

CHILD'S REFUGEE TRAVEL DOCUMENT OR CERTIFICATE OF IDENTITY

IMMIGROUP ORDER FORM

INSTRUCTIONS

Read all instructions and follow carefully

1. Please complete the order form and application forms included herein. Make sure to include your telephone number and email address where you can be contacted.
2. Fax or scan and email all forms and documents in the document checklist to our office for review at 416-640-2650 or info@immigroup.com.
3. You will be contacted within 1 - 2 business days regarding your application. **If you have not been contacted after 2 business days, please contact our office at 1-866-760-2623 to confirm we have received your order.**
4. After we have reviewed your forms and documents, we will advise you to send the original forms and copies of documents to our office at:
P.O. Box 27060 Masonville PO London, ON N5X 3W0
5. Once approved, you will receive your travel document or certificate of identity directly from Passport Canada.

Please note that additional documentation may be requested on an as-needed basis. English or French translations of documents not in English or French must also be provided.

APPLICATIONS MISSING THIS ORDER FORM WILL NOT BE PROCESSED

DOCUMENT CHECKLIST

- IMMIGROUP ORDER FORM**
- TRAVEL DOCUMENT APPLICATION FORM** (duly completed and signed by applicant and guarantor)
- PROOF OF IMMIGRATION STATUS IN CANADA** (PR Card, Protected Person Status Document, TRP. You must be in possession of the original document. An **IMM 1000 is not acceptable** proof of immigration status)
- 2 DOCUMENTS SHOWING PROOF OF IDENTITY - ORIGINALS OR COPIES CERTIFIED BY A GUARANTOR** (Driver's License, Provincial / Territorial Photo ID, Health Card (except Alberta, Manitoba), Certificat de Selection, OAS Card, government employee ID)
- 2 PASSPORT PHOTOS** (one must be signed by guarantor)
IF APPLICABLE:
- ANY PREVIOUS TRAVEL DOCUMENT OR PASSPORTPROOF OF URGENCY ISSUED** (for urgent filing)
Please note that there is no formal procedure for expediting this application and faster service is not guaranteed. Expediting of an application on humanitarian grounds is at the discretion of Passport Canada.
- IF your name has changed since birth, you must also include a copy of your **MARRIAGE CERTIFICATE OR LEGAL NAME CHANGE**

SERVICE OPTIONS

REGULAR SERVICE	URGENT PROCESSING
\$312.50 Including: <input type="checkbox"/> \$250 Immigroup Service Fee \$32.50 HST \$30 courier fee Processing Time: approximately 20 calendar days Note: Timeline is entirely determined by government	\$425.50 Including <input type="checkbox"/> \$350 Immigroup Service Fee \$45.50 HST \$30 courier fee Proof of urgency required. Immigroup cannot guarantee urgent processing.

ADDITIONAL INFORMATION
 *There will be two charges showing on your credit card. The first one is the Immigroup fee. The second charge you will see is the government fee of \$120 for a travel document or \$260 for a certificate of identity, as determined by Passport Canada.

Name

Address

Primary Phone

Other Phone

E-mail (please write legibly)

CREDIT CARD INFORMATION

Cardholder Name

Card Number

Expiry Date CVV

Cardholder Signature

DISCLAIMER *Applicant must sign below*

*By signing below I assert that I have read and agreed to the terms and conditions as listed on <http://www.immigroup.com/disclaimer.php> and agree to the following conditions:
 *Immigroup Inc is not responsible for documents or passports lost by courier companies or any government office.
 *Immigroup Inc is not responsible for applications that are rejected.
 *All fees are non-refundable once applications are submitted to the government.
 *I agree to being charged the total fees corresponding with my required service
 *I assert that I am using Immigroup to apply for my Travel Document
 *I understand that cancellation of this service after my order is received by Immigroup Inc. will bear a minimum cancellation fee of \$42.50

SIGN HERE:

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 Protected person status document Verification of status
 Notice of decision Temporary resident permit

Document number	Date of issue Year Month Day	Date of expiry (if applicable) Year Month Day
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4**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	
<small>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, Citizenship and Immigration 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 P). I consent to the collection, use and disclosure of my personal information and that of the child by Passport Program, Citizenship and Immigration Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the Privacy Notice Statement in the Instructions.</small>			
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/organization	
Telephone (daytime)	Telephone (other)	Cell number (optional)	
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	<small>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 P). I consent to the collection, use and disclosure of my personal information by Passport Program, Citizenship and Immigration Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the Privacy Notice Statement in the Instructions.</small>		
Number of months	Signature of guarantor	Date Year Month Day	Signed at City Province/Territory/State

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Previous Canadian Travel Document (see Instructions, section L)

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

No

Yes (specify)

Number

Date of issue

Year

Month

Day

If yes, include the travel document with your application.

