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

**GENERAL INFORMATION AND INSTRUCTIONS**

### 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 (PPTC 140) to apply.
- Children under 16 years of age must have an individual passport (use form PPTC 142 "Child Passport Application").

### Processing Time

Our goal is to have the passport ready in 20 working days excluding delivery time.

Applications for Canadians living in the USA are processed in Canada and passports are delivered by overnight courier. DO NOT mail or bring your application to a Canadian mission in the USA. However, passport applications and related forms are available from these missions.

### Fee

CAN$97 - includes the passport fee (CAN$72) and consular service fee (CAN$25).

Payment by CREDIT CARD will facilitate the process. Only Canadian funds are accepted.

- Credit card - 🛒
- Certified cheque or international 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.

### In case of Emergency

If you require a passport in an emergency, contact the nearest Canadian mission.

### Residence in the USA

If you were admitted to the USA as a permanent resident before February 15, 1977, write your Alien Registration Card (Green or Pink Card) number and the date of issue on the application form (section 4). This information is required to determine your Canadian citizenship status.

### Protection of Information

This information is collected under the Canadian Passport Order to determine your current and ongoing entitlement to a Canadian passport and to provide information to the Consular Affairs Bureau of Foreign Affairs Canada in the event that you require assistance while travelling abroad. The information provided, including the photograph, is subject to routine verifications and security queries. To further strengthen Canadian passport security, your photograph is stored on an alphanumeric template and incorporated into the passport as a digital image.

### 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.
- A copy of my Alien Registration Card.
- 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.

### REQUIREMENTS

- 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.
- A copy of my Alien Registration Card.
- Any Canadian passport or travel document issued to me within the last FIVE years.
- The fee.

### Applying by Mail

**APPLICATIONS ARE PROCESSED IN CANADA**

- **BY MAIL**
  - Passport Canada
  - Foreign Affairs Canada
  - Gatineau Canada K1A 0G3

- **BY COURIER**
  - Passport Canada
  - Le 70 Crémazie
  - 70 Crémazie Street
  - Gatineau QC J8Y 3P2
  - CANADA

If you are travelling soon, you should send your documents to Canada by overnight courier. This will also ensure the safety of your documents in transit.
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.pptc.gc.ca |

| Toll-free: | 1 800 567-6868 |
| Outside continental USA: | (819) 997-8338 |

**TTY (For persons who are deaf or hard of hearing)**

| Toll-free: | 1 866 255-7655 |

### INFORMATION ON TRAVEL CONDITIONS AND REQUIREMENTS

| Web site: | www.voyage.gc.ca |

Consular Affairs Bureau (Foreign Affairs Canada)

Ottawa, Canada:

(613) 944-6788

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**Canadian Missions in the USA**

DO NOT mail or bring your application form to a Canadian mission in the USA. However, passport applications and related forms are available from these missions or may be obtained on-line at www.pptc.gc.ca.

* Indicates offices that provide service in both official languages.

