

CHILD TRAVEL DOCUMENT APPLICATION

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

To obtain the most recent version of this form, visit our website at www.passportcanada.gc.ca



Protection of Information

All personal information provided on this application form is protected and will be used in accordance with the provisions of the *Privacy Act* (Personal Information Bank No. FAI PPU 025). The personal information is collected under the *Canadian Passport Order* to determine the current and ongoing entitlement of the child to travel documentation, to administer passport services and to provide information to the Consular Affairs Bureau of Foreign Affairs and International Trade Canada in the event that the child requires assistance while travelling abroad. The guarantor's personal information is also verified to determine whether that person meets the guarantor requirements. All information provided, including information regarding the parents, is subject to routine verifications and security queries.

To further strengthen Canadian travel document security, Passport Canada uses facial recognition technology to convert the child's photo to a biometric template that is compared with the photo contained in Passport Canada databases. The photo is then incorporated into the passport as a digital image. Biometric templates are kept for a maximum of 12 years.

Passport Canada may use the services of third parties to receive travel document applications submitted in person and to process the return of incomplete travel document application. In the performance of these services, personal information will be protected and used in accordance with the provisions of the *Privacy Act*.

Passport Canada may contact the applicant to solicit feedback about travel document services.

Travelling with Children or Children Travelling Alone



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

Documentation to Facilitate Travel Abroad



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

- Birth certificate showing the names of both parents
- Documents pertaining to custody
- If the child is travelling with one parent, a letter signed and dated from the other parent authorizing travel (letter may have to be notarized)
- If the child is travelling with someone other than the parent, a letter signed and dated from both parents authorizing travel with that person (letter may have to be notarized)
- If the child is travelling alone, a letter signed and dated from both parents authorizing travel (letter may have to be notarized)
- If one of the parents is deceased, the death certificate

Documentation and Tips to Facilitate the Return to Canada



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

- Always carry proper identification for yourself and the child – passport, travel document, birth certificate, citizenship card, proof of immigration status.
- If you have custody of the child, carry copies of documents specifying custody rights with you.
- If you are not the legal guardian of the child, carry a letter of permission or authorization for you to have custody when entering Canada. When a parent is travelling alone 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 where the parent or legal guardian can be contacted.
- If you are travelling as part of a caravan, ensure you are in the same vehicle as the child you are accompanying when arriving at a border crossing.
- Have the child memorize your home and/or office telephone number and teach him or her to call you in an emergency.

Custody Information

1. 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. It is recommended that, before leaving on a trip, you check with the embassy or consulate of the country or countries the child will be visiting to determine what documentation may be required relating to the custody of the child.

For further information, contact:



Foreign Affairs and International Trade Canada:
In Canada.....1-800-387-3124
Outside Canada.....613-943-1055

2. If a custody dispute could possibly arise while travelling with the child, you should talk to a Canadian lawyer prior to your departure. We suggest you also read the publication *International Child Abductions: A Manual for Parents*.

For a free copy, call:



In Canada.....1-800-267-8376
Outside Canada.....613-944-4000



Website.....www.international.gc.ca

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Passport Passeport
Canada Canada

Canada

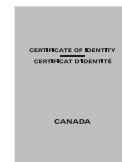
CHILD TRAVEL DOCUMENT APPLICATION

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GENERAL INFORMATION AND INSTRUCTIONS

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Failure to complete all the required sections of this form will result in your application being rejected.



Entitlement to a Canadian Travel Document

Important Notice – You are advised not to make any travel arrangements until you receive a Canadian travel document for the child.

- **Travel Document*** (United Nations Convention Relating to the Status of Refugees, 1951 and its Protocol of 1967): 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.

Warning – 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 plans to visit before applying for a Certificate of Identity.

Warning – Travel Documents and Certificates of Identity are not valid for travel to bearer's country of citizenship.

*Eligibility for either document can only be determined after all required information has been submitted and reviewed. These documents are issued only in Gatineau, Quebec.

Periods of Validity for Travel Documents Issued to Children

For a child aged:

- **3 to 15 years**, the maximum period of validity is **5 years**.
- **under 3 years**, the maximum period of validity is **3 years**.

Note: Children who have been issued a travel document in their first 12 months may be issued a one-time replacement travel document, free of charge, valid for the balance of the validity period of the original travel document. Full application requirements must be met. To ensure the photo is a current and true likeness of the child, it must be taken within one month of the date the application is submitted.

