

Child Travel Document Application

PROTECTED WHEN COMPLETED - B

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

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 Child's Personal Information (see Instructions, section G)				Date of travel	
Surname (last name)				<input type="radio"/> _____ Month Day	
Given name(s)				<input type="radio"/> Unknown	
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	Month	Day	<input type="radio"/> Female <input type="radio"/> Male	Height (cm/in)	
Current home address					
Number		Street		Apartment	
City		Province/Territory		Postal/ZIP code	
Mailing address (if different from current home address)					
Number		Street		Apartment	
City		Province/Territory		Postal/ZIP code	
Children 11 years of age or over must sign in this signature box. Note: At no time should a person other than the child sign in this signature box, without exception.			Sign within border		
Date			Signed at		
Year	Month	Day	City		
			Province/Territory		
Signature of child (see Instructions, section G)					

② Information on Applicant (see Instructions, section I)			
• Is the child currently the subject of an adoption process or partially or fully in the care of a provincial or territorial family services organization in Canada?		<input type="radio"/> No <input type="radio"/> Yes	
• Are there any separation agreements, court orders or legal proceedings pertaining to custody of, mobility of, or access to the child?		<input type="radio"/> No <input type="radio"/> Yes	
Relationship between the applicant (parent or legal guardian) and the other parent or legal guardian			Date of marriage (if applicable)
			Year Month Day
Applicant (parent or legal guardian)		Other parent or legal guardian	
Surname (last name) at your birth		Surname (last name) at your birth	
Given name(s)		Given name(s)	
Date of birth		Date of birth	
Year	Month	Day	Country of birth
Address (Number, Street, Apartment, City, Province/Territory, Postal/ZIP code)		Address (Number, Street, Apartment, City, Province/Territory, Postal/ZIP code)	
Telephone (daytime)		Telephone (daytime)	
Telephone (other)		Telephone (other)	
Email address		Email address	
Declaration —I declare that I am the parent or legal guardian of this child and that the statements made in this application 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 N). I consent to the collection, use and disclosure of my personal information and that of the child 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.		Declaration —I declare that I am the parent or legal guardian of this child and that the statements made in this application 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 N). I consent to the collection, use and disclosure of my personal information and that of the child 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.	
Signature of applicant (also sign section 4)		Signature of other parent or legal guardian	
Date		Date	
Signed at		Signed at	

Aussi accessible en français - PPTC 193

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3**Proof of Immigration Status in Canada (see Instructions, section J)**To establish the child's 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

4**Declaration of Applicant**

Surname (last name) of applicant

Given name(s) of applicant

Relationship to the child

Surname (last name) of child

Given name(s) of child

Declaration—I understand that if the child is issued a Canadian travel document and later obtains a passport issued by the child's country of citizenship, I am obliged to return the Canadian travel document to Passport Program, Immigration, Refugees and Citizenship Canada. I solemnly declare that the photos enclosed are unaltered and a true likeness of the child and 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** on page 1 and the Privacy Notice Statement (see section N). I consent to the collection, use and disclosure of my personal information and that of the child by 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.

Signature of applicant

Date

Year Month Day

Signed at

City

Province/Territory

5**Declaration of Guarantor (see Instructions, section K)****The guarantor must know the applicant identified in section 4.**

Surname (last name)

Given name(s)

Occupation

Name of firm or organization

Telephone (daytime)

Telephone (other)

Email address

Business address

Number Street

City

Province/Territory/State

Postal/ZIP code

Full name of applicant (parent or legal guardian)**Full name of child**

I have known the applicant (parent or legal guardian) for

Declaration—I solemnly declare that I have known the applicant identified above personally for at least **six (6)** months and have knowledge of the child. I have signed the back of **one (1)** photo to certify that the image is a true likeness of the child. I declare that I have read and understood the **Warning** on page 1 and the Privacy Notice Statement (see section N). 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.

Signature of guarantor

Date

Year Month Day

Signed at

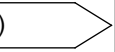
City

Province/Territory/State

Number of months

6**Previous Canadian Travel Document (see Instructions, section L)**

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

 No Yes (specify) 

Number

Date of issue

Year

Month

Day

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).**7****Citizenship and Travel Documentation (see Instructions, section M)****Note:** If insufficient space, attach a separate signed and dated sheet.


