ADULT SIMPLIFIED RENEWAL PASSPORT APPLICATION

for eligible Canadians applying in Canada or the USA

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, and/or the imposition of a period of refusal of passport services, and may be grounds for criminal prosecution as per subsection 57 (2) of the Criminal Code (R.S.C. 1985, C-46).

Important: The information you provide in section **one (1)** must be written exactly as it appears in your previous passport. Otherwise, your application will be rejected and returned.

Type or print in CAPITAL LETTERS using black or dark blue ink.

1 PERSONAL INFORMATION (SEE INSTRUCTIONS, SECTION I)

Read Instructions

Surname (last name) as it appears in the most recent passport
EXAMPLE

Given name(s) as it appears in the most recent passport
ALEX

All former surnames (including surname at birth if different from above. These will not appear in the passport.)

Surname of parent(s) at their birth
EXAMPLE AND TEST

Anticipated date of travel
It is recommended that you do not finalize travel plans until you receive the requested passport.
Month Day ◯ Unknown

Applicant's place of birth

City	Country or Territory	Prov./Terr./State (if applicable)
TORONTO	CANADA	ON

Date of birth as it appears in the previous passport (YYYY-MM-DD)	Sex as it appears in the previous passport	Natural eye colour	Height (cm or in)
1990-04-20	◯ F Female ◉ M Male ◯ X Another gender	BROWN	175 CM

Current home address

Number	Street	Apt.	City	Prov./Terr./State	Postal/ZIP code
123	TEST STREET		TORONTO	ON	M5V 2T6

Mailing address (if different from current home address)

Number	Street	Apt.	City	Prov./Terr./State	Postal/ZIP code

Email address	Telephone (primary)	Telephone (other)
alex@example.com	4165550101	

Declaration—I solemnly declare that I am a Canadian citizen, that the photos enclosed are original, 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 **Warning** at the top of this page and the **Privacy Notice Statement** in Instructions, section K. I consent to the collection, use and disclosure of my personal information as outlined in the Privacy Notice Statement.

NATIONAL SAMPLE - DO NOT SUBMIT

Sign within border

Signature (see Instructions, section I)

Date (YYYY-MM-DD)

Signed at

City Prov./Terr./State

2 MOST RECENT CANADIAN PASSPORT (SEE INSTRUCTIONS, SECTION J)

Passport number	Date of issue (YYYY-MM-DD)	Date of expiry (YYYY-MM-DD)
AA000001	2018-05-15	2028-05-15

- Enclose any Canadian passport issued to you that is not expired. **If you cannot provide your most recent passport information, you cannot use this form.**
- Would you like the previous passport returned to you?

Note: If neither box is checked, the passport will **not** be returned and will be securely destroyed.

☑ Yes, please return it to me.

☐ No, please securely destroy it.

3 PERIOD OF VALIDITY (SEE INSTRUCTIONS, SECTION C)

Choose **one (1)** of the following periods of validity: ◯ **5-year** or ◉ **10-year**

The validity period of a travel document is determined by the Passport Program. In certain circumstances, a passport may be issued for a period of validity of less than five or ten years.

Read Instructions

4 ADDITIONAL PERSONAL INFORMATION

Note: If insufficient space, include form PPTC 056, *Additional Information – Address and Occupation*, available on Canada.ca/passport-forms.

A Addresses in the last **two (2)** years

- (•) Same as current home address
- ( ) Different from current home address (complete below)

1. From (YYYY-MM) To (YYYY-MM)

Number Street Apt. City Prov./Terr./State Country or Territory Postal/ZIP code

2. From (YYYY-MM) To (YYYY-MM)

Number Street Apt. City Prov./Terr./State Country or Territory Postal/ZIP code

B Occupation in the last **two (2)** years (check all that apply): Ongoing occupation?