Where to Apply



BY MAIL

Certificate of Identity Section
Passport Canada
Foreign Affairs and
International Trade Canada
Gatineau QC K1A 1L2



BY

COURIER OR



IN

PERSON

Certificate of Identity Section
Passport Canada
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 Canada service location.

The original documents that you enclose with your application are valuable. To ensure that these documents are not lost or misplaced, we recommend you use a courier or mail service that allows you to trace your mail.

Fees

For a child aged – 3 to 15 years – C\$37

– under 3 years – C\$22

Note – These fees are subject to change.

– Only **Canadian funds** are accepted.

Important – Every person who requests a travel document service must pay the applicable fee. This fee is non-refundable.

Accepted method of payment

- Debit (Interac) (*In person only*), or
- Credit card    (*Complete section on application form.*)

Other acceptable methods of payment

- Certified cheque or money order (postal or bank) payable in Canadian funds to the Receiver General for Canada

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

Who May Apply for a Travel Document on Behalf of a Child?

- One of the parents;
- The custodial parent in cases of separation or divorce; or
- The legal guardian.

Requirements Checklist

- All **FOUR (4)** pages of the application form completed and signed within the last 12 months.
- TWO (2)** identical passport photos of the child (see "Photo Specifications").
- Application form and one of the photos certified by your guarantor.
- A valid and eligible proof of immigration status in Canada for the child (**copies or certified copies are not accepted**). The document will be returned to you.
- Any previous Canadian travel document issued to the child.
- Any valid or expired foreign travel document or national passport issued to the child or in which the child's name appears.
- All documents that refer to custody or mobility of, or access to, the child (if applicable).
- A copy of the receipt for fees paid (IMM 5401) if you have applied for Canadian citizenship for the child.
- The fee.

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

Processing Times

Several months may be required to process the application.








Passport Canada / Passeport Canada

Canada

Contact Us

Specific information on travel documents is available during regular office hours.





INFORMATION ON TRAVEL DOCUMENTS AND FEES

	Website:	www.passportcanada.gc.ca
	Toll-free:	1-800-567-6868
	Fax:	819-953-9546
	TTY (For persons who are deaf or hard of hearing)	
	Toll-free:	1-866-255-7655

OFFICE HOURS:

Monday to Friday 8:30 a.m. to 4:30 p.m.

INFORMATION ON IMMIGRATION STATUS AND RETURNING TO CANADA (Citizenship and Immigration Canada)

	Website:	www.cic.gc.ca
	Toll-free:	1-888-242-2100
	TTY (For persons who are deaf or hard of hearing)	
	Toll-free:	1-888-576-8502 (7 a.m. to 5 p.m.)
	Permanent resident card:	1-800-255-4541

INFORMATION ON TRAVEL CONDITIONS AND REQUIREMENTS

	Website:	www.voyage.gc.ca
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- To obtain the most recent version of this form, visit our website.
- Travel document applications and related forms are also available from any Passport Canada service location. For the location of the Passport Canada service location nearest you, we suggest you visit our website or consult your local telephone directory.
- Application forms are available in Braille or in large print for persons with a visual impairment.

Photo Specifications (same as passport photo)

Note: The photo specifications for the travel document are different from those for the permanent resident card. Your travel document application will be rejected if the photos of the child do not meet the following specifications:

IMAGE INFORMATION

- Only the head and shoulders of young children must appear on the photo (e.g. no hands holding the child).
- 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 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.
- 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.
- The image must be clear, sharp and in focus.
- Photos must be taken against a plain, uniform, white or light-coloured background.
- Photos must reflect/represent natural skin tones.
- The length from chin to crown of head (natural top of head) must be between 31 mm and 36 mm.
- 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 have been taken within the last 12 months **or** if applying for a one-time replacement travel document, taken within the last month.

