

# Adult SIMPLIFIED RENEWAL Passport Application for Canadians (residing in Canada)

## GENERAL INFORMATION AND INSTRUCTIONS

Aussi disponible en français

**Failure to complete all the required sections of this form will result in your application being rejected.**

### Who May Use This Form?

- IMPORTANT** - You may use this form only if:
- you submit a previous Canadian passport that:
    - was issued to you within the last **SIX (6)** years  
**(This passport must also have been issued after January 31, 2002.)**
    - was/is valid for **FIVE (5)** years,
    - **is not** damaged,
    - was **never** reported as being lost or stolen, and
    - was issued in Canada (as indicated under "Issuing Authority" on page 2 of the submitted passport);
  - the name on this application form is exactly the same as the name that appears on the submitted passport;
  - you were residing in Canada at the time the submitted passport was issued;
  - you currently reside in Canada; and
  - you were at least 16 years of age at the time of your previous application.

### Requirements Checklist

- BOTH** pages of the application form completed and signed within the last 12 months.
- TWO (2)** identical passport photos taken within the last 12 months.
- Any Canadian passport issued to you within the last **SIX (6)** years. This passport must also have been issued after January 31, 2002.
- The fee.

You may be requested to apply for a passport through the general application process using form PPTC 153, or provide additional documents or information in support of this application.

### Fee

**\$87 - includes the passport fee (\$62) and consular service fee (\$25).**

**Note:** These fees are subject to change.

#### By mail or courier

- Credit card -     
(complete section on application form)
- Certified cheque or money order (postal or bank) payable to the Receiver General for Canada

#### In person

- Cash
- Debit (Interac)
- Credit card -   
- Certified cheque or money order (postal or bank) payable to the Receiver General for Canada

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

### Applying in Person



- **At a Passport Canada office**
- **At a participating Canada Post office**
- **At a participating Service Canada Centre**

For a list of all of our points of service, visit our Web site at [www.passportcanada.gc.ca](http://www.passportcanada.gc.ca).

For information on the current processing time, visit our Web site or contact us by phone (See "Additional Information").

### Applying by Mail



#### BY MAIL

Passport Canada  
Foreign Affairs and  
International Trade Canada  
Gatineau Canada K1A 0G3



#### BY COURIER

Passport Canada  
Le 70 Crémazie  
70 Crémazie Street  
Gatineau QC J8Y 3P2

For information on the current processing time, visit our Web site or contact us by phone (See "Additional Information").

### 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 and International Trade Canada in the event that you require assistance while travelling abroad. The information provided, including the photo, is subject to routine verifications and security queries. To further strengthen Canadian passport security, your photo is stored on an alphanumeric template and incorporated into the passport as a digital image.

Passport Canada may contact you to solicit feedback about passport services.



## 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.passportcanada.gc.ca](http://www.passportcanada.gc.ca)



Toll-free: 1 800 567-6868



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

Toll-free: 1 866 255-7655

### INFORMATION ON TRAVEL CONDITIONS AND REQUIREMENTS



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

## Passport Canada Office Locations

### **DO NOT mail or use courier services to send your application form directly to a Passport Canada office.**

However, passport applications and related forms are available from these offices or may be obtained on-line at [www.passportcanada.gc.ca](http://www.passportcanada.gc.ca).

#### **ALBERTA**

##### **Calgary**

Suite 254  
Harry Hays Building  
220-4th Avenue South East  
**Calgary (South) (English only)**  
14331 Macleod Trail SW

##### **Edmonton**

Suite 126  
Canada Place Building  
9700 Jasper Avenue

#### **BRITISH COLUMBIA**

##### **Richmond (English only)**

Suite 310  
5611 Cooney Road  
**Surrey (English only)**  
Suite 900  
13401-108th Avenue