**ATLANTA**

The Consulate General of Canada

100 Colony Square

Suite 1700

1175 Peachtree Street NE

Atlanta GA 30361-6205

(404) 532-2000

(404) 532-2050 FAX

**BOSTON**

The Consulate General of Canada

3 Copley Place

Suite 400

Boston MA 02116

(617) 262-3760

(617) 262-3415 FAX

**BUFFALO**

The Consulate General of Canada

HSBC Center

Suite 3000

Buffalo NY 14203-2884

(716) 858-9500

(716) 852-4340 FAX

**CHICAGO**

The Consulate General of Canada

Two Prudential Plaza

Suite 2400

180 North Stetson Avenue

Chicago IL 60601

(312) 616-1860

(312) 616-1877 FAX

**DALLAS**

The Consulate General of Canada

Suite 1700

750 North St. Paul Street

Dallas TX 75201

(214) 922-9806

(214) 880-9611 FAX

**DENVER**

The Consulate General of Canada

Suite 2600

1625 Broadway

Denver CO 80202

(303) 626-0640

(303) 572-1158 FAX

**DETROIT**

The Consulate General of Canada

600 Renaissance Center

Suite 1100

Detroit MI 48243-1798

(313) 446-4747

(313) 567-2164 FAX

**LOS ANGELES**

The Consulate General of Canada

9th Floor

550 South Hope Street

Los Angeles CA 90071-2627

(213) 346-2700

(213) 620-8827 FAX

**MIAMI**

The Consulate General of Canada

Suite 1600

200 South Biscayne Boulevard

Miami FL 33131

(305) 579-1600

(305) 374-6774 FAX

**MINNEAPOLIS**

The Consulate General of Canada

701 Fourth Avenue South

Suite 900

Minneapolis MN 55415-1899

(612) 332-4641

(612) 332-4061 FAX

**NEW YORK**

The Consulate General of Canada

1251 Avenue of the Americas

New York NY 10020-1175

(212) 596-1600

(212) 596-1666 FAX

**SEATTLE**

The Consulate General of Canada

412 Plaza 600

Sixth Avenue and Stewart Street

Seattle WA 98101-1286

(206) 443-1777

(206) 443-9662 FAX

**SAN JUAN**

The Consulate of Canada

Home Mortgage Plaza

Suite 515

268 Ponce de Leon

San Juan PR 00918

(787) 759-6629

(787) 294-1205 FAX

**WASHINGTON D.C.**

The Embassy of Canada

501 Pennsylvania Avenue NW

Washington DC 20001

(202) 682-1740

(202) 682-7689 FAX
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 Canada 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 CAN$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.

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. Sign and date the photocopy of your supplementary documentation (see instruction No. 5 “Documents to Support Identity”).

Your guarantor must:
• be a citizen of Canada or the USA and must be accessible to Passport Canada 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
  - lawyer
  - notary public (notarial seal must appear on the application form)
  - pharmacist
  - police officer, judge, magistrate
  - signing officer of a bank or trust company, or of a financial institution that offers the full range of banking services (cash withdrawals, deposits and savings)
  - veterinarian.

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

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 Canadian mission in the USA. 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.

Previous Canadian Passport
• Enclose any Canadian passport or travel document issued to you within the last FIVE years.
• A person’s name may appear in only ONE valid Canadian passport, Certificate of Identity or Travel Document.
• Passports are valid for a maximum of FIVE years from the date of issue. If, under exceptional circumstances, a limited validity passport was issued to you within the last FIVE years, it may be extended. The fee for this service is CAN$12.
• If the valid passport has been lost, stolen, damaged or destroyed or is inaccessible, complete "Statutory Declaration" form PPT 203, available from any Canadian mission in the USA.
Proof of Canadian Citizenship

Provide ONE of the documents listed in section 4 of the application form (copies or notarized copies are not accepted). It will be returned to you with the passport. Additional information may be requested to confirm your citizenship.

If you are a woman who, before 1947, married a man who was not a British subject, contact Passport Canada.

CERTIFICATE OF BIRTH IN CANADA

You may obtain a birth certificate from the Vital Statistics authorities of your province or territory of birth.

If you were born in Quebec

Only birth certificates issued on or after January 1, 1994, by Le Directeur de l'état civil in the province of Quebec are accepted.

CERTIFICATE OF CANADIAN CITIZENSHIP

Large commemorative documents of citizenship issued after February 14, 1977, are not accepted. If you require a Certificate of Canadian Citizenship, contact the Canadian mission nearest you. You may also visit the Citizenship and Immigration Canada Web site at www.cic.gc.ca.

Documents to Support Identity

At least ONE document to support your identity and the name to appear in the passport must be submitted with your application form. Further documentation may be required.

Supplementary documentation must be issued by a federal, provincial/state or municipal authority and include the bearer's name and signature. For example:

- Non-Drivers License
- Provincial/state driver's licence
- Provincial health care card
- Other provincial/state identification card
- Military identification
- Certificate of Indian Status
- Firearms Licence - Possession • Acquisition
- Old Age Security card
- Alien Registration Card
- Other federal Identification card
- Federal, provincial/state or municipal employee identification card.

Your guarantor must sign and date the photocopies of the documents you are submitting to indicate the originals have been seen.

If you are using form PPT 132, "Statutory Declaration in Lieu of Guarantor", the same official who signs the "Declaration" must also sign and date the photocopies of your identification to indicate the originals have been seen. If you have no documents to support your identity, call Passport Canada.

