

## MAILING ADDRESS

First-time Applicant or Renewal of a Canadian Passport - Valid for 5 years

### WITHIN THE U.S./ABROAD

Certificate Express and Immigroup

40 Pleasant Blvd., Suite 100.

Toronto, Ontario M4T 1K1 Canada

Hours of Operation: Monday-Friday 9:30AM to 5PM Eastern Time.

Please call us toll free in North America at 1-877-663-6606 or 1-416-962-2623

### **Additional Information & Disclaimer**

I have read and agreed to the terms and conditions listed on [www.immigroup.com/disclaimer.asp](http://www.immigroup.com/disclaimer.asp). Immigroup is not responsible for documents or passports lost by courier companies or any government office. All fees are not refundable once applications are submitted to the processing centre.

### **Application Review Service (if applying yourself)**

Fax us your Canadian Passport Application. We will call you back and let you know if everything is in order before filing. Then, courier your package to us and we will file your documents on your behalf on urgent basis. **Cost: \$189.00**

Fax us your Canadian Passport Application. We will call you back and let you know if everything is in order before filing. Then, apply to the local Passport Office yourself. **Cost: \$279.00**

Fax us your Canadian Passport Application. We will call you back and let you know if everything is in order before filing. Meet us at the Canada Passport offices and we will assist in obtaining your Canadian Passport. **Cost: \$699.00**

Fax us your Canadian Passport Application. We will call you back and let you know if everything is in order before filing. Then, fly in to our Toronto Office and we will assist you with a same day Canadian Passport application. **Cost: \$1269.00 (All Inclusive) Vancouver clients \$1468**

Form of Payment:  Visa  MasterCard  Bank Draft/Money Order

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

Place your signature here:

Name on Card \_\_\_\_\_

Total fees \_\_\_\_\_

If you require a Same Day Passport Service please give us a call

**Requirements for a Same Day Passport:**

Immigroup can acquire Passports from the Government of Canada. As part of our same day service, Immigroup will provide to you the following:

- picking you up at Pearson International Airport in Toronto or Montreal Airport.
- escorting you to Immigroup offices to review your application
- secondary set of photos, if required
- delivering you to the Passport office to acquire your passport
- returning you to Pearson International Airport
- Professionally check your application

In order to secure your passport, you must:

- be 16 years of age or older
- include two identical passport photos with your application (NOTE: These photos **must** be signed by your guarantor)
- provide your original birth certificate or other proof of Canadian citizenship
- provide your passport, no less than six months from expiry
- ensure that your guarantor's signature on the application

Additionally, there are certain additional documents that may be required.

**Delivery:**

Although current delivery timeframes direct from the Government of Canada are 6 to 8 weeks, Certificates Express will help you **get your passport the same day**.

Please turn off any pop-up blocking software that may be running on your computer before proceeding.

**Pricing:**

<b>SERVICE LEVEL - SAME DAY</b>	
All-inclusive fee	\$1269 .00

Basic Assistants (client goes to the passport office on there own) \$400.00



# ADULT PASSPORT APPLICATION

for Canadians 16 years of age or over (Abroad)

## GENERAL INFORMATION AND INSTRUCTIONS

Aussi disponible en français

### Entitlement to a Canadian Passport

- Issued to Canadian citizens only, Canadian passports reflect the identity of the applicant as determined by documentary evidence of citizenship and supplementary documentation.
- Persons 16 years of age or over must use this form (PPTC 040) to apply.
- Children under 16 years of age must have an individual passport (use form PPTC 042 "Child Passport Application").

### Where to Apply

Your application should be submitted to the nearest passport issuing office in the country in which you are residing or visiting.

#### The following are passport issuing offices:

- Canadian Embassies
- Canadian High Commissions
- Canadian Consulates (except those headed by Honorary Consular Officers).

### Fee

**CAN\$100 - includes the passport fee (CAN\$75) and consular service fee (CAN\$25).**

*The fee is in Canadian dollars and should be converted into local currency.*

- Cash
- Certified cheque or money order (postal or bank) payable to the Canadian Embassy, High Commission or Consulate as the case may be.

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

### Requirements



#### CHECKLIST

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

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

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

### Protection of Information



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

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.



## Additional Information

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

### INFORMATION ON PASSPORTS AND FEES



Web site:

[www.pptc.gc.ca](http://www.pptc.gc.ca)



The nearest passport issuing office: *(Consult your local telephone directory.)*

Passport Canada:

(819) 997-8338



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

Montréal, Canada:

(514) 283-5197

### INFORMATION ON TRAVEL CONDITIONS AND REQUIREMENTS



Web site:

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



Consular Affairs Bureau *(Foreign Affairs Canada)*

Ottawa, Canada:

(613) 944-6788

## Passport Issuing Office Locations

For the location of the passport issuing office nearest you, we suggest you visit our Web site or consult your local telephone directory.

