



Child General Passport Application

Information Protected

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

Warning—Any false or misleading statement with respect to this application and any supporting document, including the concealment of any material fact, may result in the refusal to issue a passport, the revocation of a currently valid passport, or the refusal of passport services, and may be grounds for criminal prosecution. Your application will not be processed if you fail to complete all of the required sections of this form and/or refuse to consent to the exchange or disclosure of any personal information required for the delivery of passport services.

Type or print in CAPITAL LETTERS using black or dark blue ink.

1 Child's Personal Information (see Instructions, section I)				
Surname (last name)				
Given name(s)				
Surname (last name) at birth		Former surname (last name)		
Date of birth Year Month Day		Place of birth City Country Prov./Terr./State (if applicable)		
Sex <input type="radio"/> Female <input type="radio"/> Male	Eye colour	Current hair colour	Height (cm/in)	Weight (kg/lbs)
Current home address Number Street Apartment City Province/Territory/State Postal/ZIP code				
Mailing address (if different from above) Number Street Apartment City Province/Territory/State Postal/ZIP code				
Children 11 years of age or over must sign in the signature box. Note: At no time should a person other than the child sign in the signature box.		<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Void if signature touches border</p> <div style="border: 1px solid black; width: 100%; height: 100%; background-color: #f0f0f0;"></div> <p>Signature of child (see Instructions, section I)</p> </div>		
Date Year Month Day	Signed at City Province/Territory/State			



Date of travel

Month | Day

Unknown

2 Information on Applicant (see Instructions, section J)				
<ul style="list-style-type: none"> Is the child currently the subject of an adoption process or partially or fully in the care of a provincial/territorial family services organization in Canada? Are there any separation agreements, court orders or legal proceedings pertaining to custody of, mobility of, or access to the child? 		<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <div style="display: inline-block; vertical-align: middle;"> If yes, include all documents </div>		
Applicant (parent or legal guardian)		Other parent or legal guardian		
Surname (last name) at your birth		Surname (last name) at your birth		
Given name(s)		Given name(s)		
Date of birth Year Month Day	Country of birth	Date of birth Year Month Day	Country of birth	
Relationship with other parent	Date of marriage (if applicable) Year Month Day	Relationship with parent applying	Date of marriage (if applicable) Year Month Day	
Address		Address		
Telephone (daytime)	Telephone (other)	Telephone (daytime)	Telephone (other)	
Cell number (optional)		Cell number (optional)		
Declaration —I declare that the child named above is a Canadian citizen, that I am the parent or legal guardian of this child and that the statements made in this application are true. I declare that I have read and understood the Warning at the top of this page and the Privacy Notice Statement (see section P). I consent to the collection, use and disclosure of my personal information and that of the child by Passport Canada Program—Citizenship and Immigration Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the Privacy Notice Statement in the Instructions.		Declaration —I declare that the child named above is a Canadian citizen, that I am the parent or legal guardian of this child and that the statements made in this application are true. I declare that I have read and understood the Warning at the top of this page and the Privacy Notice Statement (see section P). I consent to the collection, use and disclosure of my personal information and that of the child by Passport Canada Program—Citizenship and Immigration Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the Privacy Notice Statement in the Instructions.		
Signature of applicant (also sign section 5)		Signature of other parent or legal guardian		
Date		Date		
Signed at		Signed at		

Aussi accessible en français



3**Previous Canadian Travel Document (see Instructions, section K)**

• Has a Canadian travel document (passport, certificate of identity or refugee travel document) been issued to the child and is it still valid?

No Yes (specify) Number

Date of issue	Year	Month	Day
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If yes, include it with your application.

• Would you like the previous passport returned to you? If not, it will be securely destroyed by Passport Canada Program to protect the child's personal information.

Yes, please return the previous passport to me.

Note: If a valid Canadian travel document has been lost, stolen, damaged or is inaccessible, complete form PPTC 203, Declaration, available online at passportcanada.gc.ca. **A Canadian travel document, once reported lost or stolen, is no longer valid.** There is an administrative fee for the replacement of a valid lost or stolen Canadian travel document (see section D).

