

# ADULT ABROAD SIMPLIFIED RENEWAL PASSPORT APPLICATION

## for Canadians applying outside of Canada and the USA

**Warning:** Any false or misleading statement with respect to this application and any supporting document, including the concealment of any material fact, may result in the refusal to issue a passport, the revocation of a currently valid passport, and/or the imposition of a period of refusal of passport services, and may be grounds for criminal prosecution as per subsection 57 (2) of the Criminal Code (R.S.C. 1985, C-46).

Type or print in CAPITAL LETTERS using black or dark blue ink.

### 1 PERSONAL INFORMATION (SEE INSTRUCTIONS, SECTION H)

Surname (last name) as it appears in the previous passport

Given name(s) as it appears in the previous passport

All former surnames (including surname at birth if different from above. These will not appear in the passport.)

Surname of parent(s) at their birth

Applicant's place of birth

City

Country

Prov./Terr./State (if applicable)

Date of birth as it appears in the previous passport (YYYY-MM-DD)

Sex as it appears in the previous passport

☐ F Female ☐ M Male ☐ X Another gender

Natural eye colour

Height (cm or in)

Current home address

Number Street

Apt.

City

Country

Postal/ZIP code

Mailing address (if different from current home address)

Number Street

Apt.

City

Country

Postal/ZIP code

Email address

Telephone (primary)

Telephone (other)

**Declaration**—I solemnly declare that I am a Canadian citizen, that all of the information provided and all statements made on this application, as well as all documents and photos submitted to support this application are unaltered and true. I declare that I have read and understood the **Warning** at the top of this page and the **Privacy Notice Statement** in Instructions, section J. I consent to the collection, use and disclosure of my personal information as outlined in the Privacy Notice Statement.

Date (YYYY-MM-DD) Signed at

City

Country

Sign within border

Signature (see Instructions, section H)

### 2 MOST RECENT CANADIAN PASSPORT (SEE INSTRUCTIONS, SECTION I)

Passport number

Date of issue (YYYY-MM-DD)

Date of expiry (YYYY-MM-DD)

• Enclose any Canadian passport issued to you that is not expired.

If you cannot provide your most recent passport information, you cannot use this form. Any passport that is damaged, or was ever reported lost or stolen will not be returned. Unreturned passports will be securely destroyed to protect your personal information.

• If you are submitting a passport, would you like it to be cancelled and returned to you?

☐ Yes, please return it to me. If this box is not checked, the passport will not be returned and will be securely destroyed.

### 3 CANADIAN CITIZENSHIP

To be completed if you were **born outside of Canada between February 15, 1977 and April 16, 1981 inclusive**.

a) Are you a naturalized Canadian, i.e. did you receive Canadian citizenship following immigration to Canada?

☐ Yes, go to section 4 ☐ No, continue to question b)

b) Was one of your parents born in Canada?

☐ Yes, go to section 4 ☐ No, continue to question c)

c) When was your current certificate of citizenship issued?

☐ On or after February 1, 2012: submit the **Original or the COPY** of the certificate with your application.

☐ Before February 1, 2012: submit the **ORIGINAL** certificate with your application, **Before January 1, 2007**, complete and submit [PPTC 001, Proof of Canadian Citizenship—Additional Information](#).

**Note:** Copies of Canadian citizenship certificates are accepted if the certificate number begins with a K or an X.

**4 PERIOD OF VALIDITY (SEE INSTRUCTIONS, SECTION D)**Choose **one (1)** of the following periods of validity: ☐ **5-year** or ☐ **10-year****5 ADDITIONAL PERSONAL INFORMATION****Note:** If insufficient space, include form PPTC 056, [Additional Information – Address and Occupation](#), available on [Canada.ca/passport](#).**A** Addresses in the last **two (2)** years

- ☐ Same as current home address
- ☐ Different from current home address (complete below)

1.						From (YYYY-MM)	To (YYYY-MM)
Number	Street	Apt.	City	Country	Postal/ZIP code		
2.						From (YYYY-MM)	To (YYYY-MM)
Number	Street	Apt.	City	Country	Postal/ZIP code		

**B** Occupation in the last **two (2)** years (check all that apply):


- ☐ I was employed (full- or part-time)      ☐ Other, e.g. homemaker, unemployed or retired –indicate example and dates in full below
- ☐ I was in school (full- or part-time)

Enter full details below for the last **two (2)** years:

Employer, school or other	Address	Telephone (primary)	Field of employment or studies	Date (from)	Date (to)

**6 REFERENCES**Provide the following information for **two (2)** persons who are not your relatives; are 18 years of age or over; and who have known you for at least **two (2)** years. They must agree to have their contact information provided as they may be contacted to confirm your identity. Visit [References and guarantors for Canadian passport and other travel document applications - Canada.ca](#) for more information on the Passport Program's definition of a relative.