# INSTRUCTIONS

1

## Personal Information

### NAME TO APPEAR IN PASSPORT

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

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

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

### SURNAME AT BIRTH/FORMER SURNAME

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

### ADDING A SPOUSAL SURNAME TO A VALID PASSPORT

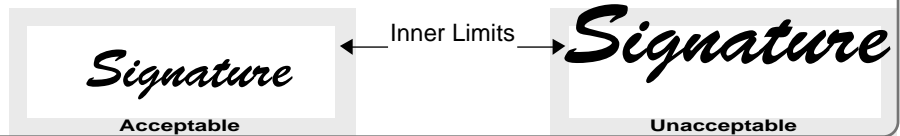
Your spouse's surname may be added to a valid passport provided the passport was issued in your surname at birth and the marriage occurred after the issuance of the passport. A marriage certificate or additional documentation will be required. The fee for this service is CAN\$12.

### 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.



2

## Declaration of Guarantor

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

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

#### Your guarantor 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;
- live within the jurisdiction of the passport issuing office;
- 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
  - judge, magistrate, police officer
  - mayor
  - notary public
  - practising lawyer, notary
  - signing officer of a bank

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 passport issuing office. This form must be completed at your expense before a person authorized by law to administer an oath or solemn affirmation. **This may delay the processing time of the passport.**

3

## 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, destroyed or is inaccessible, complete "Statutory Declaration" form PPT 203, available from any passport issuing office.

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](http://www.cic.gc.ca).

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 or municipal authority in Canada, or local equivalent, and include the bearer's name and signature. For example:

- Provincial driver's licence
- Certificate of Indian Status
- Other federal identification card
- Provincial health care card
- Firearms Licence - Possession • Acquisition
- Federal, provincial or municipal employee identification card.
- Other provincial identification card
- Old Age Security card

You may submit original documents. They will be returned to you. If you are submitting photocopies, your guarantor must sign and date the photocopies to indicate the originals have been seen.

If you are submitting photocopies but 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 the passport issuing office.

### 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 31 mm to 36 mm.
- 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 50 mm wide x 70 mm 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.

Front	Back - Photographer's Information and Sample of Guarantor's Declaration
	Photo Co. Ltd. 110 Any Street Any Town, COUNTRY  Photo taken _____ Date _____  <i>I certify this to be a true likeness of</i> (applicant's name)  _____ Guarantor's Signature
(Not Actual Size)	

# ADULT PASSPORT APPLICATION

## for Canadians 16 years of age or over (Abroad)

**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.

<span style="font-size: 24px; font-weight: bold; border: 1px solid black; border-radius: 50%; padding: 2px 6px;">1</span> <span style="font-size: 18px; font-weight: bold; margin-left: 10px;">Personal Information</span>					
Surname					<b>Date of Travel</b> <input type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Unknown
Given Name(s) <i>(See instruction No. 1)</i>					
Surname at Birth <i>(See instruction No. 1)</i>			Former Surname <i>(See instruction No. 1)</i>		
If passport requested in spousal surname, enter		Year of Marriage	Surname of Spouse <i>(See instruction No. 1)</i>		
Date of Birth <small>Year    Month    Day</small>		Place of Birth <small>City    Province/Territory (If applicable)    Country</small>			
Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Marital Status	Eye Colour	Hair Colour	Height	Weight
Permanent Address <small>Number    Street    Apartment    City    Country    Postal Code</small>					
Mailing Address <i>(If different from above)</i> <small>Number    Street    Apartment    City    Country    Postal Code</small>					
Home Telephone Number (    )		Business Telephone Number/Extension (    )		Fax Number or E-Mail Address <i>(Optional)</i> (    )	
<b>DECLARATION</b> - I solemnly declare that I am a Canadian citizen, that the photos enclosed are a true likeness of me and that all of the statements made in this application are true.			<div style="border: 2px solid gray; padding: 10px; width: fit-content; margin: auto;"> <p style="text-align: center; margin: 0;">Void if signature touches border</p> <div style="border: 1px solid gray; height: 80px; margin: 10px auto;"></div> <p style="text-align: center; margin: 0;">Signature <i>(See instruction No. 1)</i></p> </div>		
Date <small>Year    Month    Day</small>		Signed at <small>City    Country</small>			