4**Proof of Canadian Citizenship (see Instructions, sections J and L)**

Provide **one (1)** of the documents listed below (original only):

- Birth certificate in Canada
(to be completed if the child was **born in Canada**)
- Certificate of Canadian citizenship

Registration number	Date of issue
Certificate number	Date of issue/Effective date of citizenship

5**Declaration of Applicant**

Surname (last name) of applicant		Given name(s) of applicant	
Relationship to child	Surname (last name) of child	Given name(s) of child	

Declaration—I solemnly declare that the child named above is a Canadian citizen, that the photos enclosed are unaltered and a true likeness of the child, that all of the statements made and the information provided in this application, as well as any supporting documents, are true. I declare that I have read and understood the **Warning** on page 1 and the Privacy Notice Statement (see section P). I consent to the collection, use and disclosure of my personal information and that of the child by Passport Canada Program—Citizenship and Immigration Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the Privacy Notice Statement in the Instructions.

Signature of applicant	Date	Signed at
	Year Month Day	City Province/Territory/State

6**Declaration of Guarantor (see Instructions, section M)**

The guarantor must know the applicant identified in section 5.

Surname (last name)		Given name(s)	
Date of birth	Canadian passport number	Date of issue	Date of expiry
Year Month Day		Year Month Day	Year Month Day
Surname (last name) in passport, if different		Telephone (daytime)	Telephone (other)
Current home address			
Number Street		Apartment City Province/Territory/State Postal/ZIP code	
Full name of applicant parent or legal guardian		Full name of child	

Declaration—I solemnly declare that I have known the applicant identified above personally for at least **two (2)** years and have knowledge of the child. I have signed the back of **one (1)** photo to certify that the image is a true likeness of the child. I declare that I have read and understood the **Warning** on page 1 and the Privacy Notice Statement (see section P). I consent to the collection, use and disclosure of my personal information by Passport Canada Program—Citizenship and Immigration Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the Privacy Notice Statement in the Instructions.

I have known the applicant parent or guardian for	Signature of guarantor	Date	Signed at
Number of years		Year Month Day	City Province/Territory/State

7**Emergency Contact Information (optional)**

(see Instructions, section N)

Surname (last name)		Given name(s)	
Relationship to the child	Telephone (daytime)	Telephone (other)	Cell number
Current home address			
Number Street		Apartment City Province/Territory/State Postal/ZIP code	



Child General Passport Application

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

Instructions

Forms are regularly updated. Applicants are encouraged to use the interactive form available online at passportcanada.gc.ca.

(A) Entitlement to a Canadian Passport

Important Notice—We recommend that you not finalize your travel plans until you receive the requested passport.

- A Canadian passport is the only reliable and universally accepted travel and identification document for Canadians who travel abroad.
- Canadian passports are issued to Canadian citizens only.
- For Canadians 16 years of age or over use form PPTC 153, Adult General Passport Application.

(B) Who May Apply for a Passport on Behalf of a Child?

- One of the parents;
- The custodial parent in cases of separation or divorce;
- The legal guardian.

(C) Requirements Checklist

- Both** pages of the application form completed and signed within the last **twelve (12)** months.
 - Two (2)** identical unaltered passport photos of the child taken within the last **twelve (12)** months.
 - Application form and one of the photos certified by your guarantor.
 - Proof of Canadian citizenship (original only). The document will be returned to you.
 - Any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to the child.
 - Acceptable proof of parentage.
 - All** documents (including any divorce judgment) that refer to custody of, mobility of, or access to the child.
 - The fee.
- Note:** 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.

(D) Period of Validity and Fee

Where the application is made in Canada and the passport is to be delivered in Canada: 5-year validity – C\$57	Where the application is made from the USA* or the passport is to be delivered to the USA*: 5-year validity – C\$100
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*Includes Bermuda, American Samoa, the Midway Islands, Puerto Rico and the US Virgin Islands.
There is a separate non-refundable C\$45 administrative fee for the replacement of a valid lost or stolen Canadian travel document.

- Method of payment** (Canadian funds only)
- Debit card (Interac), Visa debit, virtual debit or other prepaid cards (Visa, MasterCard, American Express) only for in-person applications submitted by the cardholder. Prepaid debit cards are not accepted
 - Credit card and prepaid card (**embossed only**). Fill out and detach section E of this form and enclose it with your application
 - Certified cheque or money order (postal or bank) in the exact amount, payable to the Receiver General for Canada
- Important**
- Every person who requests a passport service must pay the applicable fee in the exact amount.
 - Applicants who cancel their application or are refused a passport are not eligible for a refund of the passport service fee.
 - Passport Canada Program—Citizenship and Immigration Canada does not accept personal cheques or payment in cash for applications submitted in Canada.
 - Administrative fees and applicable interest will be applied to all dishonoured payments.
 - Fees are subject to change.