- [x] I was employed (full- or part-time)
- [ ] Other, e.g. homemaker, unemployed or retired
- [ ] I was in school (full- or part-time)

Enter full details below for the last **two (2)** years:

Employer, school or other	Address	Telephone (primary)	Field of employment or studies	Date (from)	Date (to)
EXAMPLE CO	100 TEST ST TORONTO ON	4165550102	DESIGN	2020-01	PRESENT

5 REFERENCES

Provide the following information for **two (2)** persons who are not your relatives; are 18 years of age or over; and who have known you for at least **two (2)** years. They must agree to have their contact information provided as they may be contacted to confirm your identity. Visit References and guarantors for Canadian passport and other travel document applications - Canada.ca for more information on the Passport Program's definition of a relative.

FICTIONAL SAMPLE - DO NOT SUBMIT

1. Surname (last name): TEST | Given name(s): JAMIE | Relationship to the applicant: FRIEND

Address: 200 TEST STREET TORONTO ON CANADA M5V 2T6

Number Street Apt. City Prov./Terr./State Country or Territory Postal/ZIP code

Telephone (primary): 4165550103 | Telephone (other): | Email address: | Has known me for: 8 Number of **years**

2. Surname (last name): SAMPLE | Given name(s): TAYLOR | Relationship to the applicant: FRIEND

Address: 300 TEST STREET TORONTO ON CANADA M5V 2T6

Number Street Apt. City Prov./Terr./State Country or Territory Postal/ZIP code

Telephone (primary): 4165550104 | Telephone (other): | Email address: | Has known me for: 6 Number of **years**

6 EMERGENCY CONTACT INFORMATION (MANDATORY)

This information is helpful if you require emergency assistance while outside of Canada.

Surname (last name): EXAMPLE | Given name(s): CASEY

Relationship to the applicant: SIBLING | Telephone (daytime): 4165550105 | Telephone (other): | Email address:

Current home address: 400 TEST STREET TORONTO ON M5V 2T6

Number Street Apt. City Prov./Terr./State Postal/ZIP code

Signature of applicant Date (YYYY-MM-DD)

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INSTRUCTIONS

A WHO MAY USE THIS FORM?

Important notice: We recommend that you not finalize your travel plans until you receive the requested passport. The program is not responsible for any loss related to missed travel.

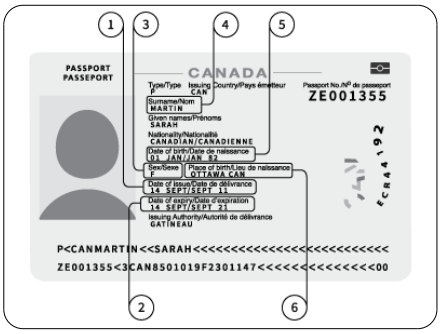
Note: The information you provide in section **one (1) must be written exactly as it appears in your previous passport. Otherwise, your application will be rejected and returned.** If this is your first application for a Canadian passport, you must apply for a new passport and complete form PPTC 153, *Adult General Passport Application*.

To renew your Canadian passport, you need the following from your most recent passport:

- passport number;
- date of issue;
- date of expiry.

The passport must have:

- been issued in the last 15 years; (1)
- been valid 5 or 10 years; (2)
- been issued when you were 16 years of age or older on the date you applied; (5)
- the same name, date of birth and place of birth you want on your new passport (matches the current information on your most recent passport); (4) (5) (6)
- the same gender identifier you want on your new passport. It can be the gender printed on your current passport or the gender on the observation sticker. (3)



Additional documents or **information may be requested** in support of this application. If you can't meet the above requirements, you must apply for a new passport and complete form PPTC 153, *Adult General Passport Application*.

B REQUIREMENTS CHECKLIST

- ☐ **Both** pages of the application form completed and signed within the last **twelve (12)** months.
- ☐ **Two (2)** identical and unaltered passport photos taken within the last **six (6)** months. No signature is required on the photos.
- ☐ Enclose any Canadian passport issued to you that is still valid. Complete form PPTC 203 - *Declaration concerning a lost, stolen, inaccessible, damaged or found Canadian travel document* if the most recent passport is still valid and it is lost, stolen, damaged or found.
- ☐ The fee.

Additional documents or information may be requested in support of this application. If you are contacted by the Passport Program to provide information or documentation, you must communicate with us as soon as possible. If the required information or documentation is not received within 30 calendar days, your file may be closed. The Passport and Other Travel Document Services Fees Regulations do not allow for the refund of passport service fees whether or not you received the service requested.

