



Retention request and agreement For passport applications submitted outside of Canada

This form must be used in conjunction with an application for a Canadian passport.

PRINT IN CAPITAL LETTERS using black or dark blue ink

I hereby apply to retain in my possession the valid passport identified in section A while the application for the replacement passport is being processed.

(A) Personal information (as it appears in the passport)									
Surname (last name)			Given name				Passport number		
Date of issue ▶		Year	Month	Day	Date of expiry ▶		Year	Month	Day

(B) Reason for request to retain passport
Provide an explanation as to why you need to retain the passport.

(C) Location of passport exchange
Provide the name and location of the Government of Canada office abroad where you would like the exchange to take place.

(D) Declaration of applicant
<ol style="list-style-type: none"> 1. I hereby confirm that the passport identified in section A is not lost, stolen or damaged and I commit to returning it for cancellation prior to the release of the replacement passport. 2. I understand that I must pay a C\$45 service fee for the request to retain the passport in addition to the passport service fee(s) associated with my application for a replacement passport. 3. I understand that the passport identified in section A may be kept by the Government of Canada office abroad for 24 hours until it has been determined that I am eligible for the retention service. I understand that I am not entitled to a refund if I cancel my request or if I am not eligible for the retention service. 4. I understand that I cannot have the replacement passport sent to a different location other than the one mentioned in section C.

D

Declaration of applicant (continued)

5. I agree to notify Passport Canada Program—Citizenship and Immigration Canada (PCPCIC), or the nearest Government of Canada office abroad, in the event that the passport listed in section A becomes lost, stolen or damaged during the period of retention.

I understand that this may result in the immediate and permanent cancellation of the replacement passport.

I understand that I may need to submit a new duly completed passport application and form PPTC 203, *Declaration concerning a lost, stolen, inaccessible, damaged or found Canadian travel document*, to obtain a replacement passport.

I understand that I may be required to pay a C\$45 lost/stolen service fee, in addition to the passport service fee(s), for the replacement of the retained passport if it becomes lost or stolen.

6. **I understand that the exchange must take place within sixty (60) days from the date of this agreement.** Failure to conduct the exchange within the allotted time frame will result in the cancellation of the replacement passport.

I also understand that if I do not conduct the exchange within the allotted time frame, I will need to submit a new duly completed passport application form and pay the applicable service fee(s) to obtain a new passport.

Important: It is hereby understood and agreed that PCPCIC, or any other representative of the Government of Canada, including but not limited to any Government of Canada office abroad, are not liable for any damages caused or alleged to have been caused by the retention of the passport listed above. I agree that I will not make any claims against the PCPCIC, the Government of Canada or any of its representatives with respect to any potential damages.

By signing below, I _____ (name of applicant), attest that I have read and understood the terms of this agreement.

Applicant signature	Date			Signed at	
	Year	Month	Day	City	Country

For consular office or issuing authority use only

I have reviewed the statement above (section B) and agree that the applicant has provided adequate justification for retention of the valid passport identified in section A.

I have collected the C\$45 retention service fee.

Remark

Name of Consular Representative/Official/Passport Canada Program employee

Signature	Date		
	Year	Month	Date