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Passport renewal application form for minors

A Canadian passport is internationally accepted proof of your Canadian citizenship, as well as providing the best photo identification. If you are travelling outside of Canada, the Federal Government's Foreign Affairs Department of Canada recommends that you bring a valid passport for at least six months beyond the expected return date. Children, including newborns, cannot be listed on parental passports and must have their own Canadian passport. Separate passport applications must be submitted for each child. Standard adult passports are valid for 5 years such as passports for children aged 3 to 15 years old. For children under 3 years of age, the maximum validity period of the passport is 3 years. Since passport applications take longer to process during peak hours, Passport Canada suggests that you try to apply for your passport during the off-peak season between June and November. There are different versions of the Canadian passport application form depending on the age and where you apply, so make sure you are using the correct application form. Passport requirements may change, so take a new application form when you make your application. You can take the Canadian passport application form: At the participating Canadian post office branch or Canada Services Centre passport form Canada OfficeOnline is in the PDF. They can be completed interactively online, then printed, signed and dated and then personally submitted or by post with the accompanied documents, or they can be printed and completed offline, then submitted. When using an online form, be sure to select the correct form and follow the instructions to print and complete the form carefully. Outside of Canada, in the Canadian consulate's office. You must submit at least one document to support your identity and the name to appear in your Canadian passport. This document must be issued by the federal, provincial, or municipal governments. It must be valid and must be included with both your name and signature. Provincial drivers licenses are a good example. The original document will be returned to you. If you submit a photocopy, submit a copy of both sides of the document. Your guarantor must sign and date all copies. A previous Canadian passport (not a photocopy) can be used as proof of identification if it is still valid or presented within a year of expiration, and its name is the same as those used on the current passport application. Further documentation may be required. You must present the original proof of Canadian citizenship: If born inside Canada - be it a birth certificate or a Citizenship Certificate of Canada. (See changes to the birth certificate requirements effective 01 February 2011.) If born outside Canada Citizenship Certificate of Canada, Certificate of Naturalization, Citizenship Retention Certificate or Overseas Birth Certificate. Make any valid Canadian passports. Expired passports do not need to be submitted. If you have a current passport that is more than 12 months after the date of your application, include a written explanation as to why you applied earlier. You will also need to submit any other travel documents issued in the last five years. Get a photo of the passport taken, and get the same two copies. Many photo processing stores and most photographers will do passport photos instantly and inexpensively. Passport photographs must be taken within 12 months from the date of your application; within one month if the application is for children. Make sure you follow certain standards set by the Passport Office for acceptable photos. A Canadian passport provides a handy checklist (in PDF) that you can print and bring with you when you go to the photographer. The name and address of the photographer and the date the picture is taken must appear behind the passport picture. Your guarantor must write a declaration I certify this as a true statement (name) and sign the back of one of the pictures. All Canadian passport applications must be signed by a guarantor. The guarantor must also write a declaration I certify this as a true statement (name) and sign the back of one of the passport pictures, and sign and date any copies of the supporting documents. Your Canadian passport guarantor must be someone who has known you personally for at least two years and can verify your identity and that your statement is accurate. Your guarantor must be a Canadian citizen aged 18 years and above and must hold a valid five-year Canadian passport or a Canadian passport that has expired for less than one year at the time you submit your passport application. A guarantor can be a member of your own family. The guarantor must be accessible by a Canadian Passport for verification purposes, and a Canadian Passport reserves the right to request a different guarantor. Your Canadian passport guarantor must be someone who has known you personally for at least two years and can verify your identity and that your statement is accurate. Your guarantor must stay within the jurisdiction of the passport issuance office and must be accessible for the passport office to contact. Your guarantor must also be a member of one of the professions listed in the passport application form for Canadians living abroad (doctors or lawyers who practice for example). You must also provide the name, address and phone number of two references that are not your guarantor nor relatives. Referrals must be people who know you for at least two years. Your referral may be contacted by a Canadian Passport to verify your identity. Application fees for a Canadian passport vary depending on the type of passport, and where you apply. The passport application form will specify the processing fee. Method Processing fees also vary depending on whether you apply in Canada, in the United States or outside Canada and the United States. There are several ways to pay Canadian passport application fees in Canada: Canada: Canada: or by debit card if you submit your application form personally; by cheque or certified money, paid to the Head of Recipients for Canada; or by credit card. Canadian passport application fees for Canadians living in the United States must be made in Canadian dollars. Fees can be paid by certified cheques, arrival cheques or international remittances (postal or banks) made for the General Recipient for Canada, or by credit card. Canadian passport application fees for Canadians living abroad must be paid in local currency. Refer to the local passport issuance office for the current exchange rate. Payment can be made in cash, by certified cheque, traveler's cheque or international remittance (postal or bank) paid to the Embassy of Canada, High Commission or Consulate as appropriate. Make sure you have the correct passport application form. Read the general information and instructions on the application form carefully. Complete all required parts of the passport application form, otherwise your application will be rejected. Check-in in the white box in Section 1 of the passport application form. Make sure your signature doesn't touch the boundaries of the box. This signature will be used in your passport. Get your guarantor to sign Section 2 of the passport application form, to sign the back of one picture, and to sign any photocopy (both sides) of the document. Make sure you sign and date all three pages of passport application form. The application form must be dated within the last 12 months. Include all required documents and pictures. In addition, include your valid passport and any travel documents issued in the last five years. Include the appropriate passport application fee. Review your application before you submit it. Use the passport checklist to make sure your application is complete. If you submit your application personally, you will also need to take it personally. If possible, present your Canada passport application personally. Application for a Canadian passport can be submitted personally at the Canadian Passport office which participates in the Canadian Post office (additional fee will be charged) the Canadian Service Centre participating in the Canadian Post office and the Canadian Service Centre only handles standard passport applications. Canadian government offices in the United States and Bermuda do not provide regular passport services. Passport application must be submitted by post or courier to Canada. If you are outside Canada, USA and Bermuda, your application must be personally submitted at the office where you are taking the passport application form or the nearest passport issuance office in the country you are visiting. To submit a Canadian passport application, address Canadian Foreign Affairs Canada Gatineau QC Canada K1A 0G3 Passport Application is not accepted by post from outside Canada, USA and Bermuda. The passport was returned by the courier service overnight. For a courier a Passport application, address is: Passport Canada 22 de Varennes Building 22 de Varennes Street Gatineau, QC Canada J8T 8R1 Passport application is only accepted by couriers from Canada, USA, Bermuda, and Saint-Pierre et Miquelon. The standard time for processing a variable passport application depends on where you apply, the time of year and the number of applications. A Canadian passport maintains regular Updates on Processing Time (use the drop-down box at the top of the page to select your location) with the latest estimates. This estimate does not include delivery times. Processing of passport applications may take longer during peak hours, or if there is a problem with the application. Off-peak time for passport applications in Canada is between June and November. If your passport application has taken longer than normal processing time, use the Canadian Passport online form to check the status of your Canadian passport application. Application.