C FEE AND PERIOD OF VALIDITY

PASSPORT SAMPLE - DO NOT SUBMIT

Under the *Service Fees Act*, certain government fees are updated annually based on inflation. Passport and travel document fees will now be adjusted each year in line with this requirement to help maintain sustainable and consistent service over time. Visit the Canada.ca/passport-fees page to see the full list of updated fee amounts.

Methods of payment (Canadian funds only):

For in-person applications: Credit card (Visa, Mastercard, American Express), prepaid card **(embossed only)**, Debit card (Interac), Visa Debit, Mastercard Debit, Virtual Visa Debit and other prepaid cards (Visa, Mastercard, American Express) only submitted by the cardholder and certified cheque or money order (postal or bank) or cheques received from Canadian provincial, territorial or federal government departments, in the exact amount, payable to the Receiver General for Canada.

For mail-in applications: Credit card (Visa, Mastercard, American Express) prepaid card **(embossed only)**, Mastercard Debit and certified cheque or money order (postal or bank) or cheques received from Canadian provincial, territorial or federal government departments in the exact amount, payable to the Receiver General for Canada.

Important

- Every person who requests passport services must pay the applicable fee in the exact amount.
- 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 CAN$25, applied only to adult applications, is refundable.
- The Passport Program, Immigration, Refugees and Citizenship Canada does not accept personal cheques or payment in cash for applications submitted in Canada.
- Administrative fees and applicable interest will be applied to all dishonoured payments.
- Fees are subject to change.

In cases where services do not meet established service standards, applicants **may** be eligible for partial compensation of service fees.
For information on Service Standards please visit Canada.ca/passport-service-standards.

D CREDIT CARD INFORMATION

If you are applying in person, **do not complete** this section. If you are applying by mail and paying by credit card, complete and submit this section with your application.

Card type: ◯ Visa ◯ Mastercard ◯ American Express

Name as it appears on card	Card number	Date of expiry Month / Year
Name of applicant	For official use only	

Authorization—I authorize the Passport Program to charge CAN$ ____ to my credit card.	Signature of cardholder	Date (YYYY-MM-DD)

E APPLYING IN PERSON

If you cannot submit your passport application in person, an acceptable third party may submit the application on your behalf. For an urgent or express service request you must apply in person yourself. For information on third party eligibility, visit Canada.ca/passport-third-party-application.

Canadians can submit an application in Canada at:

- a Passport Program regional office; or
- a participating Service Canada Centre.

Your passport application cannot be submitted in Canada if you will be abroad upon the delivery of the passport, except if you reside in the US where the passport will be mailed. For more information visit Canada.ca/passport-application-help.
For information on service locations, service standards and requirements for expedited services, visit Canada.ca/passport.

For Canadians submitting an application from the USA:
If you require a passport in exceptional circumstances, contact the nearest Government of Canada office. You can find a list of Government of Canada offices in the USA online at travel.gc.ca or in your local telephone directory.

F APPLYING BY MAIL

Mailed-in applications are processed in Canada based on your current location. The original documents that you enclose with your application are valuable. We recommend that you use a courier or mail service that allows you to track your package. All original documents that you submit will be returned to you. The documents may be returned to you separately from your new passport. From the date you receive your new passport, it may take up to six (6) weeks for you to receive your original documents. Your passport application cannot be submitted in Canada if you will be abroad upon the delivery of the passport, except if you reside in the US where the passport will be mailed. For more information visit Canada.ca/passport.

By mail from British Columbia, Yukon, Northwest Territories or Nunavut
Passport Program
PO Box 4000 STN LCD 3
Mississauga ON L5K 0A9
Canada

By mail from all other provinces and the United States
Passport Program
Gatineau QC K1A 0G3
Canada

By courier
Passport Program
22 de Varennes Street
Gatineau QC J8T 8R1
Canada

G CONTACT INFORMATION

General information is available 24 hours a day, 7 days a week.
Check the status of your application online at Canada.ca/Passport-Status.
Agents are available Monday to Friday between 8:30 am and 5:00 pm your local time (9:00 am to 5:30 pm in Newfoundland).