1. Surname (last name)		Given name(s)		Relationship to the applicant	
Address					
Number	Street	Apt.	City	Country	Postal/ZIP code
Telephone (primary)		Telephone (other)		Email address	Has known me for <input type="text"/> Number of years
2. Surname (last name)		Given name(s)		Relationship to the applicant	
Address					
Number	Street	Apt.	City	Country	Postal/ZIP code
Telephone (primary)		Telephone (other)		Email address	Has known me for <input type="text"/> Number of years

**7 EMERGENCY CONTACT INFORMATION (OPTIONAL)** This information is helpful if you require emergency assistance while outside of Canada.

Surname (last name)		Given name(s)	
Relationship to the applicant	Telephone (primary)	Telephone (other)	Email address
Current home address			
Number	Street	Apt.	City
		Country	Postal/ZIP code
Signature of applicant			Date (YYYY-MM-DD)

# ADULT ABROAD SIMPLIFIED RENEWAL PASSPORT APPLICATION for eligible Canadians applying outside Canada or the USA

## INSTRUCTIONS

### A WHO MAY USE THIS FORM?

**Important notice: We recommend that you do not finalize your travel plans until you receive the requested passport.**

**Note:** If this is your first application for a Canadian passport, you must apply for a new passport and complete form [PPTC 040, Adult Abroad General Passport Application](#).

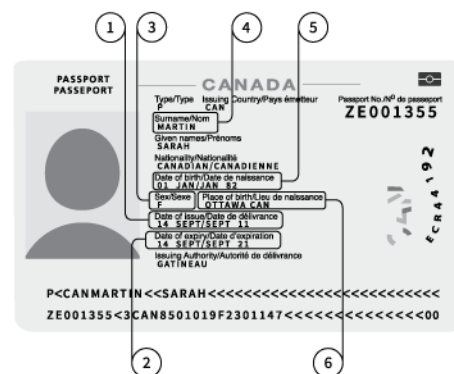
To renew your Canadian passport, you need the following from your most recent passport:

- passport number;
- date of issue;
- date of expiry.

The passport must have:

- been issued in the last 15 years; ①
- been valid 5 or 10 years; ②
- been issued when you were 16 years of age or older on the date you applied; ⑤
- the same name, date of birth and place of birth you want on your new passport (matches the current information on your most recent passport); ④ ⑤ ⑥
- the same gender identifier you want on your new passport. It can be the gender printed on your current passport or the gender on the [observation sticker](#). ③

Additional documents or information may be requested in support of this application. If you can't meet the above requirements, you must apply for a new passport and complete form [PPTC 040, Adult Abroad General Passport Application](#).



### B TRANSLATION

All documents submitted as part of the travel document application that are in a language other than English or French must be accompanied by a translation completed by a certified professional or a non-certified professional translator.

If the document is not a court document or legally binding agreement made between two or more parties, then a third party translation is acceptable.

A translation produced by a certified professional, non-certified professional or third party translator must be accompanied by form [PPTC 659, Statutory Declaration for Translators](#).

Third party translators must have the Statutory Declaration notarized by an official (lawyer, notary, commissioner of oaths).

The Passport Program will not accept a translation completed by the applicant or a relative of the applicant. Visit [Canada.ca/passport](#) for more information on the Passport Program's definition of a relative.

### C REQUIREMENTS CHECKLIST

- ☐ **Both** pages of the application form completed and signed within the last **twelve (12)** months.
- ☐ **Two (2)** identical and unaltered passport photos taken within the last **six (6)** months. No signature is required on the photos.
- ☐ Enclose any Canadian passport issued to you that is still valid. Complete form [PPTC 203, Declaration concerning a lost, stolen, inaccessible, damaged or found Canadian travel document](#) if the most recent passport is still valid and has been lost, stolen, damaged or found.
- ☐ The fee.

If you are contacted by the Passport Program to provide information or documentation, you must communicate with us as soon as possible. If the required information or documentation is not received within 30 calendar days, your file may be closed. The Passport and Other Travel Document Services Fees Regulations do not allow for the refund of passport service fees whether or not you received the service requested.