COMPLETE NEXT PAGE

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<span style="font-size: 24px; font-weight: bold; border: 1px solid black; border-radius: 50%; padding: 2px 6px;">2</span> <span style="font-size: 18px; font-weight: bold; margin-left: 10px;">Declaration of Guarantor</span>					
Surname			Given Name		
Occupation <i>(See instruction No. 2)</i>			Name of Firm/Organization		
Business Telephone Number/Extension (    )		Home Telephone Number (    )		Fax Number <i>(Optional)</i> (    )	
Business Address <small>Number    Street    City    Country    Postal Code</small>					
<b>DECLARATION</b> - 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.		Knowledge of applicant  <small>Number of years</small>	<div style="border: 2px solid gray; padding: 10px; width: fit-content; margin: auto;"> <p style="text-align: center; margin: 0;">Void if signature touches border</p> <div style="border: 1px solid gray; height: 80px; margin: 10px auto;"></div> <p style="text-align: center; margin: 0;">Signature of Guarantor <i>(See instruction No. 1)</i></p> </div>		
Date <small>Year    Month    Day</small>		Signed at <small>City    Country</small>			



**3**

*Previous Canadian Passport*

• In the last **FIVE** years has a Canadian passport, Certificate of Identity or Travel Document been issued to you?

No

Yes (*Specify*)



Number
--------

Date of Issue		
Year	Month	Day

Place of Issue
----------------

If yes, include it with your application.

• Would you like the passport to be returned to you? Yes  No

• If the passport has been lost, stolen, damaged, destroyed or is inaccessible, you must include with this application form a completed "Statutory Declaration" form PPT 203, available from any passport issuing office. The maximum validity of a passport is **FIVE** years.

**4**

*Proof of Canadian Citizenship*

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

Birth Certificate in Canada (*See instruction No. 4*)



Registration Number

Date of Issue

Certificate of Canadian Citizenship (*See instruction No. 4*)



Certificate Number

Date of Issue

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 Number

Date of Issue

Certificate of Naturalization



Certificate Number

Date of Issue

Certificate of Retention of Canadian Citizenship



Certificate Number

Date of Issue

Certificate of Registration of Birth Abroad (*Issued by the Registrar of Canadian Citizenship*)



Certificate Number

Date of Issue

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

No

Yes (*Specify*)



By birth



Country

Effective Date

By naturalization

Effective Date		
Year	Month	Day

When did you become a Canadian citizen? Specify the date



Date		
Year	Month	Day

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

No

Yes (*Specify*)



From		
Year	Month	Day



To		
Year	Month	Day

**5**

*Documents to Support Identity*

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

Type of Document	Document Number	Date of Issue Year   Month   Day	Name of bearer as it appears on the document
Type of Document	Document Number	Date of Issue Year   Month   Day	Name of bearer as it appears on the document

*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   Country
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COMPLETE NEXT PAGE

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**Additional Personal Information**

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

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
Number Street Apartment City Country

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

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

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

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

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 not relatives and have known you for at least **TWO** years. They will be contacted to confirm your identity.

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

ENSURE ALL THREE PAGES ARE COMPLETE  
Page 3 of 3

**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 <small>Number Street Apartment City Country Postal Code</small>			

**Declaration of Applicant**

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

Signature of Applicant	Date <small>Year Month Day</small>	Signed at <small>City Country</small>
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# PASSPORT CANADA

## STANDARD THIRD PARTY AUTHORIZATION FORM

(Where someone other than an authorized representative is submitting an application, or picking up documents, a completed Third Party Authorization/Consent form MUST accompany the application).

I, \_\_\_\_\_ (name of applicant), authorize  
\_\_\_\_\_ of \_\_\_\_\_ (name of representative /  
organization representing applicant) to apply for/pick-up a \_\_\_\_\_  
(name of document), on my behalf. I understand that I am hereby sharing my  
personal information with a third party, and that Passport Canada does not and  
will not assume any responsibility or liability for the misuse of my personal  
information by the third party representative I have authorized to act on my  
behalf.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

1180 Danforth Ave.  
Toronto, ON M4J 1M3  
Tel: 416-962-2623  
Fax: 416-640-2650  
<http://www.immigroup.com>  
info@immigroup.com



# Fax

To: <b>Immigroup</b>	From:
Fax: <b>416-640-2650</b>	Pages:
Phone:	Date:
Re:	CC:

Urgent     For Review     Please Comment     Please Reply     Please Recycle

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1. Canadian Passport Application
  2. Order Form
  3. Photocopy of:
    - a) Provincial Photo ID
    - b) Birth Certificate or Citizenship Card
-