

Applying for a Passport for a Child(ren) in the Custody of the Director of Child and Family Services

A. General Information:

Do not start a Passport application for a child when:

- The child has a status of Voluntary Services Agreement (VSA)
- The youth has a status of Support Services Agreement (SSA)
- The child is under Apprehension status
- The child has a status of Plan of Care Agreement
- The child has status under a Supervision Order
- The child has status under an Interim Custody Order
- The child has a status under a Temporary Custody Order and the legal guardian's signature can be obtained for the Passport application
- The child has been adopted and the Adoption Order has been granted by the Courts

- If a child has any one of the child welfare statuses indicated as above, the Director of Child and Family Services cannot act as the Applicant in a Passport application as he/she is not the legal guardian of the child. Although the parent(s) remain the legal guardian in these cases, the parent(s) is required to provide Passport Canada with any agreement or court order referring to custody and access of the child. In these cases, the regional Health and Social Services Authority (HSSA) may need to provide some documentation for the parent i.e.: Court orders, Plan of Care Agreement etc. Consult with your supervisor and or CFS Practice Specialist – Guardianship and Interprovincial Coordinator if you require clarification.
- If you are unable to make an application on behalf of the child, please advise the parents or legal guardians and provide them with assistance where appropriate.
- Although the parent(s) remains the legal guardian in these cases, the parent(s) is required to provide the Passport Office with any agreement or court order referring to access or the custody of the child. In these cases, the Regional Authority may need to provide some documentation for the parent; please consult with your Supervisor and/or the CFS Practice Specialist – Guardianship & Inter-Provincial Coordinator.

- Remember that passport applications can take several weeks to process. Passport Canada advises that their turnaround time is typically four weeks but this does not include mailing time and the time required for processing at the Department. It is the social worker's responsibility to plan **3-4 months in advance** and complete the required documentation as early as possible.
- Ensure the passport application is filled in with block letters using black or blue ink. Do not use whiteout or correction fluid as the application may be rejected. If required, make the correction and initial beside the typo/mistake.
- Application forms and instructions for passport applications are available on the internet at www.ppt.gc.ca or you can pick up the application forms at any Canada Post or Canada Service Centre outlet.

Initiate a Passport Application for a child only when:

- The child has a status of Permanent Custody Order
- The child has a status under a Permanent Custody Order and is under Adoption Probation
- The child is under a Temporary Custody Order and signature from the legal guardian cannot be obtained for the Passport application.

Child Passport Application (0-15 years):

Section 1: Child's Personal Information

- Ensure all information including the name, date of birth, place of birth, gender, height, weight, hair color, eye color and current address are included in this section. Indicate the date of travel for the child and if unknown, indicate on "Date of Travel".
- Children **11 years of age or over** must sign in the signature block on the application form. In cases where the child is 11 years of age or older, but is functioning at a much younger age and cannot sign, please submit a letter from the child's physician with the application form that explains the circumstances why the child is unable to sign. Where the child can sign, the child's signature must stay within the green box. The signature is valid for a period of 12 months.

Section 2: Information on Applicant

- Only the Director of Child and Family Services can appear as the “Applicant” on the passport application for a child in either Temporary or Permanent Custody. In special circumstances, the Deputy Director of Child and Family Services may appear as the “Applicant” when appointed by the Director. Please leave the “Applicant” section of the form blank, as Departmental staff will complete this area of the form.
- Within the “Other parent or legal guardian” section, provide full information on the name, date of birth and country of birth for the mother or legal guardian, whichever is named on the Temporary Custody or Permanent Custody Order. Whenever possible, have the parent or other person with access to the child sign on the right side of the application form as the “Other Parent”. If it is not possible to obtain the signature of the mother or legal guardian, please include a letter explaining these circumstances.

Section 3: Previous Canadian Travel Document

- If the child has previously been issued a passport and it has since expired, include the expired passport in the application and provide the passport number, date of issue and place of issue in the section provided.

Section 4: Proof of Canadian Citizenship

- Passport Canada requires the long version of the birth certificates of children born in the NWT. The wallet size birth certificates available through Health Services Administration are not acceptable to Passport Canada as they do not provide information on the birth parents.

Section 5: Declaration of Applicant

- This section should be left blank for the Director of Child and Family Services to complete as the “Applicant”.

Section 6: Declaration of Guarantor

- As the Guarantor must personally know the Applicant for a period of more than two years, this section must be left blank for Departmental staff to complete.

Section 7: Emergency Contact

- Include in this section the name of someone who would normally not travel with the child. This information is helpful if the child has an accident or becomes ill while traveling outside of Canada.

