



# ADULT ABROAD SIMPLIFIED RENEWAL PASSPORT APPLICATION

## for eligible Canadians applying outside of Canada

INFORMATION  
PROTECTED

**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, or the refusal of passport services, and may be grounds for criminal prosecution. Your application will not be processed if you fail to complete all of the required sections of this form and/or refuse to consent to the exchange or disclosure of any personal information required for the delivery of passport services.

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

<b>1</b> <i>Personal Information (see Instructions, section G)</i>						 <b>Date of travel</b> <input type="radio"/> Month <input style="width: 30px;" type="text"/> Day <input style="width: 30px;" type="text"/> <input type="radio"/> Unknown
Surname (last name)						
Given name(s)						
Surname (last name) at birth						
Former surname (former last name)				Mother's maiden name		
Date of birth Year <input style="width: 30px;" type="text"/> Month <input style="width: 30px;" type="text"/> Day <input style="width: 30px;" type="text"/>		Place of birth City <input style="width: 150px;" type="text"/>				
Sex <input type="radio"/> Female <input type="radio"/> Male		Marital status	Eye colour	Current hair colour	Height (cm/in)	
Weight (kg/lbs)						
Current home address Number <input style="width: 40px;" type="text"/> Street <input style="width: 150px;" type="text"/> Apartment <input style="width: 40px;" type="text"/> City <input style="width: 100px;" type="text"/> Country <input style="width: 100px;" type="text"/> Postal code <input style="width: 60px;" type="text"/>						
Mailing address (if different from above) Number <input style="width: 40px;" type="text"/> Street <input style="width: 150px;" type="text"/> Apartment <input style="width: 40px;" type="text"/> City <input style="width: 100px;" type="text"/> Country <input style="width: 100px;" type="text"/> Postal code <input style="width: 60px;" type="text"/>						
Daytime telephone number		Evening telephone number		Cell number or email address (optional)		
<b>Declaration</b> —I solemnly declare that I am a Canadian citizen, that the photos enclosed are unaltered and a true likeness of me, 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 <b>Warning</b> at the top of this page and the <i>Privacy Notice Statement</i> (see Instructions, section J). I consent to the collection, use and disclosure of my personal information by the Passport Canada Program—Citizenship and Immigration Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the <i>Privacy Notice Statement</i> in the Instructions.				<b>Void if signature touches border</b> <div style="border: 1px solid black; height: 50px; margin: 5px;"></div>		
				<b>Signature (see Instructions, section G)</b> Date Year <input style="width: 30px;" type="text"/> Month <input style="width: 30px;" type="text"/> Day <input style="width: 30px;" type="text"/> Signed at City <input style="width: 100px;" type="text"/> Province/Territory/State <input style="width: 100px;" type="text"/>		
<b>2</b> <i>Previous Canadian Passport (see Instructions, section H)</i>						
<ul style="list-style-type: none"> <li>• Enclose any Canadian passport issued to you within the last <b>six (6)</b> years from the date we receive this application. <b>If you cannot submit the previous passport, you cannot use this form.</b></li> <li>• Would you like the previous passport returned to you? If not, it will be securely destroyed by the Passport Canada Program to protect your personal information.  <input type="checkbox"/> <b>Yes, please return the previous passport to me.</b> </li> </ul>						
<b>3</b> <i>Canadian Citizenship</i>						
To be completed if you were <b>born outside of Canada between February 15, 1977 and April 16, 1981 inclusively.</b>						
<b>a)</b> Are you a naturalized Canadian? (i.e. did you receive Canadian citizenship following immigration to Canada?) <input type="radio"/> Yes <b>▶ Go to section 4</b> <input type="radio"/> No <b>▶ Continue to question b)</b>						
<b>b)</b> Was one of your parents born in Canada? <input type="radio"/> Yes <b>▶ Go to section 4</b> <input type="radio"/> No <b>▶ Continue to question c)</b>						
<b>c)</b> When was your current certificate of Canadian citizenship issued? <input type="radio"/> <b>After January 1, 2007</b> <b>▶ Submit the certificate with your application (original only).</b> <input type="radio"/> <b>Before January 1, 2007</b> <b>▶ Complete and submit form PPTC 001, Proof of Canadian Citizenship—Additional Information, available online at passportcanada.gc.ca.</b>						

Aussi disponible en français  
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Period of Validity (see Instructions, section C)

Choose one (1) of the following periods of validity:  5 years or  10 years

5

Additional Personal Information

Note: If insufficient space, attach a separate signed and dated sheet.

A Addresses in the last two (2) years  Same as current home address  Different from current home address (complete below)

Table with 2 rows for addresses. Columns: From (Year, Month), To (Year, Month). Rows 1 and 2.

B Occupation in the last two (2) years  I was attending educational institutions and/or my employers were and/or other (e.g. homemaker, unemployed or retired) as follows:

Table with 6 columns: Employer/school or other, Address, Daytime telephone number, Field of employment/studies, Date (from), Date (to). 3 empty rows.

6

References

Provide the following information with respect to two (2) persons who are not your relatives and who have known you for at least two (2) years. They may be contacted to confirm your identity.

