



**Are you a Canadian living in the USA and applying for a passport?
Use this checklist!**



IMPORTANT

Canadian Consulates are not staffed to accept and process routine requests for passport services. In exceptional circumstances, Consulates may be required to produce emergency or temporary passports. All other passport applications must be submitted either by mail/courier to Canada OR in person in Canada. Visit our Web site at www.passportcanada.gc.ca for current processing times.

Once your passport application has been submitted by mail/courier to Canada, *it is not possible*, except in very exceptional circumstances, to have either your application or its contents returned ahead of the normal processing time.

Almost half of applications from the United States are rejected due to common, avoidable errors. **Here are the most common problems and how to avoid them:**

PHOTOS

- Photos are not the right size.** Please ensure that the photos meet the photo specifications clearly outlined in the “General Information and Instructions” accompanying the passport application form and on Passport Canada's Web site: www.pptc.gc.ca. **US-sized passport photos will not be accepted.**
- Photos have shadows, show a smiling face or reflection or glare from glasses.** Please ensure that photos have no shadows on the face, behind the ears or in the background and show a neutral facial expression (no teeth showing or open mouth). Glasses worn cannot show reflection/glare; eyes must be clearly visible.
- Shoulders are not visible against the background.** Ask your photographer to use a light-coloured background to make sure your shoulders are clearly distinguishable against the background.
- Two identical photos have not been submitted.** The photos must be produced from the same film or from the same electronic file capturing the digital image.
- Photos have not been certified by the guarantor to be a true likeness of yourself.** One of your photos must be signed and certified by your guarantor according to applicable legislation. It is important to ensure that the photos are signed by the same guarantor who has certified your application form.
- The name of the photographer and the date the photos were taken do not appear on the back of the photos.** This information should be stamped but may be written by hand by the photographer. Confirmation of date the photo was taken, such as a receipt, may be requested.

PROOF OF CANADIAN CITIZENSHIP

- Proof of Canadian citizenship has not been submitted.** Only an *original* Canadian birth certificate or citizenship card is acceptable. If you were born outside of Canada you can submit either an original long form Certificate of Canadian Citizenship (issued prior to 1977) including the applicant's full name and date of birth, a Certificate of registration of birth abroad, a Certificate of naturalization or a Certificate of retention of Canadian citizenship. *Commemorative Certificates of Canadian Citizenship are not acceptable.*

IMPORTANT: If you were born in the province of Québec and plan to submit a birth certificate, please note that **ONLY** birth certificates issued on or after January 1, 1994 by the *Directeur de l'état civil* are acceptable.

PLEASE NOTE: *Valid or expired passports do NOT constitute proof of Canadian citizenship for the purpose of obtaining a new passport* and therefore cannot be used in the absence of such documentation.

- Section 4 has not been filled out properly.** Please ensure that you answer all the relevant questions that apply to you in section 4.



DOCUMENTS TO SUPPORT IDENTITY

- At least one supporting document has not been submitted.*** You must send either the originals or clear, readable and certified photocopies of both sides of your supporting documents that reflect the name you are requesting to appear in the passport. Original identification documents will be returned to you.
- The guarantor did not certify the copy of the document(s) to support your identity.*** Please ensure that all photocopies of supporting documents are signed and dated by your guarantor.

NOTE: If you choose to use your *U.S. Resident Alien Card* as a document to support your identity, we recommend that you send Passport Canada a photocopy duly certified by your guarantor. The original U.S. Resident Alien Card is proof of your right to permanently reside in the United States.

FEE

- The fee (CAD \$97) has not been submitted or it is in U.S. funds.*** Payments must be made in Canadian funds or delays will be incurred in the processing of your application. Fees are payable by credit card (in the appropriate section of the form), certified cheque or international money order (postal or bank) payable to the Receiver General for Canada.

GUARANTOR

- The guarantor did not complete and/or sign the Declaration of Guarantor section.***
- The guarantor's signature is dated before your signatures.*** Please complete, date and sign all pages of the application form *BEFORE* having your guarantor sign.
- The guarantor did not indicate if he or she has known you personally for at least two (2) years.***

REFERENCES

- Information has not been provided with respect to two persons who are not your relatives and have known you for at least two (2) years.***

PERSONAL INFORMATION

- The application has not been signed or dated on all three (3) pages of the form.***
- The signature on the application is outside the limit of the reserved signing area (box).***

NOTE: If you submit your application in person in Canada, you will be required to appear in person both at time of submission of the application and at passport pick-up. **You cannot have a third party submit an application, or pick up a passport on your behalf.**

Need more information?
Visit www.passportcanada.gc.ca or call 1 800 567-6868