

Adult SIMPLIFIED RENEWAL ABROAD Passport Application for Canadians applying in London or Dublin

GENERAL INFORMATION

Aussi disponible en français

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

(A) <i>Who May Use This Form?</i>
<p>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 the Adult Passport Application for Canadians (abroad) form PPTC 040.</p> <p>IMPORTANT—You may use this form to renew a regular passport only if all of these conditions are met:</p> <p><input type="checkbox"/> You were at least 16 years of age at the time of your previous application.</p> <p><input type="checkbox"/> You are submitting a previous regular Canadian passport that:</p> <p style="margin-left: 20px;">A. is not damaged, and was never reported lost or stolen;</p> <p style="margin-left: 20px;">B. was valid for five (5) years; and</p> <p style="margin-left: 20px;">C. if issued in Canada, is valid or expired no more than one year; OR if the Issuing Authority was outside of Canada, it was issued after April 30, 2006 (see Section J).</p> <p><input type="checkbox"/> The name on this application form is exactly as it appears on page 2 of the submitted passport.</p> <p>Note: You cannot use this form if the passport contains a married or a common-law partner surname observation and you wish to have your new passport issued in your married or common-law partner's surname.</p>

(B) <i>Fees</i>
<p>For Canadians submitting an application abroad—C\$100 (includes the passport service fee (C\$75) and consular service fee (C\$25))</p> <p>IMPORTANT</p> <ul style="list-style-type: none"> • Fees are subject to change. • Administrative fees and any applicable interest will be applied to all dishonoured payments. • Every person who requests a passport service must pay the applicable fee. • The passport service fee is non-refundable. <p>The fee is in Canadian funds and should be converted to local currency. Please note the exchange rate may fluctuate.</p> <p>Methods of Payment Please confirm fee and accepted methods of payment with the nearest Canadian government office abroad.</p> <ul style="list-style-type: none"> • Cash (where accepted), • Debit card (where accepted), • Credit card (where accepted), or • Certified cheque or money order (postal or bank, where accepted), payable to the Canadian Embassy, High Commission or consulate as the case may be.

(C) <i>Credit Card Information (where accepted)</i>				
COMPLETE and submit with your application if you are paying by credit card.				
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Other (please specify name):	Name as it appears on card	FOR OFFICIAL USE ONLY Authorization number <div style="border: 1px solid black; height: 60px; width: 100%; margin-top: 10px;"></div>		
	Card number			Date of expiry Month Year
AUTHORIZATION —I authorize Passport Canada to charge C\$ <input style="width: 50px;" type="text"/> to my credit card.	Signature of cardholder			Date Year Month Day

GENERAL INFORMATION

D

Where to Apply

Submit your application at the nearest Canadian government office that provides passport services in the country where you reside or are visiting.

For the location of the nearest Canadian government office abroad that provides passport services, visit our website at www.passportcanada.gc.ca or consult your local telephone directory.

The following are Canadian government offices:

- Canadian embassies;
- Canadian High Commissions;
- Canadian consulates (except those headed by honorary consuls).

E

Processing Times

For information on current processing times, visit our website at www.passportcanada.gc.ca or contact us by telephone (see Section F).

H

Requirements Checklist

- Both** pages of the application form must be completed and signed within the last 12 months.
- Two (2)** identical passport photos taken within the last 12 months. Photos do not need to be signed (see Section L).
- Previous Canadian passport (see Section J).
- Correct fee for your application (see Section B).
- 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. Additional documents or information may be requested in support of this application.

F


Contact Us

General information is available 24 hours a day, 365 days a year. Specific information is available during regular office hours.

INFORMATION ON PASSPORTS, FEES AND PROCESSING TIMES

-  Website: www.passportcanada.gc.ca
-  Passport Canada, toll-free: 1-800-567-6868
-  Passport Canada, outside continental USA: 819-997-8338
- The nearest Canadian government office that provides passport services (consult your local telephone directory)
-  TTY (for persons who are deaf or hard of hearing) available 7:30 a.m. to 8 p.m. ET
-  Toll-free: 1-866-255-7655
-  Outside Continental USA: 514-283-5197

INFORMATION ON TRAVEL REPORTS, WARNINGS AND REQUIREMENTS

-  Website: www.travel.gc.ca
- To obtain the most recent version of this form, visit our website.
- Application forms are available in large print.
- Passport application information booklets are available in Braille.

G

Protection of Information

All personal information provided on this application form is protected and used in accordance with the provisions of the *Privacy Act* (Personal Information Bank No. FAI PPU 030). Personal information is collected by Passport Canada under the *Canadian Passport Order*, to determine the applicant's current and ongoing entitlement to a Canadian passport, to administer passport services and to provide information to the Consular Affairs Bureau of Foreign Affairs and International Trade Canada in the event that the applicant requires assistance while travelling abroad. All information provided is subject to routine verifications and security queries.

