reflections;
- show a full front view of the face and top of the shoulders squared to the camera (face and shoulders centered in the photo, head not tilted or turned);
- reflect natural skin tone and be taken against a plain white or light-coloured background with enough contrast between the background, facial features and clothing, so that your features appear clearly against the background;
- be originals that **have not been altered in any way** and not taken from an existing photo;
- be taken within the last **six (6)** months from the date the application is submitted and reflect your current appearance.

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

- The name and complete address of the photo studio (not a P.O. Box) 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

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

More information is available at Canada.ca/passport.