QUANTITY AND FORMAT

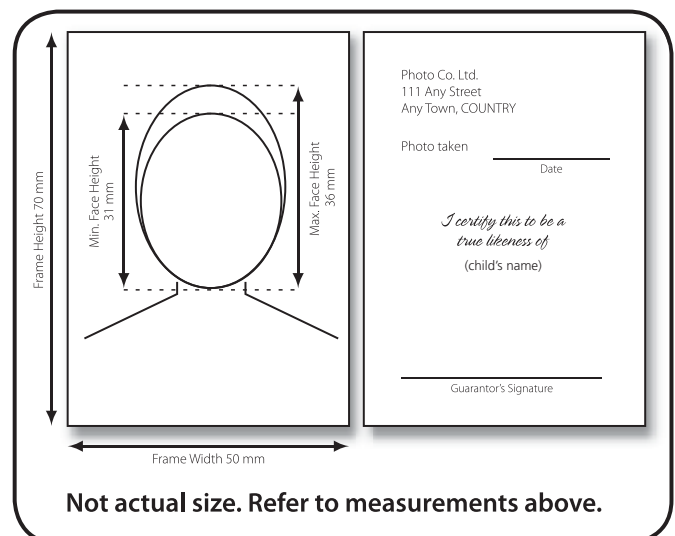
- **TWO (2)** identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

SIZE AND PAPER

- The photos must measure 50 mm x 70 mm in size.
- Heavy weight paper is unacceptable.
- Photos must be printed on plain, 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).
- The guarantor must clearly write on the back of **ONE (1)** photo: "I certify this to be a true likeness of (*child's name*)".



INSTRUCTIONS

1

NAME TO APPEAR IN TRAVEL DOCUMENT

Write the child's name as you want it to appear in the travel document. This name will normally be the same as the surname (last name) and given name(s) shown on the child's proof of immigration status. If this name is different from the name on the child's proof of immigration status, the original of the documentation listed below may be required:

- child's legal change of name document (original document from issuing authority); or
- proof that the records of entry at Citizenship and Immigration Canada have been amended (i.e. approved "Request to Amend Immigration Record of Landing" form IMM 1436).

Additional documents may be requested to verify the child's identity.

SURNAME (LAST NAME) AT BIRTH/FORMER SURNAME (FORMER LAST NAME)

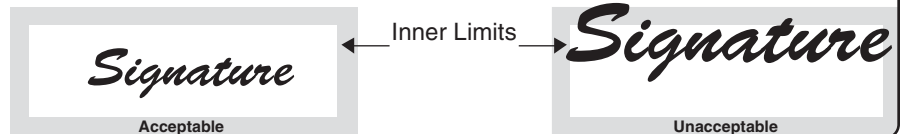
Complete only if different from the surname (last name) to appear in the travel document (for Passport Canada information only; will not appear in the travel document).

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 Citizenship and Immigration Canada records have been amended subsequent to the child's admission to Canada. In this case, the original approved "Request to Amend Immigration Record of Landing" form IMM 1436 is required. If the child's proof of immigration status does not show a complete date of birth, indicate the specific **year, month and day** of the birth. Provide copies of any documents you may have showing this date of birth (i.e. provincial health care card).

SIGNATURE

Children 11 years of age or over **MUST** sign their usual signature. The child's signature in section 1 will appear in the travel document. Therefore, the signature **MUST NOT** exceed the inner limits of the signature box.



2

Information on Applicant

Both parents are requested to participate in obtaining travel document services for their child and to sign the application form. The other parent may be contacted. Where a legal guardian is the applicant, the other legal guardian as the case may be is also requested to participate.

CUSTODY, SEPARATION AND DIVORCE

Where 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 or mobility of, or access to, the child must be provided. If a divorce has been granted, a copy of the divorce judgement or order must also be provided. Where joint custody provisions exist, either parent may apply.

RELATIONSHIP WITH OTHER PARENT

Indicate your current marital status or relationship with the other parent: single, common law, married, separated, divorced, widowed. Indicate date of marriage to the other parent, if applicable. Additional information or documentation may be requested.

For further information, contact Passport Canada.

3

Proof of Immigration Status in Canada

Provide **ONE (1)** of the eligible valid original immigration status documents listed in section 3 of the application form (**copies or certified copies are not accepted**). 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 for the child, contact Citizenship and Immigration Canada (*see page 2 – Contact Us*).

4*Declaration of Guarantor*

A guarantor is a person other than the applicant who confirms the applicant's identity and has knowledge of the child. Your guarantor must perform **free of charge** the following **TWO (2)** tasks:

1. Complete and sign the "Declaration of Guarantor" section. (*Ensure you have completed and signed the form 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.

