



**Task Title: Applying for a Canadian Passport**

OALCF Cover Sheet – Learner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:** Learner will read through instructions to learn how to apply for a Canadian passport.

**Main Competency/Task Group/Level Indicator:**

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Write continuous text/B2.1

**Materials Required:**

- Pen/pencil and paper and/or digital device

Task Title: ApplyingForAPassport\_I\_A1.2\_B2.1

## Learner Information

Canadian citizens who travel outside of Canada need a Canadian passport. People need to apply for Canadian passports using a passport application. There are several items needed to complete a passport application form. Scan the requirements page for the "Adult General Passport Application".

## Adult General Passport Application

for Canadians 16 years of age or over applying in Canada or from the USA

### Instructions

<b>(A) Entitlement to a Canadian Passport</b>
<p><b>Important notice: We recommend that you not finalize your travel plans until you receive the requested passport.</b></p> <ul style="list-style-type: none"> <li>• A Canadian passport is the only reliable and universally accepted travel and identification document for Canadians who travel abroad.</li> <li>• Canadian passports are issued to Canadian citizens only and reflect the applicant's identity, as determined by proof of citizenship and supporting documents.</li> <li>• For Canadians under 16 years of age, use form PPTC 155, <i>Child General Passport Application</i>.</li> <li>• Applicants who were previously issued a Canadian passport may be able to renew their passport using form PPTC 054, <i>Adult Simplified Renewal Passport Application</i>. To find out if you are eligible, visit <a href="http://Canada.ca/passport">Canada.ca/passport</a>.</li> </ul>

<b>(B) Requirements Checklist</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> All <b>three (3)</b> pages of the application form completed and signed within the last <b>twelve (12)</b> months and certified by the guarantor</li> <li><input type="checkbox"/> <b>Two (2)</b> identical and unaltered pasaport photos taken within the last <b>six (6)</b> months, <b>one (1)</b> certified by the guarantor</li> <li><input type="checkbox"/> Proof of Canadian citizenship (original only); the document will be returned to you</li> <li><input type="checkbox"/> Document(s) to support identity (original or copies); copies must be signed and dated by your guarantor</li> <li><input type="checkbox"/> Any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to you</li> <li><input type="checkbox"/> The fee</li> </ul> <p><b>Note:</b> All documents submitted throughout the passport application process that are in a language other than English or French must be translated by a certified translator. Additional documents or information may be requested in support of this application.</p>

<b>(C) Fee and Period of Validity</b>	
<p>Where the application is made in <b>Canada</b> and the passport is to be delivered in Canada:</p> <p style="text-align: center;"><b>5-year validity – CAN\$120*</b> <b>10-year validity – CAN\$160*</b></p>	<p>Where the application is made <b>from the USA**</b> or the passport is to be delivered to the USA**:</p> <p style="text-align: center;"><b>5-year validity – CAN\$190*</b> <b>10-year validity – CAN\$260*</b></p>
<p>*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.                  There is a separate, non-refundable CAN\$45 administrative fee for the replacement of a valid lost or stolen Canadian travel document.</p> <p><b>Methods of payment (Canadian funds only):</b></p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Credit card and prepaid card (<b>embossed only</b>). If you are applying by mail, see section D; or</li> <li>• Certified cheque or money order (postal or bank) in the exact amount, payable to the Receiver General for Canada.</li> </ul> <p><b>Important</b></p> <ul style="list-style-type: none"> <li>• Every person who requests passport services must pay the applicable fee in the exact amount.</li> <li>• 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.</li> <li>• The Passport Program, Immigration, Refugees and Citizenship Canada does not accept personal cheques or payment in cash for applications submitted in Canada.</li> <li>• Administrative fees and applicable interest will be applied to all dishonoured payments.</li> <li>• Fees are subject to change.</li> </ul>	

<b>(D) Credit Card Information</b>			
<p>If you are applying in person, <b>do not complete</b> this section. If you are applying by mail and paying by credit card, complete and submit this section with your application.</p>			
<p>Card type: <input type="radio"/> Visa <input type="radio"/> MasterCard <input type="radio"/> American Express</p>			
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 <input type="text" value="CAN\$"/> to my credit card.	Signature of cardholder	Date Year   Month   Day	

## Work Sheet

**Task 1: Why is it important for a Canadian citizen who is travelling to have a passport (according to the Canadian passport application form instruction sheet)?**

Answer:

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**Task 2: List 3 items you will need to take (or mail) to the passport office so you can get your passport.**

Answer:

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**Task 3: How much does it cost to get a Canadian passport valid for 10 years if you are applying from Canada?**

Answer:

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**Task 4: If you are applying by mail, what are the accepted methods of payment for a passport?**

Answer:

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