To strengthen the security of the Canadian passport, Passport Canada uses facial recognition technology to convert the applicant's photo into a biometric template for comparison with the Passport Canada database of photos. The photo is then incorporated into the passport as a digital image. Biometric templates are retained for a maximum of 12 years.

Passport Canada uses the services of third parties to receive passport applications submitted in person. Third parties ensure that all personal information is protected and used in accordance with the provisions of the *Privacy Act*.

Passport Canada may contact the applicant/passport holder to solicit feedback about passport services.

INSTRUCTIONS

I

Personal Information

SURNAME AND GIVEN NAMES TO APPEAR IN PASSPORT

Your name must be written **exactly** as it appears in the previous passport. Your surname (last name) 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 the Adult Passport Application (abroad) form PPTC 040.

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

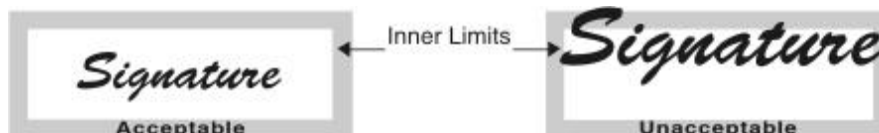
Complete only if different from the surname (last name) to appear in the passport (for Passport Canada information only—will not appear in the passport).

MOTHER'S MAIDEN NAME

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

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. If the signature touches the border, it may be rejected and a new signature will be required which will cause delays.



J

Previous Canadian Passport

- Enclose the most recent Canadian passport issued to you. **Ensure you are eligible** for simplified renewal. If you are submitting a passport that shows an issuing authority **within Canada**, it must be valid or expired no more than one year from the date we receive this application. If you are submitting a passport that shows an issuing authority **outside of Canada**, it must have been issued after April 30, 2006. If you cannot submit the previous passport, **you cannot use this form**. You must complete the Adult Passport Application for Canadians (abroad) form PPTC 040, available from any Canadian government office abroad, or at www.passportcanada.gc.ca.
- If your current passport expires more than 12 months from the date you submit your application, provide a written explanation as to why you are applying at this time. Should Passport Canada not be satisfied that you have a valid reason for applying early, your application for a new passport may be refused.
- A person's name may appear in only **one (1)** valid Canadian passport.
- If you would like the submitted passport 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.



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

- you can submit a previous Canadian passport that:
 - **1** was issued to you within the last **six (6)** years from the date we receive this application;
 - **2** **OR** if the passport was issued outside of Canada, it must have been issued after April 30, 2006;
 - **3** was valid for **five (5)** years;
 - is **not** damaged;
 - was **never** reported lost or stolen;
- **4** the name on this application form is exactly as it appears on the submitted passport; and
- you were at least 16 years of age at the time of your previous application.

INSTRUCTIONS

(K)

Additional Personal Information

- **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 were a homemaker or retired for the last **two (2)** years, indicate this on the form.

(M)

References

Provide **two (2)** references. Friends, co-workers and neighbours may be used provided they have known you for at least **two (2)** years. Relatives may not be used. References do not need to be Canadian citizens and may reside in any country, provided we can easily contact them.

(L)

Photo Specifications

Note: No signature is required on either of the photos.
Your passport application will be rejected if your photos do not meet the following specifications:

IMAGE INFORMATION

- 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 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.
- 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.
- The image must be clear, sharp and in focus.
- Photos must be taken against a plain, uniform, white or light-coloured background.
- Photos must reflect/represent natural skin tones.
- The length from chin to crown of head (natural top of head) must be between 31 mm and 36 mm (1 1/4 in. and 1 7/16 in.).
- Hats and other head coverings are not permitted except when worn for religious or medical 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

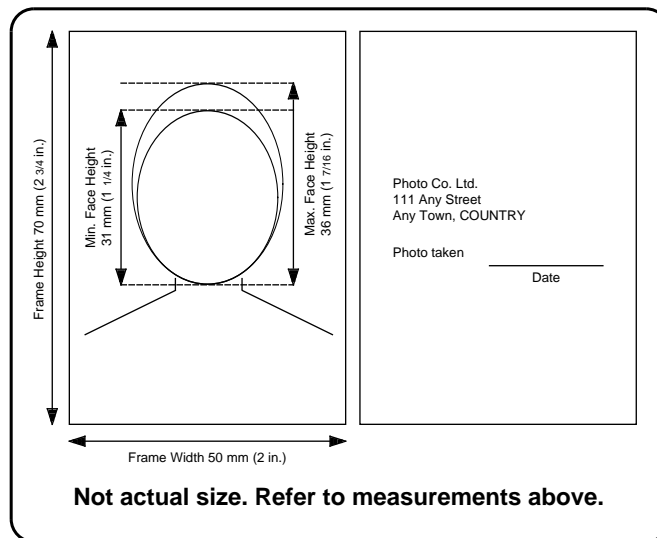
- **Two (2)** identical unaltered photos produced from the same film or from the same electronic file capturing the digital image.