Photo Specifications

IMAGE INFORMATION

- Eyes must be open and clearly visible. Glasses, including tinted ones with prescription, may be worn as long as the eyes are clearly visible. Sunglasses are unacceptable.
- Facial expression must be neutral (not frowning or smiling) with the mouth closed.
- Photos must show a full front view of the face with both edges of the face showing clearly. The face and shoulders must be centred in the photo and squared to the camera.
- Photos must reflect/represent natural skin tones.
- The length from chin to crown of head (natural top of head) must be 1 1/4 inches to 1 7/16 inches.
- The image must be clear, sharp and in focus.
- Photos must be taken with uniform lighting and not show shadows or flash reflection on the face and head. Photos with shadows on the face or background are unacceptable.
- Photos must be taken against a plain, uniform, white or light-coloured background.
- Hats or head coverings are not permitted except when worn for religious reasons and only if the full facial features are clearly visible.
- Black and white or colour photos are acceptable.
- Photos must be originals, not taken from any existing photo, and must have been taken within the last 12 months.

QUANTITY AND FORMAT

- Two identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

SIZE AND PAPER

- The maximum photo size must be 2 inches wide x 2 3/4 inches long.
- Heavy weight paper is unacceptable.
- Photos must be printed on high quality photographic paper.

PHOTOGRAPHER AND GUARANTOR

- Photos must be taken by a commercial photographer.
- The name of the photographer or studio, the address and the date the photo was taken (not the date the photo was printed) must be provided directly on the back of one photo (see illustration).
- One photo must be signed by a guarantor as a true likeness of the applicant.
Helpful tips for completing your passport application

To avoid delays in the processing of your passport application, pay special attention to the following 12 areas:

1. Photos
   The finished photos must have a white or light-coloured background, and be free of shadows on the face or background. You must have a neutral expression. Your photographer may consult www.pptc.gc.ca to access the specifications.

2. Proof of citizenship (original document only)
   Your original birth certificate or citizenship certificate/card (not a copy) must be submitted. If you were born in the province of Quebec, only birth certificates issued on or after January 1, 1994, by Le Directeur de l'état civil are accepted.

3. Complete citizenship information
   All applicants must complete the question: “Did you acquire citizenship of another country...?” See the application form; section 4.

4. Fees
   Submit the correct fee. Fill out the credit card information, or send a certified cheque or an international money order in Canadian funds only.

5. Choose an eligible guarantor
   Your guarantor must be from an approved occupational group as listed in General Information; instruction #2. Retired guarantors are not eligible unless still registered in their professional association listing of active members.

6. Complete your application before your guarantor signs it.
   The guarantor must certify to the best of his or her knowledge and belief the information on the form. Make sure your guarantor signs the declaration on the form and writes your name on the back of one of the photos and signs it as well as copies of your supporting identification.

7. Provide supporting identification (ID)
   Provide a copy (both sides) of a government issued ID with your name and signature. The copy must be signed and dated by your guarantor.

8. References
   Your guarantor should not be used as a reference. Relatives should not be a used as references. A friend or co-worker is best.

9. Submit any valid passport or travel document
   If your passport is still valid when you apply, you must submit it. Any travel document issued in the last five years must be submitted. If your passport has expired, you do not need to submit it.

10. To use your spousal name
    If you want the passport in your spousal name, you must complete the requested information about your marriage. See the application form; section 1; line 4.

11. Complete and sign all three pages
    You must sign with your usual signature in the three signature blocks provided (one signature per page). Your signature must not touch the border. If the signature touches the border on page one of the application, it may be rejected and a new signature will be required which will incur delays.

12. Additional personal information
    Indicate your mother’s surname when she was born (mother’s maiden name). See the application form, last page; first block.
ADULT PASSPORT APPLICATION
for Canadians 16 years of age or over (in the USA)

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. **Personal Information**

   - **Surname**
   - **Given Name(s)** (See instruction No. 1)
   - **Surname at Birth** (See instruction No. 1)
   - **Former Surname** (See instruction No. 1)
   - **Year of Marriage**
   - **Surname of Spouse** (See instruction No. 1)

2. **Date of Birth**

   - **Year**
   - **Month**
   - **Day**

3. **Place of Birth**

   - **City**
   - **Province/Territory (if applicable)**
   - **Country**

4. **Sex**

   - Male
   - Female

5. **Marital Status**

6. **Eye Colour**

7. **Hair Colour**

8. **Height**

9. **Weight**

10. **Occupation** (See instruction No. 2)

11. **Name of Firm/Organization**

12. **Home Telephone Number**

13. **Business Telephone Number/Extension**

14. **Fax Number or E-Mail Address (Optional)**

15. **Mailing Address (If different from above)**

   - **Number**
   - **Street**
   - **Apartment**
   - **City**
   - **Province/Territory/State**
   - **Postal Code/Zip Code**

16. **DECLARATION** - I solemnly declare that to the best of my knowledge and belief, all of the statements made in this application are true. 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.