What is the child's original citizenship?

Has the child acquired any other citizenship?

 No Yes

Indicate country

Does the child 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.

Has the child visited another country since his or her entry to Canada?

 No Yes (specify)

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

Have you, since the child's date of entry to Canada, applied for a passport or travel document for the child (or renewal of such a document) from his or her 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.**8****Emergency Contact Information (optional)**We recommend that you provide the name of someone who would **not** normally travel with the child. This information is helpful if the child has an accident or becomes ill while travelling.

Surname (last name)

Given name(s)

Relationship to the child

Telephone (daytime)

Telephone (other)

Email address

Current home address

Number

Street

Apartment

City

Province/Territory/State

Postal/ZIP code

Signature of applicant

Date

Year

Month

Day

Child Travel Document Application

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

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.</p> <p>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 the child 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 16 years of age or over, use form PPTC 190, <i>Adult 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 the child is issued a Canadian travel document and later obtains a travel document or a passport issued by the child's country of citizenship, you must return the Canadian travel document issued in the name of the child 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 of the child 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 for the child (original only); the document will be returned to you <input type="checkbox"/> Any non-expired Canadian refugee travel document or Canadian certificate of identity issued to the child <input type="checkbox"/> Any valid foreign travel document or national passport issued to the child or in which the child's name appears </td> <td style="width: 50%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> Acceptable proof of parentage <input type="checkbox"/> All documents (including any divorce judgment) that refer to custody of, mobility of, or access to the child <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.</p> <p>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 of the child 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 for the child (original only); the document will be returned to you <input type="checkbox"/> Any non-expired Canadian refugee travel document or Canadian certificate of identity issued to the child <input type="checkbox"/> Any valid foreign travel document or national passport issued to the child or in which the child's name appears 	<ul style="list-style-type: none"> <input type="checkbox"/> Acceptable proof of parentage <input type="checkbox"/> All documents (including any divorce judgment) that refer to custody of, mobility of, or access to the child <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.</p> <p>Additional documents or information may be requested in support of this application.</p>
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(C)	Fee		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Travel Document – CAN\$57</td> <td style="width: 50%; border: none;">Certificate of Identity – CAN\$141</td> </tr> </table>		Travel Document – CAN\$57	Certificate of Identity – CAN\$141
Travel Document – CAN\$57	Certificate of Identity – CAN\$141		
<p>All applicant must pay CAN\$57 when submitting an application for a child. If the Passport Program, Immigration, Refugees and Citizenship Canada determines that the child is 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\$84 before the child's application is processed.</p> <p>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. • 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. • 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							
<p>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.</p>								
<p>Card type: <input type="radio"/> Visa <input type="radio"/> MasterCard <input type="radio"/> American Express</p>								
Name as it appears on card	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Card number</td> <td style="width: 20%;">Date of expiry</td> </tr> <tr> <td></td> <td style="text-align: center;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Month</td> <td style="width: 50%; text-align: center;">Year</td> </tr> </table> </td> </tr> </table>	Card number	Date of expiry		<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Month</td> <td style="width: 50%; text-align: center;">Year</td> </tr> </table>	Month	Year	
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Name of child	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; text-align: center;">For official use only</td> <td style="width: 30%;"></td> </tr> </table>	For official use only						
For official use only								
<p>Authorization—I authorize the Passport Program to charge CAN\$ _____ to my credit card.</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Signature of cardholder</td> <td style="width: 30%;">Date</td> </tr> <tr> <td></td> <td style="text-align: center;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Year</td> <td style="width: 33%; text-align: center;">Month</td> <td style="width: 33%; text-align: center;">Day</td> </tr> </table> </td> </tr> </table>	Signature of cardholder	Date		<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Year</td> <td style="width: 33%; text-align: center;">Month</td> <td style="width: 33%; text-align: center;">Day</td> </tr> </table>	Year	Month	Day
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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 the child's application are valuable. We recommend 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 requirementstravel.gc.ca

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

Write the child's name to appear in the travel document. This name is normally the same as the surname (last name) and given name(s) shown on the child's proof of immigration status. If you are requesting a travel document in a name that is different from the name that appears on the child's immigration status document, **one (1)** of the following documents will be required to confirm the child's change of name:

- 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)

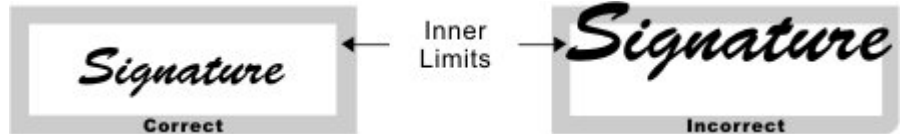
Complete if different from the surname (last name) to appear in the travel document (for the Passport Program, Immigration, Refugees and Citizenship Canada information only; it will not appear in the travel document).