##### **Vancouver**

Suite 200  
Sinclair Centre  
757 Hastings Street West

##### **Victoria**

5th Floor  
Scotiabank Building  
747 Fort Street

#### **MANITOBA**

##### **Winnipeg**

Suite 400  
433 Main Street

#### **NEW BRUNSWICK**

##### **Fredericton**

Suite 430  
Frederick Square  
77 Westmorland Street

#### **NEWFOUNDLAND AND**

#### **LABRADOR**

##### **St. John's (English only)**

Suite 802  
TD Place  
140 Water Street

#### **NOVA SCOTIA**

##### **Halifax**

Suite 1508, 15th Floor  
Maritime Centre  
1505 Barrington Street

#### **ONTARIO**

##### **Brampton (English only)**

Suite 401  
40 Gillingham Drive

##### **Hamilton**

Plaza Level  
Standard Life Building  
120 King Street West

##### **Kitchener**

Mezzanine Level  
40 Weber Street East

##### **London**

Suite 201, 2nd Floor  
400 York Street

##### **Mississauga (English only)**

Suite 116, 2nd Floor  
Central Parkway Mall  
377 Burnhamthorpe Road East

##### **North York**

Suite 380, 3rd Floor  
Joseph Shepard Building  
4900 Yonge Street

##### **Ottawa**

Level C, East Tower  
C.D. Howe Building  
240 Sparks Street

##### **Scarborough (English only)**

Suite 210  
200 Town Centre Court

##### **St. Catharines**

Suite 600  
Landmark Building  
43 Church Street

##### **Thunder Bay**

2nd Floor  
979 Alloy Drive

##### **Toronto (English only)**

Suite 300  
74 Victoria Street

##### **Whitby**

Whitby Mall  
1615 Dundas Street East

##### **Windsor**

Suite 503  
CIBC Building  
100 Ouellette Avenue

#### **QUEBEC**

##### **Gatineau (Hull)**

Commercial Level 2  
Place du Centre  
200 Promenade du Portage

##### **Laval**

Suite 500, 5th Floor  
3 Place Laval

##### **Montréal**

West Tower, Suite 803  
Complexe Guy-Favreau  
200 René-Lévesque Boulevard West

##### **Pointe-Claire**

Fairview Pointe Claire Shopping Centre  
6815 Trans-Canada Highway

##### **Québec**

Suite 200, 2nd Floor  
Place de la Cité, Tour Cominar  
2640 Laurier Boulevard

##### **Saguenay**

Suite 408  
Immeuble Saint-Michel  
3885 Harvey Boulevard

##### **Saint-Laurent**

Suite 112  
3300 Côte Vertu Boulevard

#### **SASKATCHEWAN**

##### **Regina**

Suite 500  
1870 Albert Street

##### **Saskatoon**

Suite 405  
Federal Building  
101-22nd Street East

All offices are wheelchair accessible.



## INSTRUCTIONS

1

### Personal Information

#### NAME TO APPEAR IN PASSPORT

Your name must be written **exactly** as it appears in the previous passport. Your surname and given names 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 "Adult General Passport Application" form PPTC 153.

#### SURNAME AT BIRTH/FORMER SURNAME

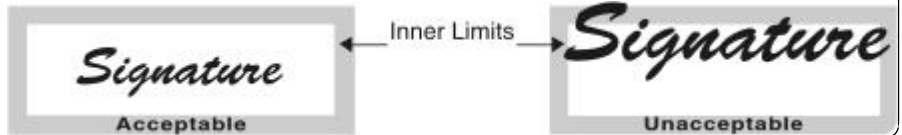
Complete only if different from the surname to appear in the passport (for Passport Canada information only; will not appear in the passport).

#### MOTHER'S MAIDEN NAME

Indicate your mother's surname when she was born.

#### SIGNATURE

You **MUST** sign your usual signature on **BOTH** pages. Your signature **MUST NOT** exceed the inner limits of the signature box.



2

### Previous Canadian Passport

- Enclose any Canadian passport issued to you within the last **SIX (6)** years. This passport must also have been issued after January 31, 2002. **If you cannot submit the previous passport, you cannot use this form.** You must complete an "Adult General Passport Application" form PPTC 153, and, if the previous passport is still valid, submit a "Statutory Declaration" form PPTC 203. Both forms are available from any Passport Canada office, or from the Passport Canada Web site.
- A person's name may appear in only **ONE (1)** valid Canadian passport.
- If you would like the submitted passport to be returned to you, you must indicate this on the application form (Section 2). Failure to indicate your choice will result in Passport Canada securely destroying the submitted passport.