   - **Date**
   - **Year**
   - **Month**
   - **Day**
   - **Signed at**
   - **City**
   - **State**

17. **DECLARATION** - I solemnly declare that I am a Canadian citizen, that the photos enclosed are a true likeness of me and that all of the statements made in this application are true.

   - **Date**
   - **Year**
   - **Month**
   - **Day**
   - **Signed at**
   - **City**
   - **State**

18. **Business Address**

   - **Number**
   - **Street**
   - **City**
   - **State**
   - **Zip Code**

19. **DECLARATION** - I solemnly declare that 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, that the image is 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.

   - **Signature of Guarantor** (See instruction No. 1)
   - **Date**
   - **Year**
   - **Month**
   - **Day**
   - **Signed at**
   - **City**
   - **State**

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**Aussi disponible en français**

**PPTC 140 (05-03) M02**

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**An Agency of Foreign Affairs Canada**

**Un organisme d’Affaires étrangères Canada**

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**Passport Canada**

**Passeport Canada**
### 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 Canadian mission in the USA. The maximum validity of a passport is FIVE years.

### Proof of Canadian Citizenship

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

- Birth Certificate in Canada *(See instruction No. 4)*
- Certificate of Canadian Citizenship *(See instruction No. 4)*

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

- Certificate of Canadian Citizenship *(See instruction No. 4)*
- Certificate of Naturalization
- Certificate of Retention of Canadian Citizenship
- Certificate of Registration of Birth Abroad *(Issued by the Registrar of Canadian Citizenship)*

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

- No ☐ Yes (Specify) ☐

- By birth ☐ By naturalization ☐

When did you become a Canadian citizen? Specify the date

- From Year Month Day to Year Month Day

USA RESIDENCE - If you were admitted to the USA as a permanent resident before February 15, 1977, write your Alien Registration Card (Green or Pink Card) number and the date of issue. Include a copy of your Card.

- Alien Registration Card Number ____________________________ Date of Issue Year Month Day

### Documents to Support Identity

Provide the following information. Include signed copies *(See instruction No. 5).*

<table>
<thead>
<tr>
<th>Type of Document</th>
<th>Document Number</th>
<th>Date of Issue Year Month Day</th>
<th>Name of bearer as it appears on the document</th>
</tr>
</thead>
<tbody>
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</table>

### Declaration of Applicant

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

Signature of Applicant ____________________________ Date Year Month Day Signed at City State

### Credit Card Information

- **COMPLETE ONLY** if you are paying by credit card (for applications sent to Canada only).

- **AUTHORIZATION** - I authorize Passport Canada to charge CANS to my credit card.

<table>
<thead>
<tr>
<th>Name Appearing On Card</th>
<th>Card Number</th>
<th>Date of Expiry Month Year</th>
<th>Signature of Cardholder</th>
<th>Date Year Month Day</th>
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</table>
Emergency Contact

Address

Given Name  Surname
1. 

Relationship

Address

Number Street Apartment City Province/Territory/State Country

Home Telephone No. Business Telephone No./Extension Fax No. or E-Mail Address (Optional) Has known me for

2. 

Relationship

Address

Number Street Apartment City Province/Territory/State Country

Home Telephone No. Business Telephone No./Extension Fax No. or E-Mail Address (Optional) Has known me for

Mother’s Maiden Name

(Provide your mother’s surname at the time of her birth.)

References

Provide the following information with respect to two persons who are neither your relatives nor your guarantor and who have known you for at least two years. They will be contacted to confirm your identity.

1. Surname

Given Name

Relationship

Address

Number Street Apartment City Province/Territory/State Country

Home Telephone No. Business Telephone No./Extension Fax No. or E-Mail Address (Optional) Has known me for

2. Surname

Given Name

Relationship

Address

Number Street Apartment City Province/Territory/State Country

Home Telephone No. Business Telephone No./Extension Fax No. or E-Mail Address (Optional) Has known me for

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 to Applicant

Home Telephone Number

Business Telephone No./Extension

Address

Number Street Apartment City Province/Territory/State Postal Code/Zip Code

Declaration of Applicant

Declaration of Applicant

We solemnly declare that the statements made in this application are true.

Signature of Applicant

Date

Signed at

City State