Your guarantor:

- **must** be a Canadian citizen or a permanent resident living in Canada;
- **must** have known you (the applicant) personally for at least **SIX (6)** months*;
- * **To know an applicant personally means that the guarantor is able to confirm aspects of the applicant's personal attributes such as name, approximate age, place of birth, physical description and some personal history such as occupation and place of residence.**
- **must** have known you and the child well enough to be confident that the statements you have made in the application form are true;
- **must** be included in **ONE (1)** of the following groups:

<ul style="list-style-type: none"> – dentist, medical doctor or chiropractor – judge, magistrate, police officer (municipal, provincial or RCMP) – lawyer (member of a provincial bar association), notary in Quebec – mayor – minister of religion authorized under provincial law to perform marriages – notary public – optometrist – pharmacist 	<ul style="list-style-type: none"> – postmaster – principal of 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 (includes CEGEPs) – senior administrator or teacher in a university – veterinarian.
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The list above is not a recognition or endorsement by Passport Canada of professional status or superior qualifications.

- **must** sign the "Declaration of Guarantor" section on your application form;
- **must** sign the statement on the back of **ONE (1)** of the child's photos; and
- **must** be accessible to Passport Canada for verification.

If you have **not known** an eligible guarantor for at least **SIX (6)** months, complete a "Statutory Declaration in Lieu of Guarantor for a Travel Document" form PPTC 326, available from any Passport Canada service location. 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 travel document.**

5*Previous Canadian Travel Document*

- Enclose any valid Canadian travel document issued to the child. If the child's current travel document expires more than 12 months from the date of submission of the application, provide a written explanation for why you are applying at this time. Should Passport Canada not be satisfied that you have a valid reason for applying early, your application for a new travel document may be refused.
- A person's name may appear in only **ONE (1)** valid Canadian travel document.
- If the valid travel document has been lost, stolen, damaged, destroyed or is inaccessible, complete a "Statutory Declaration" form PPTC 203, available from any Passport Canada service location or at www.passportcanada.gc.ca. A Canadian travel document, once reported lost or stolen, is no longer valid and is not to be used for any travel.

6*Citizenship and Travel Documentation*

- Enclose any valid or expired 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, write on the application form a description of the document, date and place of issue and explain its present whereabouts. If the document has been seized by Citizenship and Immigration Canada, provide the "Notice of Seizure" (IMM 5265).
- If the child has visited another country since his or her entry to Canada, write the dates he or she left Canada, the dates he or she returned and explain the reason for the visit. (If insufficient space, use page 4 of the application.)
- If the child has been refused a national passport, enclose the letter of refusal. If this letter is not in either English or French, we require a translation of the letter signed before a notary public or other official authorized by law to administer an oath or solemn affirmation as being a true translation.
- 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 retained regarding the request for a passport or renewal of such a document for the child. Write on the application form the results of the application including the date you were refused. (If insufficient space, use page 4 of the application form.)
- 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 all the steps you have taken (in order of their dates) to obtain the passport and the results achieved. Enclose copies of any relevant letters you may have retained. (If insufficient space, use page 4 of the application form.)

7*Application for Canadian Citizenship*

- If you have lost your Canadian citizenship receipt, write the date the application was made.
- If you were unsuccessful in your application for Canadian citizenship, enclose the letter of refusal. If you have lost the letter of refusal, write the date you applied and the reason for the refusal.

CHILD TRAVEL DOCUMENT APPLICATION

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

INFORMATION
PROTECTED

WARNING to all applicants and guarantors – Any false or misleading statement on this form or relating to any document in support of this application, including concealment of any material fact, may lead to refusal or revocation of a travel document and be grounds for criminal prosecution.
Failure to complete all the required sections of this form will result in your application being rejected.

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

1 <i>Child's Personal Information</i>					
Surname (last name)					
Given name(s) (see instruction no. 1)					
Surname (last name) at birth/former surname (former last name) (see instruction no. 1)					
Date of birth Year Month Day		Place of birth City Province/Territory (if applicable) Country			
Sex <input type="checkbox"/> Female <input type="checkbox"/> Male		Eye colour	Hair colour	Height	Weight
Address of permanent residence Number Street Apartment City Province/Territory Postal code					
Mailing address (if different from above) Number Street Apartment City Province/Territory Postal code					
Children 11 years of age or over must sign in the signature box.				<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Void if signature touches border </div> <div style="border: 1px solid black; height: 60px; width: 100%; margin-top: 5px;"></div>	
Date Year Month Day		Signed at City Province/Territory		Signature of child (see instruction no. 1)	