SIZE AND PAPER

- The photos must measure 50 mm x 70 mm in size (2 in. wide x 2 3/4 in. high).
- Heavy weight paper is unacceptable.
- Photos must be printed on plain, 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 (1)** photo (see illustration). **Photos do not need to be signed.**



To avoid delays in issuing the passport, use the Requirements Checklist in Section H, of the General Information and ensure your application is complete.

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INFORMATION
PROTECTED

WARNING to all applicants—Any false or misleading statement on this form or relating to any document in support of this application, including concealment of any material fact, may lead to refusal to issue 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.

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

1 <i>Personal Information (see Instructions, Section I)</i>							Date of travel <input type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> 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 Month Day			Place of birth City Country Prov./Ter./State (if applicable)					
Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male	Marital status	Eye colour	Hair colour	Height	Weight		
Current home address Number Street Apartment City Country Postal code								
Mailing address (if different from above) Number Street Apartment City Country Postal code								
Daytime telephone number			Alternate telephone number			Email address		
DECLARATION —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. I declare that I have read and understood the WARNING to all applicants at the top of this page.					Void if signature touches border Signature (see Instructions, section I)			
Date Year Month Day			Signed at City Country					

2 <i>Previous Canadian Passport (see Instructions, Section J)</i>
<ul style="list-style-type: none"> • Enclose any Canadian passport issued to you in Canada within the last six (6) years from the date we receive this application. If you cannot submit the previous passport, you cannot use this form. If the passport was issued outside of Canada, it must have been issued after April 30, 2006. • Would you like the passport returned to you? <input type="checkbox"/> No <input type="checkbox"/> Yes

3 <i>Canadian Citizenship</i>
To be completed if you were born outside of Canada between February 15, 1977 and April 16, 1981 inclusively.
<p>a) Are you a naturalized Canadian? (i.e. did you receive Canadian citizenship following immigration to Canada?) <input type="checkbox"/> Yes ➔ Go to page 2 <input type="checkbox"/> No ➔ Continue to question b)</p> <p>b) Was one of your parents born in Canada? <input type="checkbox"/> Yes ➔ Go to page 2 <input type="checkbox"/> No ➔ Continue to question c)</p> <p>c) When was your current certificate of Canadian citizenship issued?</p> <p><input type="checkbox"/> After January 1, 2007 ➔ Submit the certificate with your application (original only).</p> <p><input type="checkbox"/> Before January 1, 2007 ➔ Complete and submit form PPTC 001 "Proof of Canadian Citizenship—Additional Information" available at www.passportcanada.gc.ca or at any Canadian government office that provides passport services.</p>

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Page 1 of 2

4 <i>Additional Personal Information (see Instructions, Section K)</i>					
Note: If insufficient space, attach a separate sheet.					
A Addresses in the last two (2) years <input type="checkbox"/> Same as current address. Addresses in the last two (2) years if different from current address.					
<i>(Number, Street, Apartment, City, Country)</i>			From	To	
			Year	Month	Year Month
1.					
			From	To	
			Year	Month	Year Month
2.					
B Occupation in the last two (2) years <i>(if you are a homemaker or retired, indicate this in the "Employer/school or other" column).</i> In the last two (2) years, <input type="checkbox"/> my employers were and/or <input type="checkbox"/> I was attending educational institutions as follows:					
Employer/school or other	Address	Daytime telephone	Field of employment/studies	Date (from)	Date (to)

5 <i>References (see Instructions, Section M)</i>					
Provide the following information with respect to two (2) persons who are not your relatives and have known you for at least two (2) years. They may be contacted to confirm your identity.					
1. Surname (last name)			Given name(s)		
Relationship	Address <i>(Number, Street, Apartment, City, Country)</i>				
Daytime telephone number	Evening telephone number	Cell number or email address		Has known me for State number of years	
2. Surname (last name)			Given name(s)		
Relationship	Address <i>(Number, Street, Apartment, City, Country)</i>				
Daytime telephone number	Evening telephone number	Cell number or email address		Has known me for State number of years	

6 <i>Emergency Contact (optional)</i>					
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.					
Surname (last name)			Given name(s)		
Relationship to applicant	Daytime telephone number	Evening telephone number	Cell number		
Address					
Number	Street	Apartment	City	Country	Postal code

7 <i>Declaration of Applicant</i>					
DECLARATION —I solemnly declare that the statements made in this application are true.					
Signature of applicant			Date		Signed at
			Year Month Day		City
					Country

Fees and Credit Card Information (see General Information, Sections B and C)

To obtain the most recent version of this form, visit our website at www.passportcanada.gc.ca.