Form for references with 2 sections. Each section includes: Surname, Given name(s), Relationship, Address, Daytime telephone number, Evening telephone number, Cell number or email address (optional), Has known me for (Number of years).

7

Emergency Contact Information (optional)

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.

Form for emergency contact with fields: Surname, Given name(s), Relationship to applicant, Daytime telephone number, Evening telephone number, Cell number.

Current home address fields: Number, Street, Apartment, City, Country, Postal/ZIP code.

Signature of applicant and Date fields (Year, Month, Day).



# ADULT ABROAD SIMPLIFIED RENEWAL PASSPORT APPLICATION for eligible Canadians applying outside of Canada INSTRUCTIONS

Forms are regularly updated. Applicants are encouraged to use the interactive form available online at [passportcanada.gc.ca](http://passportcanada.gc.ca).

Aussi disponible en français


**(A) Who May Use This Form?**

**Important Notice—We recommend that you not make any travel plans until you receive the requested passport.**

**Note:** If you cannot answer **yes** to all of the conditions outlined here, or if this is your first application for a Canadian passport, you must complete form PPTC 040, *Adult Abroad General Passport Application*.

You may use this form to **renew a regular passport** only if all these conditions are met:

- **you were at least 16 years of age at the time of your previous application;**
- the name on this application form is exactly as it appears on page 2 of the submitted passport **1**;
- you submit a previous Canadian passport that:
  - is valid or expired for no more than one year **2**;
  - was/is valid for **five (5) years** **3**;
  - **is not** damaged; and
  - was **never** reported lost or stolen.



**(B) Requirements Checklist**

- Both** pages of the application form completed and signed within the last 12 months.
- Two (2)** identical unaltered passport photos taken within the last 12 months. **Photos do not need to be signed by anyone.**
- Any Canadian passport issued to you within the last **six (6)** years from the date we receive this application.
- The fee.
- If you were born outside of Canada between February 15, 1977, and April 16, 1981 inclusively, you may be required to submit further documentation (see section 3).

You may be required to apply for a passport through the general application process using form PPTC 040, *Adult Abroad General Passport Application*. Additional documents or information may be requested in support of this application.

**Note:** All documents submitted throughout the passport application process that are in a language other than English or French **must be translated** by a certified translator.

**(C) Period of Validity and Fee**

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

<b>5-year passport – C\$190*</b>	<b>10-year passport – C\$260*</b>
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\*Includes a C\$25 consular services fee.  
The fee is in Canadian funds and should be converted to local funds. Please confirm fee and accepted methods of payment with the nearest Government of Canada office abroad.

<p><b>Method of payment</b></p> <ul style="list-style-type: none"> <li>• Cash (where accepted)</li> <li>• Debit card (Interac) or prepaid cards (Visa, MasterCard, American Express) only for in-person applications submitted by the cardholder (where accepted). Prepaid debit cards are not accepted</li> <li>• Credit card (where accepted)</li> <li>• Certified cheque or international money order (postal or bank), payable to the Canadian embassy, high commission or consulate as the case may be (where accepted)</li> </ul> <p>All Canadian passports contain 36 pages.</p>	<p><b>Important</b></p> <ul style="list-style-type: none"> <li>• Every person who requests a passport service must pay the exact applicable fee.</li> <li>• 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 C\$25, applied only to adult applications, is refundable.</li> <li>• Administrative fees and applicable interest will be applied to all dishonoured payments.</li> <li>• An applicant's debit card (Interac, Visa Debit or Virtual Debit) is not accepted for applications submitted by mail or by a third party.</li> <li>• Fees are subject to change.</li> </ul>
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**(D) Credit Card Authorization Form (where accepted)**

Payment by credit card for passport services at a Government of Canada office abroad requires the completion of a separate credit card authorization form. By completing and signing this form, you are providing formal authorization to charge your credit card for payment of services requested. The form must be included with your passport application.

**Important Notice:** There is a fee to use the credit card payment service, a payment solution developed by Foreign Affairs, Trade and Development Canada. This fee is separate and independent from the amount payable to the Government of Canada for any passport service.

For more information and to access the credit card authorization form online, visit the Foreign Affairs, Trade and Development Canada website at: [international.gc.ca/department-ministere/cca-acc.aspx?lang=eng](http://international.gc.ca/department-ministere/cca-acc.aspx?lang=eng).

**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. A list of Government of Canada offices abroad is available online at [travel.gc.ca](http://travel.gc.ca) or consult your local telephone directory.

**Offices authorized to issue passports include:**

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


**F**


*Contact Information*

General information is available 24 hours a day, 7 days a week.

Specific information is available during office hours (Monday to Friday from 7:30 a.m. to 8 p.m. ET in Canada).