Note: If a valid Canadian travel document has been lost, stolen, damaged or is inaccessible, complete form PPTC 203, Declaration, available online at passportcanada.gc.ca. **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, use section 9, Additional Information, or attach a separate signed and dated sheet.

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 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

Application for Canadian Citizenship (see Instructions, section N)

Note: If insufficient space, use section 9, Additional Information, or attach a separate signed and dated sheet.

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, if applicable, a copy of the letter of refusal.

Signature of applicant

Date

Year

Month

Day

9

Additional Information

Large empty rectangular box for providing additional information.

10

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)	Cell number
Current home address			
Number	Street	Apartment	City
		Province/Territory/State	Postal/ZIP code

Signature of applicant

Date

Year

Month

Day

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

Write the child's name as you want it 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 Citizenship and Immigration Canada has been amended, i.e. approved "Request to Amend the *Record of Landing* (IMM 1000), *Confirmation of Permanent Residence* (IMM 5292 or IMM 5688) or Valid Temporary Resident Documents" (IMM 1436) is required.

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 Passport Program, Citizenship and Immigration Canada information only—will not appear in the travel document).

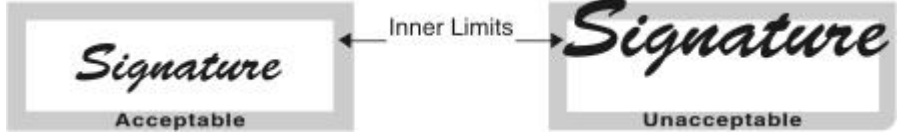
Date of birth

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 the *Record of Landing* (IMM 1000), *Confirmation of Permanent Residence* (IMM 5292 or IMM 5688) or Valid Temporary Resident Documents" (IMM 1436) 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 or copies signed and dated by your guarantor of any supporting identification showing that date of birth.

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.



Note: At no time should a person other than the child sign in the signature box, section 1.

H**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;
- The 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, please contact us. Where a legal guardian is the applicant, the other legal guardian(s), as the case may be, is (are) also required to participate. Proof of legal guardianship is required.

Parentage link between the child and the parent(s)

You must submit 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 on behalf of 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 application.

Custody, separation or 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 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. Where 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, widowed.

Indicate date of marriage to the other parent, if applicable. Additional information or documentation may be requested.

Where 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 passport application. When completing section 2 of the 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 of 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 Citizenship and Immigration 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 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 an applicant personally means that the guarantor is able to confirm aspects of the applicant's personal attributes. A family member, or a person who resides at the same address as you (the applicant) may be the guarantor provided that the individual meets the specified requirements.
- know you well enough to be confident that the statements you have made in the application form are true;
- 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), or notary in Quebec • mayor • minister of religion authorized under provincial or territorial 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 (including CEGEP) • senior administrator or teacher in a university • veterinarian
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The above list is not a recognition or endorsement by Passport Program, Citizenship and Immigration Canada (CIC) of professional status or superior qualifications.

- be accessible to Passport Program for verification.

The parent or legal guardian applying for a travel document for the child, cannot sign as guarantor. However, if applicable, the other parent or legal guardian of the child may sign as guarantor.

The guarantor must perform **free of charge** the following **two (2)** tasks:

1. Complete and sign the Declaration of Guarantor (section 5) (ensure you have completed and signed all **four (4)** 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.

