



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

OALCF Cover Sheet – Practitioner 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

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## 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 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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## Answers

**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: A Canadian passport is the only reliable and universally accepted travel and identification document for Canadians who travel abroad.

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

Answer: Any three of

- All three pages of the application form completed and signed within the last twelve months, with page one certified by the guarantor
- Two identical and unaltered passport photos taken within the last six months, one certified by the guarantor
- Proof of Canadian citizenship (original only)
- Document(s) to support identity (original or copies)
- Any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to you
- The fee

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

Answer: \$160

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

Answer: Credit card (Visa, Mastercard, American Express)

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes low-level inferences			
	reads more complex texts to locate a single piece of information			
	obtains information from detailed reading			
	begins to identify sources and evaluate information			
B2.1	writes simple texts to request, remind or inform			
	conveys simple ideas and factual information			
	demonstrates a limited understanding of sequence			
	uses sentence structure, upper and lower case and basic punctuation			

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This task: Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

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Learner (print):

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