

OBTAINING

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PASSPORT



Obtaining a Passport

History of the Passport: Letters signed by kings hoping to grant safe passage for their people date back to the bible. King Henry V of England, however, is known for creating the earliest document closest to our modern day passport. With such a history of usage, the need and benefit of a paper certifying your identity and that your country's officials are willing to validate you is obvious.

What is a Passport: A passport is an official document issued under the citizenship act that shows the identity and nationality of a person for the purpose of facilitating travel outside of the holder's country of residence.

Fees and Validity:

In Canada	5 year passports	\$120.00
	10 year passports	\$160.00

Documentation: Include the following documents with your application form:

- proof of Canadian citizenship (original only)
- a document to support your identity
- two identical passport photos (the name and the complete address of the photographer and the date the photos were taken must be included on the back of one of the photos. Read the full requirements for more information)
- any valid Canadian travel document issued in your name

Extra documents may need to be provided if you:

- have changed your name or,
- are replacing a lost, stolen or damaged passport
- want to omit your place of birth on your passport
- request a change in sex designation on your passport

All documents must be submitted in either French or English. If a document is in another language, an official translation must be provided.

Guarantor & References: For new passport applications you will need to find a **guarantor** to sign your application, one of your passport photos and all copies of any supporting identity documents you are submitting with your application.

You will also need two **references** to include on your application. Your references must have known you for at least two years. You cannot use a family member or your guarantor as a reference.

Guarantor: *Your guarantor can be a family member or anyone living at your address, as long as they meet the guarantor requirements.*

The guarantor must complete their duties, free of charge, including:

- *completing and signing the “Declaration of Guarantor” section of your application*
- *writing “I certify this to be a true likeness of (applicant name)” on the back of one of your passport photos and signing it*
- *signing and dating your photocopies of each document you have submitted to confirm your identity (if it applies to you)*

References: *You need two references for your passport renewal or new applications. Your references must:*

- *have known you for at least:*
- *two years for passport applications*
- *six months for Certificate of Identity or Refugee Travel Document applications*
- *not be your guarantor*
- *not be a family member*
- *be 18 years of age or older*
- *agree to you using their name and contact information for your application*

(Documentation and Guarantor/Reference information from the Government of Canada website - <https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/travel-documents-references-guarantors.html>)