### 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

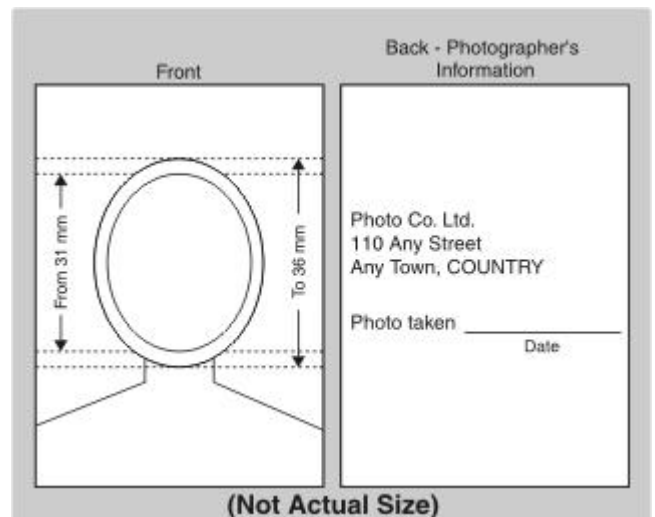
- Two identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

#### SIZE AND PAPER

- The maximum photo size must be 50 mm wide by 70 mm long.
- Heavy weight paper is unacceptable.
- Photos must be printed on high quality photographic paper.

#### PHOTOGRAPHER

- 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).



# HELPFUL TIPS

## for Completing Your Passport Application



**IMPORTANT:** You must meet the following eligibility criteria to use this application form:



- you can submit your previous Canadian passport that:
  - **1** was issued to you within the last **SIX (6)** years (**This passport must also have been issued after January 31, 2002.**),
  - **2** was/is valid for **FIVE (5)** years,
  - **is not** damaged,
  - was **never** reported as being lost or stolen, and
  - **3** was issued in Canada (as indicated under "Issuing Authority" on page 2 of the submitted passport);
- **4** the name on this application form is exactly the same as the name that appears on the submitted passport;
- you were residing in Canada at the time the submitted passport was issued;
- you currently reside in Canada; and
- you were at least 16 years of age at the time of your previous application.

*For quick and easy processing of your passport application, pay special attention to the following areas:*




- 1. Complete and sign BOTH pages**  
You must sign your usual signature in the two signature blocks provided (one signature per page).
  - 2. Sign within the white box (Section 1)**  
Your signature must not touch the shaded border in the signature box on page 1.
  - 3. Mother's Maiden Name**  
Indicate your mother's surname when she was born.
  - 4. Submit previous passport**  
Enclose any Canadian passport issued to you within the last **SIX (6)** years. This passport must also have been issued after January 31, 2002. **If you cannot submit the previous passport, you cannot use this form.** You must complete an "Adult General Passport Application" form PPTC 153, and, if the previous passport is still valid, submit a "Statutory Declaration" form PPTC 203. Both forms are available from any Passport Canada office, or from the Passport Canada Web site.
  - 5. Fee (Section 3)**  
Submit the correct fee. Use a certified cheque, money order or fill out your credit card information. If applying in person, the preferred method of payment is by debit (Interac) or credit card.
  - 6. Photos**  
The finished photos must have a white or light-coloured background, free of shadows on the face and background. You must have a neutral expression.
  - 7. Additional Personal Information (Section 4)**  
Addresses  
Indicate "Same as current address" if your address has not changed in the last **TWO (2)** years.  
Occupation  
State your occupation over the last **TWO (2)** years. If you have been a homemaker or retired for the last **TWO (2)** years, indicate this on the form.
  - 8. References (Section 5)**  
Provide **TWO (2)** references. Relatives should not be used as references. A friend or co-worker is best.
- To avoid delays in issuing the passport, use the *Requirements Checklist* on page 1 of the "General Information and Instructions" and ensure your application is complete.
- FAILURE TO COMPLETE ALL THE REQUIRED SECTIONS OF THIS FORM WILL RESULT IN YOUR APPLICATION BEING REJECTED.**