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 the child's 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 the child's proof of immigration status does not show a complete date of birth, the specific **year, month and day** of the child's birth will be entered as shown on the child's supporting identification. Provide original supporting identification showing that date of birth or copies signed and dated by your guarantor.

Signature

Children 11 years of age or over **must** sign their usual signature.



Note: At no time should a person other than the child sign in the signature box in section 1, without exception.

H**Who May Apply for a Travel Document for a Child?**

- One of the child's parents
- The child's custodial parent in cases of separation or divorce
- The child's legal guardian

I**Information on Applicant and Proof of Parentage**

Both parents are requested to participate in obtaining a travel document for their child and to sign the application form. The other parent may be contacted. If you do not know the whereabouts of the other parent, contact the Passport Program. When a legal guardian is the applicant, the other legal guardian(s), as the case may be, must also participate. Proof of legal guardianship is required.

Proof of parentage

You must provide one of the following acceptable proof of parentage documents demonstrating the relationship between the child and the parent(s):

- A detailed birth certificate from the child's country of birth indicating the name of the parent(s); or
- An order of adoption indicating the name of the adopting parent(s).

Exception: An application submitted for a child will be accepted without proof of parentage only if:

- a Canadian certificate of identity or Canadian travel document was previously issued to the child in his or her name; and
- the parents or legal guardians who participated in the previous application are the same ones participating in this current application.

Custody, separation or divorce

When a court order or agreement exists referring to custody of the child, only the person with custodial rights may apply. All documents that refer to custody of, mobility of, or access to the child must be provided. If a divorce has been granted, a copy of the divorce judgment or order must also be provided. When joint custody provisions exist, either parent may be the applicant.

Relationship with other parent

Indicate your current relationship with the other parent: single (no relationship), common law, married, separated, divorced or widowed. Indicate the date of marriage to the other parent, if applicable. Additional information or documentation may be requested. When a legal guardian is the applicant, proof of legal guardianship must be provided.

Deceased parent

If the other parent is deceased, the applicant must enclose a death certificate with the application. When completing section 2 of the application form, the applicant must provide as much information as possible.

J**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 the child's immigration status in Canada. If you require an immigration status document, contact Immigration, Refugees and Citizenship Canada (see section F).

(K)**Declaration of Guarantor**

A guarantor is a person other than the applicant who confirms the applicant's identity and has knowledge of the child. The other parent, legal guardian, 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 in 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 **two (2)** tasks **free of charge**:

1. Complete and sign the section Declaration of Guarantor (section 5). 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 (child's name)" on the back of **one (1)** of the child's photos and sign it.

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.**

(L)**Previous Canadian Travel Document**

- Enclose any valid Canadian certificate of identity or Canadian refugee travel document issued to the child. 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).

(M)**Citizenship and Travel Documentation**

- Enclose any valid foreign travel document or national passport issued to the child or in which the child's name appears. If you are no longer in possession of this travel document or passport, complete section 7 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 the child has visited another country since his or her 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 his or her arrival to Canada (if insufficient space, attach a separate signed and dated sheet).
- If the child has 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 the child has been refused a national passport and you have not received a letter of refusal from the authorities to whom the application was made, enclose copies of any relevant letters you may have kept regarding the request for a passport (or a passport renewal) for the child. Write on the application form (see section 7) the results of the 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 for the child and have not received a written response, write in detail on the application form (see section 7) 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).

(N)**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 child 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.