2 <i>Information on Applicant</i>					
Is the child the subject of an adoption process?			<input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, include all documents (see instruction no. 2)
Are there any separation agreements, court orders or legal proceedings pertaining to custody or mobility of, or access to the child?			<input type="checkbox"/> No <input type="checkbox"/> Yes		
Applicant (parent or legal guardian)			Other parent or legal guardian		
Surname (last name) at birth			Surname (last name) at birth		
Given name(s)			Given name(s)		
Date of birth Year Month Day		Country of birth	Date of birth Year Month Day		Country of birth
Relationship with other parent		Date of marriage (if applicable) Year Month Day	Relationship with parent applying		Date of marriage (if applicable) Year Month Day
Address Number Street Apartment City Province/Territory Postal code			Address Number Street Apartment City Province/Territory Postal code		
Daytime phone () ()	Evening phone () ()	Cell number (optional) () ()	Daytime phone () ()	Evening phone () ()	Cell number (optional) () ()
DECLARATION – I solemnly declare that I am the parent or legal guardian of the child named above and that the statements made in this application are true. I declare that I have read and understood the WARNING to all applicants and guarantors above.			DECLARATION – I solemnly declare that I am the parent or legal guardian of the child named above and that the statements made in this application are true. I declare that I have read and understood the WARNING to all applicants and guarantors above.		
Signature of applicant (also sign section 3)			Signature of other parent or legal guardian		
Date			Date		
Signed at			Signed at		

COMPLETE NEXT PAGE

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3

Proof of Immigration Status In Canada

In order to establish the child's immigration status in Canada, provide ONE (1) of the following documents (copies or certified copies are not acceptable):

- Permanent resident card, Protected person status document, Temporary resident permit

Serial/Document number, Date of issue (Year, Month, Day), Date of expiry (if applicable) (Year, Month, Day)

Declaration of Applicant

Surname (last name) of applicant, Given name(s) of applicant, Relationship to child, Surname (last name) of child, Given name(s) of child, DECLARATION - I solemnly declare that the photos enclosed are a true likeness of the child... Signed at, Date, Signature of applicant

4

Declaration of Guarantor (to be completed by the guarantor only if the applicant has completed and signed this application form)

Surname (last name), Given name(s), Occupation, Name of firm/organization, Daytime telephone number, Evening telephone number, Cell number, Business address, DECLARATION - I solemnly declare that I am a permanent resident of Canada or a Canadian citizen... Signature of guarantor, Name of applicant, Name of child, Date, Signed at

Credit Card Information

COMPLETE ONLY if you are not appearing in person and you wish to pay by credit card. Name appearing on card, Card number, Date of expiry, AUTHORIZATION - I authorize Passport Canada to charge C\$ to my credit card. Signature of cardholder, Date, FOR OFFICIAL USE ONLY, Authorization number

COMPLETE NEXT PAGE

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5

Previous Canadian Travel Document

Has a Canadian travel document ever been issued to the child? No Yes ➡ Enclose the document (see instruction no. 5).

If the travel document has been lost, stolen, damaged, destroyed or is inaccessible, you must include with this application form a completed "Statutory Declaration" form PPTC 203, available from any Passport Canada service location or at www.passportcanada.gc.ca.

6

Citizenship and Travel Documentation

What is the child's original citizenship? _____

Did the child acquire any other citizenship? No Yes ➡ Indicate country. _____

Does the child have any valid or expired passport or travel document from any country?

No Yes ➡ Enclose the document (no copies). If no longer in your possession, explain (see instruction no. 6).

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

Yes (specify) ➡

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

Have you, since the child's date of entry to Canada, applied for a passport or travel document (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 (see instruction no. 6).

Yes ➡ If request was refused, enclose the letter of refusal. If unable to provide this letter, explain. If no reply received, write all the steps you have taken (see instruction no. 6).

ENSURE ALL THREE (3) PAGES ARE COMPLETED

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7

Application for Canadian Citizenship

Have you applied for Canadian citizenship for the child?

No ➡ Explain why you have not applied.

Yes ➡ Enclose the receipt confirming payment of fees (IMM 5401) or the letter of refusal.

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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

Province/Territory