- C. “Additional Information for children in foster care and children undergoing and adoption process in Canada” forms.
- In addition to the completing the Child General Passport Application, this form also needs to be completed when the child is in the custody of the Director of Child and Family Services. This form can be found on the Passport Canada website. Though some of the information may be duplicated both forms need to be filled out.
- D. Passport Photos: The passport photos of the child can be obtained through local outlets or photo shops who are authorized to provide the service. Passport Canada requires two (2) identical photos where one photo bears the stamp for the Guarantor to fill in their signature and name of the child. The other photo must be left blank. The Department will ensure the Guarantor fills in the details and certifies the photo.
- a. Any legal documents that refer to the custody or mobility of, or access to, the child
- E. Proof of Canadian Citizenship: The long version birth certificate for children born in the Northwest Territories is required by Passport Canada. The wallet size birth certificates are not accepted by Passport Canada. Originals of all birth certificates are required despite the child’s place of birth.
- F. Acceptable Proof of Parentage: A certified or true copy of the Temporary or Permanent Custody Order is required by Passport Canada to provide evidence of who is the child’s legal guardian.
- G. Any valid Canadian Passport or travel document issued to the child: Include the child’s current passport if the application is related to a renewal of the passport.
- H. All documents that refer to custody or mobility of, or access to, the child: The Temporary or Permanent Custody Order will also make reference to the custody of the child, or any access that the child may have with those who had been their legal guardian.
- I. The fee: The fee for the passport application is the responsibility of the Regional Health and Social Services Authority. The social worker must include the payment with the documents sent to Passport Canada. The fee to process a child’s passport application is \$50.00.

Adult Passport Application (Youth 16-18 years of age):

Section 1: Personal Information

- Ensure all information including the name, date of birth, place of birth, gender, height, weight, hair color, eye color and current address are included in this section. Indicate the date of travel for the child and if unknown, indicate on “Date of Travel”.

- Youth 16 **years of age or over** must sign in the signature block on the application form. In cases where the youth is 16 years of age or older, but is functioning at a much younger age and cannot sign, please submit a letter from the child's physician with the application form that explains the circumstances why the child is unable to sign. Where the child can sign, the child's signature must stay within the green box. The signature is valid for a period of 12 months.

Section 2: Declaration of Guarantor

- As the applicant for the passport in this case is the youth, a guarantor who has known the youth personally for the past two (2) years can act as Guarantor. They also require a valid Canadian Passport;
- The Guarantor must be the same person who signs the passport application and one of the passport photos;
- The youth's social worker, teacher or foster parents are some examples of people who could act as Guarantor provided they have a valid Canadian Passport.

Section 3: Previous Canadian Travel Document

- If the child has previously been issued a passport and it has since expired, include the expired passport in the application and provide the passport number, date of issue and place of issue in the section provided.

Section 4: Proof of Canadian Citizenship

- The long version birth certificate for children born in the Northwest Territories is required by Passport Canada. The wallet size birth certificates are not accepted by Passport Canada. Originals of all birth certificates are required despite the child's place of birth.

Section 5: Documents to Support Identity

- Along with the long version birth certificate, also include two (2) other documents to support the youth's identity – Driver's License, Treaty Card, NWT Health Care Card and provide the information required in this section on the application.

Section 6: Declaration of Applicant

- As the youth is the Applicant in this application, the youth needs to sign on the application form in this section. The Director of Child and Family Services does not sign as the applicant even though the youth may be in Permanent Custody.

Section 7: Additional Personal Information

- Complete the information required with the last known addresses in the past two years, occupation and their mother's maiden name in this section.

Section 8: References

- Two (2) personal references must be provided who must be non-relatives, nor the guarantor and whom the youth has known for the last two (2) years

Section 9: Emergency Contact information

- Provide the name of someone who would normally not travel with the youth. This information is helpful if they have an accident or become ill while traveling outside of Canada.

Section 10: Declaration of Applicant

- The youth's signature is required in this section. Remember to include the date and where it was signed.

Special Circumstances for Adopted Children

- For children with a finalized Adoption Order without any access, no involvement by a social worker is necessary for the passport application.
- For children with a finalized Adoption Order with access specified in the order, the adoptive parents are the applicants. Passport Canada will require information about the birth parent(s) and an accompanying letter and court order indicating the type and amount of access to the child.
- The social worker's role in these situations is to simply provide information to the adoptive parents about these requirements; no other involvement by the worker is necessary and questions should be directed to Passport Canada offices.

Submit the “**Child – General Passport Application**” and the “**Additional Information for children in foster care and children undergoing and adoption process in Canada**” or the **Adult – General Passport Application** forms directly to *the CFS Specialist – Guardianship and Interprovincial Coordinator, Children and Family Services, Community Wellness and Social Services Division, Department of Health and Social Services, Government of the Northwest Territories, PO Box 1320, 5022 49th Street, 6th Floor Centre Square Mall, Yellowknife, NT, X1A 2L9, (867) 920-6980.*

Passport

1. Once received, the passport document should stay in the child's file in the community in which the child resides. This applies to all children in our permanent custody, whether on adoption probation or not. This ensures that the worker is aware of any travel plans for the child and can prepare necessary documentation.
2. Foster/ adoptive probation parents receive the passport along with their travel letter, and must return it to the worker upon completion of the trip.

Passport Fees:

- Passport Canada has recently increased the fees associated with
- Passport applications for children (0-15 years) and youth 16 years and older.
- The children's passport fees are now \$57.00 (up from \$37.00) and youth are now \$120.00.
- Once processed, these passports are valid for a five year period.
- The links below are for the Passport Canada website (applications).
- Please ensure that Passport applications that are sent to the DHSS for processing reflect these fee changes.

<http://www.ppt.gc.ca/form/pdfs/pptc153.pdf>

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