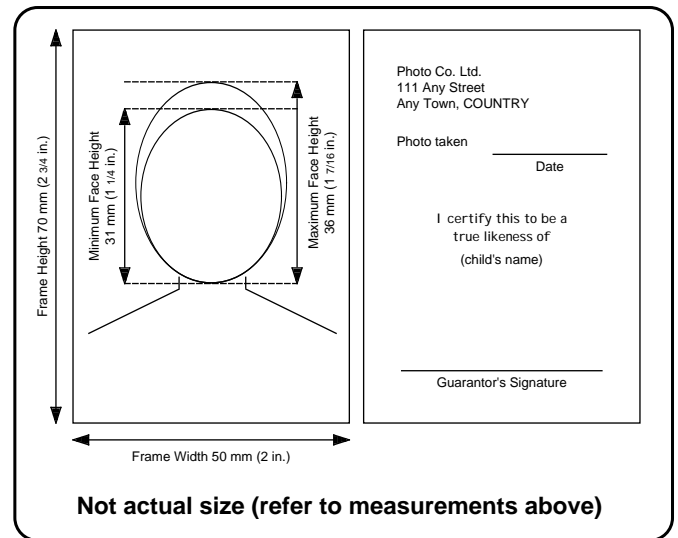
IRCC may contact the applicant or passport holder to solicit feedback about passport services.

(O)**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 the current appearance of the child.



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 (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.

Child photos

- The instructions above also apply to photos of children.
- The photo must show the child's head and shoulders only. The parent's or child's hands must not appear in the photo.
- The Passport Program, Immigration, Refugees and Citizenship Canada recognizes that it is difficult to obtain a neutral expression from a newborn and will be tolerant in this respect.
- For newborn babies, the photo may be taken while the child is sitting in a car seat, as long as a white blanket is placed over the seat behind the child's head. There must be no shadows on the face or shoulders, around the ears or in the background.

More information is available at Canada.ca/passport.

Important Information Concerning Children Travelling Abroad

For more information, visit international.gc.ca and travel.gc.ca/child.

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Travelling with Children or Children Travelling Alone



Immigration authorities in most countries are increasingly vigilant when children cross international borders. Whether travelling alone or accompanied by an adult, each child travelling abroad must have an individual valid travel document or passport and may also require supporting documentation. Prior to any travel, you should contact the embassy or consulate of all countries the child will be visiting to inquire about entry requirements.

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Documentation to Facilitate Travel Abroad



The following documents may be requested to support the entry of a child to another country:

- Birth certificate showing the names of both parents.
- Documents pertaining to custody.
- A letter of consent authorizing the child to travel alone, with only one parent or with someone other than the custodian or guardian, as the case may be. The child should have a letter from every person or organization with custodial rights, guardianship rights or, in Quebec only, parental authority. Global Affairs Canada recommends that the letter be certified, stamped or sealed by an official with the authority to administer an oath or solemn declaration.
- If one of the parents is deceased, the death certificate.

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Documentation and Tips to Facilitate the Return to Canada



The following tips may help to avoid delays when a child is returning to Canada:

- Make sure you carry proper identification for yourself and any children travelling with you to help confirm your legal right or authorization to enter Canada upon your return.
- If you have custody of the child, carry copies of documents that specify your custody rights.
- If you are not the legal guardian of the child, carry a letter of permission or authorization giving you custody when entering Canada. When one parent is travelling with a child, a letter from the other parent can also facilitate the return of both the parent and the child. The letter should also contain telephone numbers at which the parents or legal guardians can be contacted.
- If you are travelling with a group, make sure you are in the same vehicle as the child you are accompanying when arriving at a border crossing.
- Have the child memorize a telephone number to call in case of emergency.

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Custody Information

Custody arrangements in Canada may not be recognized in another country. In extreme cases, the child may not be able to leave the country visited. Before leaving on a trip, you are advised to check with the embassy or consulate of the country or countries the child will be visiting to determine the documentation relating to custody of the child that may be requested.

For further information, contact:



Global Affairs Canada:

In Canada 1-800-267-6788

Outside Canada 1-613-944-6788

- If a custody dispute could possibly arise while travelling with the child, you should talk to a lawyer prior to your departure. We suggest that you also read the publication *International Child Abduction: A Guidebook for Left-Behind Parents*.

You may order a copy online or access an online version at:



Website travel.gc.ca

For a free copy, call:



In Canada 1-800-267-8376

Outside Canada 1-613-944-4000