

**In order to obtain a passport you must submit the following items and pay a fee:**

1. Application Form
2. Proof of Citizenship
3. Proof of Identity
4. Signature from a Guarantor
5. Photos

\*Please take note of the processing times shown at the end of this document

Item	What is it?/Where can I get it?	Things to Consider
1. Application Form	<ul style="list-style-type: none"> <li>• You must complete a form in order to obtain a passport</li> <li>• You can get the forms in person from any Passport Canada Office, Canada Post or Service Canada Centre (click here to find a office or service centre near you <a href="http://www.ppt.gc.ca/service/index.aspx?lang=eng">http://www.ppt.gc.ca/service/index.aspx?lang=eng</a> )</li> <li>• The form can also be found online at: <a href="http://www.ppt.gc.ca/form/index.aspx?lang=eng">http://www.ppt.gc.ca/form/index.aspx?lang=eng</a></li> </ul>	<ul style="list-style-type: none"> <li>• The Simplified Renewal Form is a quicker way to renew your passport</li> <li>• The Passport Online option does not mean you can submit your documents online. By using this option, however, you are guided by a system when filling out the form. As a result, mistakes are minimized.</li> </ul>
2. Proof of Citizenship	<ul style="list-style-type: none"> <li>• <i>If you were born in Canada you must provide an <b>original</b> of either a:</i> <ul style="list-style-type: none"> <li>- Canadian Birth Certificate</li> <li>or</li> <li>-Certificate of Canadian Citizenship</li> </ul> </li> <li>• <i>If you were born outside of Canada you must provide an <b>original</b> one of the four:</i> <ul style="list-style-type: none"> <li>-Certificate of Canadian citizenship</li> <li>-Certificate of Naturalization in Canada</li> <li>-Certificate of Retention of Canadian Citizenship</li> <li>-Certificate of Registration of Birth Abroad</li> </ul> </li> </ul> <p>*All originals will be returned back to you Please visit this website for more information:</p>	

	<a href="http://www.ppt.gc.ca/cdn/section4.aspx?lang=eng&amp;region=Canada">http://www.ppt.gc.ca/cdn/section4.aspx?lang=eng&amp;region=Canada</a>	
3. Proof of Identity	<ul style="list-style-type: none"> <li>• You must provide <b>one</b> of the following documents to support your identity, it must include your <i>name</i> and <i>signature</i> and be issued by a federal, provincial and municipal authority: <ul style="list-style-type: none"> <li>-Provincial driver's license</li> <li>-Provincial health care card</li> <li>-Other provincial identification card</li> <li>-Other federal identification card</li> <li>-Canadian passport</li> </ul> </li> </ul> <p>*You can submit the original documents for they will be returned to you. If you do decide to submit photocopies, then your guarantor must sign and date the photocopies.</p>	
4. Guarantor	<p>Here are the duties of your Guarantor:</p> <ul style="list-style-type: none"> <li>• Complete and sign the "Declaration of Guarantor" section</li> <li>• Write, "I certify this to be a true likeness of (your name)" on the back of one of the passport photos and sign</li> <li>• If applicable, sign and date a copy of each document to support your identity</li> </ul> <p><i>Eligible Guarantors</i> He or she must :</p> <ul style="list-style-type: none"> <li>• Hold a 5 year Canadian passport that is valid or has been expired for no more than one year, on the day you submit your application</li> <li>• Have known your personally for at least <b>2 years</b></li> <li>• Be a Canadian citizen 18 years of age or older</li> <li>• Have been 16 years of age or older when he or she applied for his or her own passport</li> <li>• Be accessible to Passport Canada for verification</li> <li>• Reside in Canada or in any other areas where the submission of the "in Canada and the USA" application</li> </ul>	<p>Examples of Guarantors:</p> <ul style="list-style-type: none"> <li>• Physician</li> <li>• Dentist</li> <li>• Professors</li> </ul> <p>*A family member or any individual residing at your address may be your guarantor provided he or she meets the specified requirements. However, if you are the parent or legal guardian applying for a passport for your child, you cannot act as a guarantor.</p>

	<p>form is authorized</p> <p>*it is not necessary that the guarantor reside in the same country as the applicant</p>	
5. Photos	<p>You must submit:</p> <ul style="list-style-type: none"> <li>• 2 identical photos developed from the same film</li> <li>• The photos are to meet specific requirements (size and type of paper)</li> <li>• You must use a commercial photographer</li> <li>• The name of the photographer or studio, the address and the date the photo was taken must be provided directly on the back of one photo. Space must be made for the name of the applicant, the signature of the guarantor and the guarantor's declaration</li> </ul> <p>Please check this website for specifications for photos:</p> <p><a href="http://www.ppt.gc.ca/cdn/photos.aspx?lang=eng">http://www.ppt.gc.ca/cdn/photos.aspx?lang=eng</a></p>	<p>Some studios to consider:</p> <ul style="list-style-type: none"> <li>• Sears</li> <li>• Blacks Camera</li> <li>• The Bay</li> <li>• Fuji</li> </ul> <p>*These studios take photos for passports and are familiar with the process</p> <p>Cost</p> <ul style="list-style-type: none"> <li>• \$15-\$25</li> </ul>

## FEES

### 1. Adults (16 and over)

- \$87-\$92

### 2. Methods of Payment

#### *In person*

- Certified cheque or money order (postal or bank) made payable to the Receiver General for Canada
- Credit card (VISA, MasterCard, AMERICAN EXPRESS)
- Debit card (Interac)

#### *By mail*

- Certified cheque or money order (postal or bank) made payable to the Receiver General for Canada
- Credit card (VISA, MasterCard, AMERICAN EXPRESS)

### 3. Urgent Applications

- Urgent (within 24 hrs) - \$70 plus passport fee
- Express (2 to 9 working days)-\$30 plus passport fee
- Through a receiving agent (Service Canada or Canada Post) –extra \$20

### **PROCESSING TIMES**

- In person at a Passport Canada office      2 weeks
- By mail      4 weeks
- Through Service Canada or Canada Post      4 weeks

### **CHECKLIST**

Before applying for a passport, make use of this checklist to see if you have all the documents you need:

[http://www.ppt.gc.ca/articles/pdfs/verification\\_eng.pdf](http://www.ppt.gc.ca/articles/pdfs/verification_eng.pdf)

### **LOCATIONS**

Click here to search for the closest Passport Canada Office, Service Centre and Canada Post near you:

<http://www.ppt.gc.ca/service/index.aspx?lang=eng>

### **CONTACT**

Contact Passport Canada for more information:

<http://www.ppt.gc.ca/service/contact.aspx?lang=eng>