



## 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.C.S. 1985, C-46).

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

### ① Personal Information (see Instructions, section I)

Surname (last name) as it appears in the previous passport

Given name(s) as it appears in the previous passport

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

Mother's maiden name

Place of birth

City Country Prov./Terr./State (if applicable)

Date of birth as it appears in the previous passport Year Month Day Sex as it appears in the previous passport ☐ F Female ☐ M Male ☐ X Another gender Natural eye colour Height (cm/in)

Current home address

Number Street Apartment City Province/Territory/State Postal/ZIP code

Mailing address (if different from current home address)

Number Street Apartment City Province/Territory/State Postal/ZIP code

Telephone (daytime)

Telephone (other)

Email address

**Declaration**—I solemnly declare that I am a Canadian citizen, that all of the information provided and all statements made on this application, as well as all documents and photos submitted to support this application are unaltered and 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.

Sign within border

Signature (see Instructions, section I)

Date Year Month Day Signed at City Province/Territory/State

### ② Previous Canadian Passport (see Instructions, section J)

• Enclose any Canadian passport issued to you that is not expired or is expired for less than one year from the date the application is submitted.

Passport number Date of issue Year Month Day Date of expiry Year Month Day

If you cannot submit the previous passport, or if the previous passport is damaged, or was ever reported lost or stolen, you cannot use this form. Any passport that is damaged, or was ever reported lost or stolen will not be returned. Unreturned passports will be securely destroyed to protect your personal information.

• Would you like the previous passport to be cancelled and returned to you?

☐ Yes, please return it to me. If this box is not checked, the passport will not be returned and will be securely destroyed.

### ③ Canadian Citizenship

To be completed if you were **born outside of Canada between February 15, 1977 and April 16, 1981 inclusive.**

a) Are you a naturalized Canadian, i.e. did you receive Canadian citizenship following immigration to Canada? ☐ Yes ➡ Go to page 2 ☐ No ➡ Continue to question b)

b) Was one of your parents born in Canada? ☐ Yes ➡ Go to page 2 ☐ No ➡ Continue to question c)

c) When was your current certificate of Canadian citizenship issued?

☐ After January 1, 2007 ➡ Submit the certificate with your application (original only).

☐ Before January 1, 2007 ➡ Complete and submit form PPTC 001, *Proof of Canadian Citizenship—Additional Information*, available online at [Canada.ca/passport](https://Canada.ca/passport).

④

**Period of Validity (see Instructions, section C)**Choose **one (1)** of the following periods of validity: ☐ **5-year** or ☐ **10-year**

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)

1.	From	Year	Month	To	Year	Month
2.	From	Year	Month	To	Year	Month

- B** Occupation in the last **two (2)** years (check all that apply): ☐ I was employed (full- or part-time)  
☐ I was in school (full- or part-time)  
☐ Other, e.g. homemaker, unemployed or retired

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

Employer, school or other	Address	Telephone (daytime)	Field of employment or studies	Date (from)	Date (to)

⑥

**References**

Provide the following information for **two (2)** persons who are neither 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 [Canada.ca/passport](https://Canada.ca/passport) for more information on the Passport Program's definition of a relative.

1. Surname (last name)	Given name(s)	Relationship to the applicant
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Address (Number, Street, Apartment, City, Province/Territory/State, Country, Postal/ZIP code)

Telephone (daytime)	Telephone (other)	Email address	Has known me for Number of <b>years</b>
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2. Surname (last name)	Given name(s)	Relationship to the applicant
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Address (Number, Street, Apartment, City, Province/Territory/State, Country, Postal/ZIP code)

Telephone (daytime)	Telephone (other)	Email address	Has known me for Number of <b>years</b>
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⑦

**Emergency Contact Information (optional)**

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

Surname (last name)		Given name(s)	
Relationship to the applicant	Telephone (daytime)	Telephone (other)	Email address

Current home address

Number	Street	Apartment	City	Province/Territory/State	Postal/ZIP code
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Signature of applicant	Date Year   Month   Day
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# Adult Simplified Renewal Passport Application

## for eligible Canadians applying in Canada or the USA

### Instructions

**A**

#### Who May Use This Form?

**Important notice: We recommend that you not finalize your 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 153, *Adult General Passport Application*.

Additional documents or information may be requested in support of this application.

You may use this form to **renew a passport** only if all of the following conditions are met:

- **you were at least 16 years of age at the time of your previous application**
- the information (name, date of birth, sex and place of birth) on this application form is exactly as it appears on page 2 of the submitted **1** passport
- the Canadian passport being renewed:
  - is valid or expired for no more than **one (1) year** **2**
  - was or is valid for **five (5) years** or **ten (10) years** **3**
  - **is not** damaged
  - was **never** reported lost or stolen



#### Requirements Checklist

**B**

- ☐ **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 within the last **six (6)** years
- ☐ The fee

**C**

#### Fee and Period of Validity

Where the application is made **in Canada** and the passport is to be delivered in Canada:

**5-year validity – CAN\$120\***  
**10-year validity – CAN\$160\***

Where the application is made **from the USA\*\*** or the passport is to be delivered to the USA\*\*:

**5-year validity – CAN\$190\***  
**10-year validity – CAN\$260\***

\*A CAN\$25 consular services fee is included in the above-mentioned fee.