Information on passports, fees and processing times

Canada.ca/passport-service-standards

Toll-free: 1-800-567-6868
Outside the continental USA:
1-819-997-8338

TTY (for people who are Deaf or hard of hearing)
Toll-free: 1-866-255-7655

FICTIONAL SAMPLE - DO NOT SUBMIT

Travel reports, warnings and requirements
For travel advice and warnings or foreign entry and exit requirements (how long the passport has to be valid for travel to a foreign country), visit travel.gc.ca.

H ANTICIPATED DATE OF TRAVEL

Regardless of the date of travel you indicate on the application form, processing times and requirements for expedited services are still applicable.
Processing times begin once a completed application form, payment and all required supporting documentation are received (see section B).
Processing times **do not** include mailing time. Visit Canada.ca/passport-service-standards for more details.
It is recommended that you do not finalize travel plans until you receive the requested passport.
The Government of Canada, or any representative of the Government of Canada will not be liable for any loss incurred as a result of or arising out of the passport not being delivered in time for you to travel on the date you have specified on the application form.

I PERSONAL INFORMATION

Surname and given name(s) to appear in passport
Your name must be written **exactly** as it appears on page 2 of your most recent 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 153, *Adult General Passport Application*.

All former surnames
All former surname(s) that differ from the surname requested to appear in the passport, including your surname at birth, must be declared. Please separate your former surnames by a comma. These former surnames will not appear in the passport.

Surname of parent(s) at their birth
Indicate the surname (last name) of one, or **all** of your parent's at their birth. If your parent's surname is unknown enter "unknown".

Place of birth
Your place of birth must be provided on the application form. If you do not wish the place of birth to appear in the passport, complete and submit form PPTC 077, *Request for a Canadian passport without place of birth*, available online at Canada.ca/passport-birthplace.

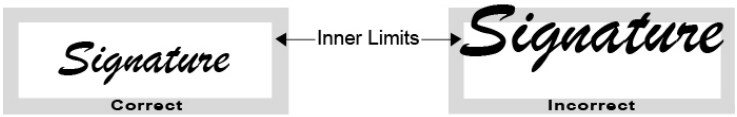
Date of birth
The specific **year**, **month** and **day** of your birth will be entered as shown on your most recent passport.

Sex
The sex will be entered as shown on your most recent passport. If you request a different sex identifier, you cannot use this form.
Visit Canada.ca/passport-change-sex for more details.

Current home address and Mailing address (if different from current home address)
Your passport will be delivered to the mailing address provided. If your current home or mailing address changes within 30 days of submitting your application, you must notify the Passport Program.

Email address
Include your email address on the form if you have one, so we can contact you if needed and so you can check the status of your application online. Please note that information sent by email is not transmitted over a secure connection.

Signature
You **must** sign your usual signature on **both** pages.



J MOST RECENT CANADIAN PASSPORT

Enclose any Canadian passport issued to you in your current name or any other name that is not expired.

If you cannot submit the most recent valid passport, or if it is damaged, or was ever reported lost, stolen or found, you must also complete the form PPTC 203 - *Declaration concerning a lost, stolen, inaccessible, damaged or found Canadian travel document*.

If the passport is still valid for more than **twelve (12)** months from the date the application is submitted, provide a written explanation as to why you are applying at this time. Should the Passport Program not be satisfied that you have an acceptable reason for applying early, your application for a new passport may be refused.

FICTIONAL SAMPLE - DO NOT SUBMIT

A passport that is damaged and retained by the program or was ever reported lost or stolen will not be returned and will be securely destroyed to protect your personal information.

To request the return of your previous passport, please ensure that the section *Most recent Canadian passport*, of the application form is completed in full. If this section is not properly completed, the passport will be securely destroyed.

Before requesting the destruction of your previous passport, please verify whether it contains any visas that may be required for future travel.