**INFORMATION ON PASSPORTS, FEES AND PROCESSING TIMES**

 Website: ..... [passportcanada.gc.ca](http://passportcanada.gc.ca)

 The nearest Government of Canada office that provides passport services: ..... (*consult your local telephone directory*)  
Passport Canada Program: ..... 819-997-8338

 TTY (*for persons who are Deaf or hard of hearing*)  
Montréal, Canada: ..... 514-283-5197

**INFORMATION ON TRAVEL REPORTS, WARNINGS AND REQUIREMENTS**

 Website: ..... [travel.gc.ca](http://travel.gc.ca)

- Application forms are available in large print.
- A passport application instruction booklet is available in Braille.

**G**

*Personal Information*

**SURNAME AND GIVEN NAME(S) TO APPEAR IN PASSPORT**

Your name must be written **exactly** as it appears on page 2 in the submitted 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*.

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

Complete if different from the surname (last name) to appear in the passport (for the Passport Canada Program—Citizenship and Immigration Canada information only—will not appear in the passport).

**MOTHER'S MAIDEN NAME**

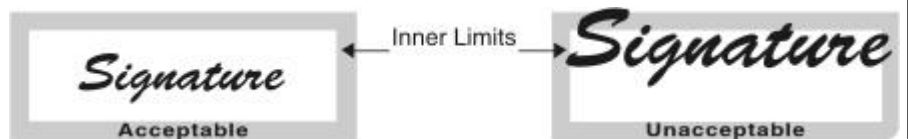
Indicate your mother's surname (last name) when she was born.

**PLACE OF BIRTH**

The 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 form PPTC 077, *Request for a Canadian Passport Without a Place of Birth*, available online at [passportcanada.gc.ca](http://passportcanada.gc.ca).

**SIGNATURE**

You **must** sign your usual signature on **both** pages. Your signature in section 1 will appear in the passport. Therefore, your signature **must not** exceed the inner limits of the signature box.



**(H)****Previous Canadian Passport**

- Enclose the most recent Canadian passport issued to you within the last **six (6)** years from the date the application is submitted to the Passport Canada Program—Citizenship and Immigration Canada (PCPIC). If you cannot submit this passport, or it is damaged, you cannot use this form. You must complete form PPTC 040, *Adult Abroad General Passport Application*, available online at [passportcanada.gc.ca](http://passportcanada.gc.ca).
- A person's name may appear in only **one (1)** valid Canadian travel document (passport, certificate of identity or refugee travel document).

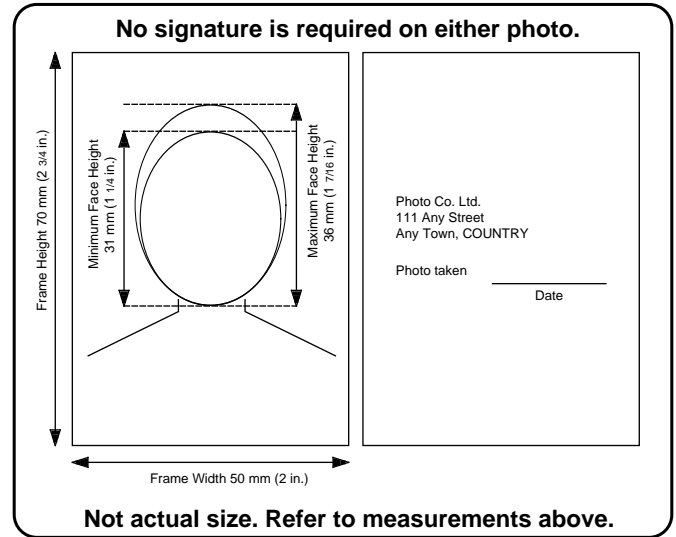
**Note:** If your current passport is valid for more than 12 months from the date the application is submitted, provide a written explanation as to why you are applying at this time. Should the PCPIC not be satisfied that you have a valid reason for applying early, your application for a new passport may be refused.

**(I)****Rules for Canadian Passport Photos**

You must submit **two (2) identical photos** with each passport 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 centered 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 your current appearance (taken within the last 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 photos do not need to be signed by anyone.**

**ADDITIONAL INFORMATION**

- **Glasses**, including tinted prescription glasses, may be worn in photos as long as the eyes are clearly visible and there is no glare in the glasses. Sunglasses and the red-eye effect are unacceptable.
- **Hats and head coverings** must not be worn, unless worn 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.

**(J)****Privacy Notice Statement**

 All personal information provided on this application form is collected by the Passport Canada Program—Citizenship and Immigration Canada (PCPIC) for the purpose of determining entitlement of the applicant to a Canadian passport and to provide information to the Consular Operations Bureau of Foreign Affairs, Trade and Development Canada in the event that the passport holder requires assistance while travelling abroad. In the performance of those services, the 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 102 (Regular and Official Travel Passports). In the context of the delivery of passport services, the PCPIC and other federal government institutions or Government of Canada offices abroad assisting in the delivery of passport 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 passport, the revocation of a currently valid passport or the refusal of passport 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 passport services. Personal information may also be disclosed by third-party entities to PCPIC or other federal government institutions or Government of Canada offices abroad for those same purposes. To strengthen the security of the Canadian passport, PCPIC 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.

**To avoid delays in issuing the passport, use the *Requirements Checklist* in section B, of the *Instructions* and ensure your application is complete.**