\*\*Includes Bermuda, American Samoa, the Midway Islands, Puerto Rico and the US Virgin Islands.

#### Methods of payment (Canadian funds only):

- Debit card (Interac), Visa Debit, Virtual Visa Debit or other prepaid cards (Visa, MasterCard, American Express) only for in person applications submitted by the cardholder. Prepaid debit cards are not accepted;
- Credit card and prepaid card (**embossed only**). If you are applying by mail, see section D; or
- Certified cheque or money order (postal or bank) 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.

**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  
 Year | Month | Day

**E****Applying in Person****Canadians can submit an application in Canada at:**

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

For information on service locations, service standards and requirements for expedited services, visit [Canada.ca/passport](https://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](https://travel.gc.ca) or in your local telephone directory.

**F****Applying by Mail**

Mailed-in applications are processed in Canada.

**By mail**

Passport Program  
Gatineau QC K1A 0G3  
Canada

**By courier**

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

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

**G****Contact Information**

General information is available 24 hours a day, 7 days a week. Agents are available Monday to Friday from 7:30 a.m. to 8:00 p.m. (Eastern Time) in Canada.

**Information on passports, fees and processing times**

[Canada.ca/passport](https://Canada.ca/passport)

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

**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](https://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 and all required supporting documentation are received (see section B). Processing times **do not** include mailing time. Visit [Canada.ca/passport](https://Canada.ca/passport) 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 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 153, *Adult General Passport Application*.

**All former surnames**

All former surnames that differ from the surname requested to appear in the passport, including your surname at birth must be declared. These former surnames will not appear in the passport.

**Mother's maiden name**

Indicate your mother's surname (last name) at birth.

**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](https://Canada.ca/passport).

**Date of birth**

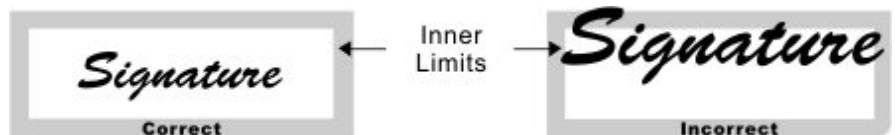
The specific **year, month and day** of your birth will be entered as shown on the submitted passport.

**Sex**

The sex will be entered as shown on the submitted passport. If you request a different sex identifier, you cannot use this form. Visit [Canada.ca/passport](https://Canada.ca/passport) for more details.

**Signature**

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



**J****Previous Canadian Passport**

Enclose any Canadian passport issued to you in your current name or any other name that is not expired or is expired for less than one year from the date you submit your application. If the passport is 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.

**Note:** If the passport has been lost, stolen, damaged or is inaccessible, you cannot use this form.

**K****Privacy Notice Statement**

Personal information provided on this form is collected by 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 personal information provided may be 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.

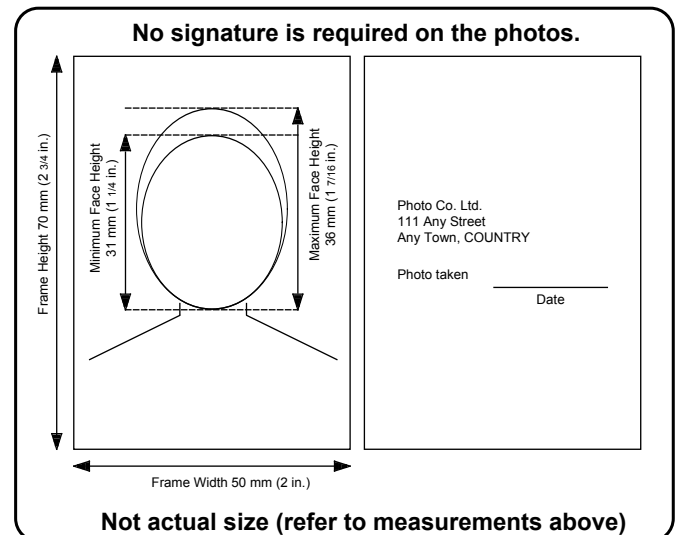
Personal information may also be used for purposes including research, statistics, quality assurance, program and policy evaluation, internal audit, compliance, risk management, strategy development and reporting. Failure to complete the form in full may result in a delay or the application not being 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 handles your personal information, you may exercise your right to file a complaint to the [Office of 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. Electronic photos are not acceptable. More information is available at [Canada.ca/passport](http://Canada.ca/passport).

**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;
- be originals that **have not been altered in any way** and not taken from an existing photo;
- be taken within the last **six (6)** months from the date the application is submitted and reflect your current appearance.

**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.