K PRIVACY NOTICE STATEMENT

Personal information provided on this form is collected by Service Canada and disclosed to Immigration, Refugees, and Citizenship Canada (IRCC) under the authority of the *Canadian Passport Order*. The personal information provided will be used for the purpose of processing applications, determining entitlement to passport services and administering passport services. The Passport Program may process applications using automation to support processing and decision-making.

Personal information may be collected from and/or disclosed to other federal government institutions, provincial/territorial governments, foreign governments, investigative bodies and/or law enforcement for the purpose of validating identity, determining current and ongoing entitlement to passport services and administering or enforcing any law or carrying out a lawful investigation. IRCC uses facial recognition technology to convert a photo, submitted as part of an application, into a biometric template and to compare that template with information contained in the Passport facial recognition database.

Personal information may also be used for purposes including research, statistics, quality assurance, program and policy evaluation, internal audit, compliance, risk management, strategy development and reporting. Failure to complete the form in full may result in a delay or the application not being processed. The *Privacy Act* gives individuals the right of access to, protection, and correction of their personal information. If you are not satisfied with the manner in which IRCC manages your personal information, you may exercise your right to file a complaint to the Privacy Commissioner of Canada. The collection, use, disclosure and retention of your personal information is further described in IRCC's Personal Information Bank – IRCC PPU 081 and IRCC PPU 082.

L CANADIAN PASSPORT PHOTO INSTRUCTIONS

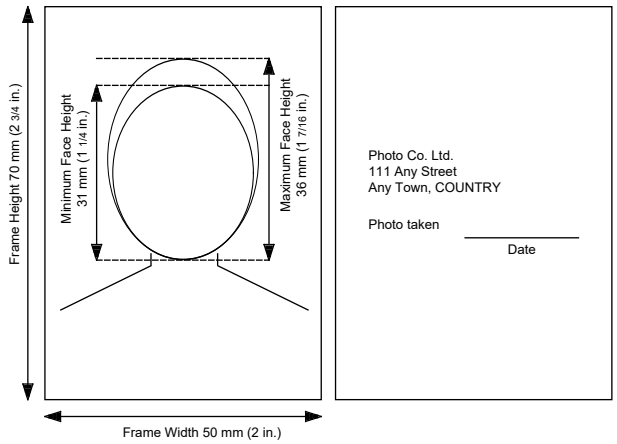
You must submit **two (2)** identical and unaltered photo prints with each passport application. Third party photo software and digital photo altering applications are not acceptable in the submission of photos to the passport program.
More information is available at Canada.ca/passport-photos.

The photos must:

- be taken in person by a commercial photographer;
- be professionally printed on plain, high quality photographic paper (photos printed at home are not acceptable);
- be clear, sharp and in focus; in colour or black and white;
- show a neutral facial expression (**no smiling, mouth closed**) and looking straight at the camera, with **eyes open and clearly visible**;
- have uniform lighting—no shadows, glare or flash reflections;
- show a full front view of the face and top of the shoulders squared to the camera (face and shoulders centered in the photo, head not tilted or turned);
- reflect natural skin tone and be taken against a plain white or light coloured background with enough contrast between the background, facial features and clothing, so that your features appear clearly against the background;
- all submitted photos must be originals and unaltered. They must **not be created or modified using artificial intelligence, editing applications, filters, or any other digital enhancements**, and must not be derived from existing images;
- be taken within the last **six (6)** months from the date the application is submitted and reflect your current appearance.

If you cannot meet these requirements for medical reasons, please provide a written explanation.

No signature is required on the photos.



Not actual size (refer to measurements above)

The following must appear on the back of one photo

- The name and complete address of the photo studio (not a P.O. Box) and the date the photo was taken. The photographer may use a stamp or handwrite this information (stick-on labels are not acceptable).
- No signature is required on the photos.

Additional information

- Prescription glasses may be worn in photos as long as there is no glare and the eyes are clearly visible.
- The red-eye effect, tinted glasses and sunglasses make the photos unacceptable.
- Hats and head coverings must not be worn, except for religious beliefs or medical reasons. The head covering and hair must not cast shadows on the face and the full face must be clearly visible.
- Natural looking wigs are acceptable.

FICTIONAL SAMPLE - DO NOT SUBMIT