# Adult SIMPLIFIED RENEWAL Passport Application for Canadians (residing in Canada)

**WARNING to all applicants** - 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.  
**Failure to complete all the required sections of this form will result in your application being rejected.**

① <i>Personal Information</i>							 <b>Date of Travel</b> <input type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Unknown			
Surname (See instruction No. 1)										
Given Name(s) (See instruction No. 1)										
Surname at Birth (See instruction No. 1)										
Former Surname (See instruction No. 1)					Mother's Maiden Name (See instruction No. 1)					
Date of Birth Year   Month   Day			Place of Birth (City, Province/Territory (If applicable), Country)							
Sex <input type="checkbox"/> Female <input type="checkbox"/> Male		Marital Status		Eye Colour		Hair Colour		Height		Weight
Address of Permanent Residence (Number, Street, Apartment, City)							Province/Territory		Postal Code	
Mailing Address (If different from above) (Number, Street, Apartment, City)							Province/Territory		Postal Code	
Home Telephone Number			Business Telephone Number/Extension			Cell. Number or E-Mail Address (Optional)				
<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.										
Date Year   Month   Day			Signed at City   Province/Territory							

② <i>Previous Canadian Passport</i>	
<ul style="list-style-type: none"> <li>Enclose any Canadian passport issued to you within the last <b>SIX (6)</b> years. This passport must also have been issued after January 31, 2002. <b>If you cannot submit the previous passport, you cannot use this form.</b></li> <li>Would you like the passport to be returned to you? Yes <input type="checkbox"/> No <input type="checkbox"/></li> </ul>	

③ <i>Credit Card Information</i>				
<b>COMPLETE ONLY</b> if you are not appearing in person and you wish to pay by credit card.				
<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 		Name Appearing on Card		
Card Number			Date of Expiry Month   Year	
<b>AUTHORIZATION</b> - I authorize Passport Canada to charge \$ <input type="text"/> to my credit card.		Signature of Cardholder		Date Year   Month   Day
<b>FOR OFFICIAL USE ONLY</b> Authorization Number <input style="width: 100%; height: 50px;" type="text"/>				



4 <span style="float: right;"><i>Additional Personal Information</i></span>					
<b>A</b> Addresses in the last <b>TWO (2)</b> years					
<input type="checkbox"/> <b>Same as current address.</b>					
Addresses in the last <b>TWO (2)</b> years if different from current address. <i>(If insufficient space, attach a separate sheet.)</i>					
<i>(Number, Street, Apartment, City, Province/Territory, Country)</i>				From	To
				Year	Month
				Year	Month
1.					
2.					
<b>B</b> Occupation <i>(If insufficient space, attach a separate sheet.)</i>					
In the last <b>TWO (2)</b> years, <input type="checkbox"/> my employers were and/or <input type="checkbox"/> I was attending educational institutions as follows:					
Employer/School	Address	Business Telephone No.	Nature of Employment/Studies	Dates	
				From	To

5 <span style="float: right;"><i>References</i></span>					
Provide the following information with respect to <b>TWO (2)</b> persons who are not relatives and have known you for at least <b>TWO (2)</b> years. They may be contacted to confirm your identity.					
1. Surname			Given Name		
Relationship	Address <i>(Number, Street, Apartment, City, Province/Territory, Country)</i>				
Home Telephone No.	Business Telephone No./Extension	Cell. No. or E-Mail Address <i>(Optional)</i>	Has known me for years		
2. Surname			Given Name		
Relationship	Address <i>(Number, Street, Apartment, City, Province/Territory, Country)</i>				
Home Telephone No.	Business Telephone No./Extension	Cell. No. or E-Mail Address <i>(Optional)</i>	Has known me for years		

6 <span style="float: right;"><i>Emergency Contact (Optional)</i></span>					
We recommend that you provide the name of someone who would <b>not</b> 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	Cell. Number		
Address <i>(Number, Street, Apartment, City, Province/Territory, Postal Code)</i>					

7 <span style="float: right;"><i>Declaration of Applicant</i></span>					
<b>DECLARATION</b> - I solemnly declare that the statements made in this application are true.					
Signature of Applicant			Date	Signed at	
			Year	Month	Day
				City	Province/Territory