### D FEE AND PERIOD OF VALIDITY

Where the application is made **outside of Canada** or the passport is to be delivered outside of Canada:

**5-year validity – CAN\$190\* | 10-year validity – CAN\$260\***

\*A CAN\$25 consular services fee is included in the above-mentioned fee.

The fee is in Canadian dollars and may be converted to the local currency.

#### Methods of payment:

[Online payment](#) is available for all passport services.

If additional passport services are required (e.g. retention of passport or an additional observation) or if you need to travel in less than 20 business days, please contact the [closest Government of Canada Office abroad](#) to confirm eligibility and fees **before** making payment.

#### Important

- Every person who requests passport services must pay the applicable fee in the exact amount.
- Applicants who cancel their application or are refused a passport are not eligible for a refund of the passport service fee. Only the consular services fee of CAN\$25, applied only to adult applications, is refundable.
- Administrative fees and applicable interest will be applied to all dishonoured payments.
- Fees are subject to change.

In cases where services do not meet established service standards, applicants **may** be eligible for partial compensation of service fees.

For information on Service Standards please visit [Canada.ca/immigration-refugees-citizenship](#).

## E WHERE TO APPLY

Submit your application at the nearest Government of Canada office that provides passport services in the country where you reside or are visiting. You can find a list of Government of Canada offices abroad online at [travel.gc.ca](https://travel.gc.ca) or in your local telephone directory.

Offices authorized to process passport applications include:

- Canadian embassies;
- Canadian high commissions; or
- Canadian consulates (except those headed by honorary consuls).

Your passport application cannot be submitted in Canada if you will be abroad upon the delivery of the passport, except if you reside in the US where the passport will be mailed. For more information visit [Canada.ca/passport](https://Canada.ca/passport).

## F CONTACT INFORMATION

General information is available 24 hours a day, 7 days a week. Specific information is available at the nearest Government of Canada office that provides passport services (consult your local telephone directory).



[Canada.ca/passport](https://Canada.ca/passport)



Passport Program 1-819-997-8338



TTY (for people who are Deaf or hard of hearing)  
Montréal, Canada: 1-514-283-5197

### Information on passports, fees and processing times

### Travel reports, warnings and requirements

For travel advice and warnings or foreign entry and exit requirements (how long the passport has to be valid for travel to a foreign country), visit [travel.gc.ca](https://travel.gc.ca)

## G ANTICIPATED DATE OF TRAVEL

Regardless of the date of travel you indicate on the application form, processing times and requirements for expedited services are still applicable. Processing times begin once a completed application form, payment and all required supporting documentation are received (see section C). Processing times **do not** include mailing time. Visit [Canada.ca/passport](https://Canada.ca/passport) for more details.

**It is recommended that you do not finalize travel plans until you receive the requested passport.**

The Government of Canada, or any representative of the Government of Canada will not be liable for any loss incurred as a result of or arising out of the passport not being delivered in time for you to travel on the date you have specified on the application form.

## H PERSONAL INFORMATION

### Surname and given name(s) to appear in passport

Your name must be written **exactly** as it appears on page 2 of your most recent passport. Your surname (last name) and given name(s) must be spelled the same and be placed in the same order. If your name has changed, you **cannot** use this form. You must complete form [PPTC 040, Adult Abroad General Passport Application](#).

### All former surnames

All former surname(s) that differ from the surname requested to appear in the passport, including your surname at birth, must be declared. Please separate your former surnames by a comma. These former surnames will not appear in the passport.

### Surname of parent(s) at their birth

Indicate the surname (last name) of one, or both of your parent's at their birth. If your parent's surname is unknown enter "unknown".

### 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, complete and submit form [PPTC 077, Request for a Canadian passport without place of birth](#), available online at [Canada.ca/passport](https://Canada.ca/passport).

### Date of birth

The specific **year**, **month** and **day** of your birth will be entered as shown on your most recent passport.

### Sex

The sex will be entered as shown on your most recent passport. If you request a different sex identifier, you cannot use this form. Visit [Canada.ca/passport](https://Canada.ca/passport) for more details.

### Current home address and Mailing address (if different from current home address)

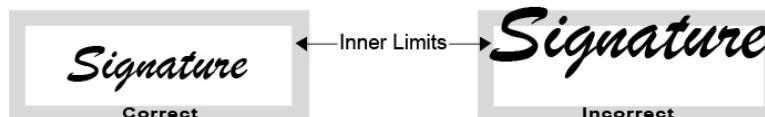
Your passport will be delivered to the mailing address provided. If your mailing address changes within 30 days of submitting your application, you must notify the Government of Canada Office where you applied to update your mailing address (see section F).