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 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 from any Passport Program regional office or contact Passport Program (see section F). The 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 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 this 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 Passport Program, Citizenship and Immigration Canada (CIC) 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 certificate of identity or Canadian refugee travel document.
- 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, available online at passportcanada.gc.ca. **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 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 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 (see section 7) 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 date or dates he or she left Canada, the date or dates he or she returned and explain the reason for the visit (if insufficient space, use section 9, Additional Information, of the application form).
- If the child has been refused a national passport, enclose the letter of refusal. If this 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 retained regarding the request for a passport or renewal of such a document 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, use section 9, Additional Information, 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 (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, use section 9, Additional Information, of the application form).

(N)**Application for Canadian Citizenship**

- If you have lost the child's Canadian citizenship receipt, write the date the application was made.
- If you were unsuccessful in your child's 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.



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 photos** with each Canadian travel document application.

The photos must:

- be taken by a commercial photographer;
- be clear, sharp and in focus. Photos may be in colour or in black and white;
- have a neutral facial expression (**eyes open and clearly visible, mouth closed, no smiling**);
- have uniform lighting—no shadows, glare or flash reflections;
- be taken **straight on** with the face and shoulders centred and squared to the camera;
- be taken in front of a plain white or light-coloured background to clearly distinguish the person from the background. Photos must reflect/represent natural skin tones;
- be originals that **have not been altered in any way** or taken from an existing photo;
- reflect the current appearance of the child (taken within the last **twelve (12)** months); and
- be professionally printed on plain, high quality photographic paper (photos printed at home and photos printed on heavy weight paper are not acceptable).

The following must appear on the back of one photo

- The name and complete address of the photo studio 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.

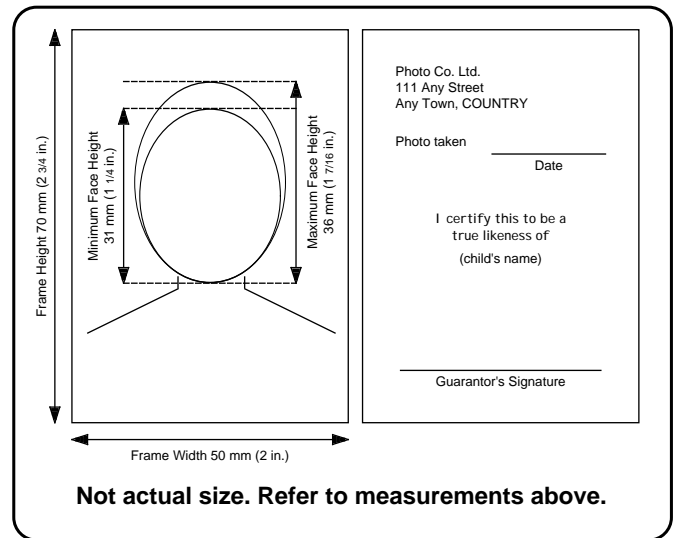
Additional information

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

Child photos

- The above instructions apply equally to photos of children;
- The photo must show the child's head and shoulders only. The hands of the parent or the child must not appear in the photo.
- Passport Program, Citizenship and Immigration Canada (CIC) 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 on our website at passportcanada.gc.ca.



Privacy Notice Statement

All personal information provided on this application form is collected by Passport Program, Citizenship and Immigration Canada (CIC) for the purpose of determining entitlement of the child to a Canadian travel document and to provide information to the Consular Operations Bureau of the Department of Foreign Affairs, Trade and Development Canada in the event that the travel document holder requires assistance while travelling abroad. In the performance of those services, 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, CIC 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 CIC or other federal government institutions or Government of Canada offices abroad for those same purposes. To strengthen the security of the Canadian travel document, CIC 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 (excluding the signature) found on page 2 of the booklet. CIC may contact the applicant/passport holder to solicit feedback about passport services.

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.
- If the child is travelling alone, with only one parent, or with someone other than the custodian or guardian, a letter authorizing the person to travel abroad with the child. The child should have a letter from every person or organization with custodial rights, guardianship rights or, in Quebec only, parental authority. The Department of Foreign Affairs, Trade and Development 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 assist in confirming 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 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 with a group, ensure 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 an 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. 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 the documentation that may be requested relating to custody of the child.

For further information, contact:



The Department of Foreign Affairs, Trade and Development Canada:

In Canada.....1-800-267-6788

Outside Canada.....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 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:



Website.....travel.gc.ca

For a free copy, call:



In Canada.....1-800-267-8376

Outside Canada.....613-944-4000