### Email address

Include your email address on the form if you have one, so we can contact you if needed. Please note that information sent by email is not transmitted over a secure line.

### Signature

You **must** sign your usual signature on **both** pages.



## I MOST RECENT CANADIAN PASSPORT

Enclose any Canadian passport issued to you in your current name or any other name that is not expired.

**If you cannot submit the most recent valid passport, or if it is damaged, or was ever reported lost, stolen or found, you must also complete the form [PPTC 203, Declaration concerning a lost, stolen, inaccessible, damaged or found Canadian travel document](#).**

If the passport's expiry date is more than **twelve (12)** months from the date the application is submitted, provide a written explanation as to why you are applying at this time. Should the Passport Program not be satisfied that you have an acceptable reason for applying early, your application for a new passport may be refused.

## J PRIVACY NOTICE STATEMENT

Personal information provided on this form is collected by Immigration, Refugees, and Citizenship Canada (IRCC) under the authority of the Canadian Passport Order. The personal information provided will be used for the purpose of processing applications, determining entitlement to passport services and administering passport services. The personal information provided may be disclosed to other federal government institutions, provincial/territorial governments, foreign governments, investigative bodies and/or law enforcement for the purpose of validating identity, determining current and ongoing entitlement to passport services and administering or enforcing any law or carrying out a lawful investigation.

Personal information may also be used for purposes including research, statistics, quality assurance, program and policy evaluation, internal audit, compliance, risk management, strategy development and reporting. Failure to complete the form in full may result in a delay or the application not being processed. The *Privacy Act* gives individuals the right of access to, protection, and correction of their personal information. If you are not satisfied with the manner in which IRCC handles your personal information, you may exercise your right to file a complaint to the [Office of the Privacy Commissioner of Canada](#). The collection, use, disclosure and retention of your personal information is further described in IRCC's Personal Information Bank – [IRCC PPU 081](#) and [IRCC PPU 082](#).

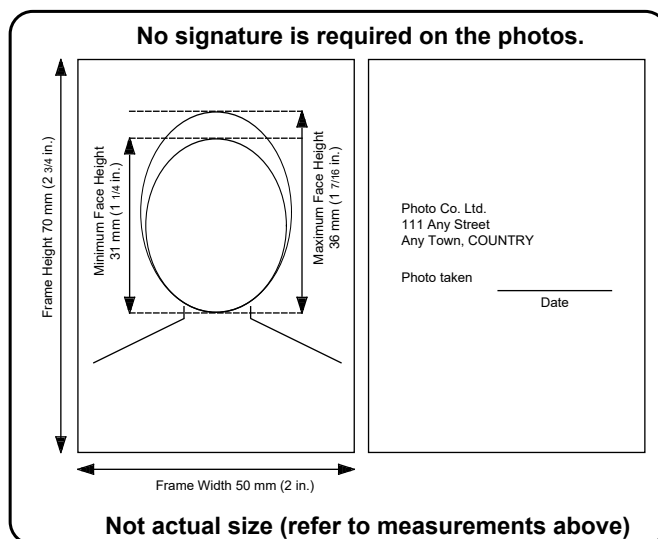
## K CANADIAN PASSPORT PHOTO INSTRUCTIONS

You must submit **two (2)** identical and unaltered photo prints with each passport application. Third party photo software and digital photo altering applications are not acceptable in the submission of photos to the passport program.

More information is available at [Canada.ca/passport](https://Canada.ca/passport).

### The photos must:

- be taken in person by a commercial photographer;
- be professionally printed on plain, high quality photographic paper (photos printed at home are not acceptable);
- be clear, sharp and in focus; in colour or black and white;
- show a neutral facial expression (**no smiling, mouth closed**) and looking straight at the camera, with **eyes open and clearly visible**;
- have uniform lighting—no shadows, glare or flash reflections;
- show a full front view of the face and top of the shoulders squared to the camera (face and shoulders centered in the photo, head not tilted or turned);
- reflect natural skin tone and be taken against a plain white or light coloured background with enough contrast between the background, facial features and clothing, so that your features appear clearly against the background;
- be originals that **have not been altered in any way** and not taken from an existing photo;
- be taken within the last **six (6)** months from the date the application is submitted and reflect your current appearance;
- if you cannot meet these requirements for medical reasons, please provide a written explanation.



### The following must appear on the back of one photo

- The name and complete address of the photo studio (not a P.O. Box) and the date the photo was taken. The photographer may use a stamp or handwrite this information (stick-on labels are not acceptable).
- No signature is required on the photos.

### Additional information

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