(E) Credit Card Information

Complete and submit with your application if you are paying by credit card.

Card type: Visa MasterCard American Express

Name as it appears on card	Card number	Date of expiry Month Year
Name of child	For official use only	
Authorization —I authorize Passport Canada Program to charge C\$ <input style="width: 50px;" type="text"/> to my credit card.	Signature of cardholder	Date Year Month Day

(F) Applying in Person

 **Canadians can submit an application in Canada at:**

- a Passport Canada Program regional office
- a participating Canada Post office
- a participating Service Canada Centre.

A list of service locations is available online at passportcanada.gc.ca.

 **For Canadians submitting an application from the USA:**

If the child requires a passport in exceptional circumstances, contact the nearest Government of Canada office. A list of Government of Canada offices in the USA is available online at travel.gc.ca or consult your local telephone directory.

(G) Applying by Mail




 Mailed-in applications are processed in Canada.

<p>By mail Passport Canada Program Gatineau QC K1A 0G3 Canada</p>	<p>By courier Passport Canada Program 22 de Varennes Street Gatineau QC J8T 8R1 Canada</p>	<p>The original documents that you enclose with your application are valuable. We recommend that you use a courier or mail service that allows you to trace your mail.</p>
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(H) Contact Information

General information is available 24 hours a day, 7 days a week. Specific information is available Monday to Friday from 7:30 a.m. to 8 p.m. ET in Canada.

Information on passports, fees and processing times

	Website	passportcanada.gc.ca
	Toll-free	1-800-567-6868
	Outside continental USA	819-997-8338
	TTY (for persons who are Deaf or hard of hearing) Toll-free	1-866-255-7655

Information on travel reports, warnings and requirements

	Website	travel.gc.ca
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- Application forms are available in large print.
- A passport application instruction booklet is available in Braille.

I**Child's Personal Information****Surname and given name(s) to appear in passport**

Write the child's name as you want it to appear in the passport. If you are requesting a passport in a name that is different from the name that appears on the child's documentary evidence of citizenship, **one (1)** of the following documents will be required to confirm the child's change of name:

- Legal change of name order,
- Adoption order,
- Birth certificate or citizenship certificate issued in the new name.

Surname (last name) at birth and former surname (last name)

Complete if different from the surname (last name) to appear in the passport (for Passport Canada Program—Citizenship and Immigration Canada information only—will not appear in the passport).

Date of birth

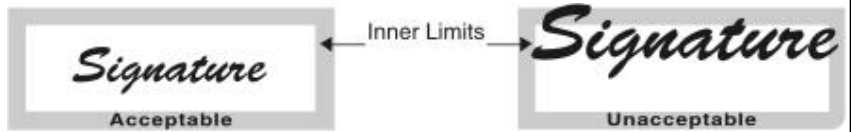
If the child's proof of citizenship does not show a complete date of birth, the specific year, month and day of the child's birth will be entered as shown on the child's supporting identification. Provide original or copies signed by your guarantor of any supporting identification showing this date of birth.

Place of birth

The child's place of birth must be provided on the application form. If you do not wish the child's place of birth to appear in the passport, submit form PPTC 077, Request for a Canadian Passport Without a Place of Birth, available online at passportcanada.gc.ca.

Signature

Children 11 years of age or over **must** sign their usual signature. The child's signature in section 1 will appear in the passport. Therefore, the signature **must not** exceed the inner limits of the signature box.



Note: At no time should a person other than the child sign in the signature box, section 1.

J**Information on Applicant and Proof of Parentage**

Both parents are requested to participate in obtaining passport services for their child and to sign the application form. The other parent may be contacted. Where a legal guardian is the applicant, the other legal guardian(s), as the case may be, is (are) also required to participate. Proof of legal guardianship is required.

Parentage link between the child and the parent(s)

You must provide one of the following acceptable proof of parentage documents demonstrating the relationship between the child and the parent(s):

- a detailed birth certificate from Canada (also serves as proof of citizenship) or from a foreign country where the child was born, indicating the name of the parent(s); or
- an order of adoption indicating the name of the adopting parent(s).

Exception: An application submitted on behalf of a child will be accepted without proof of parentage only if:

- a Canadian travel document was previously issued to the child in his or her name; and
- the parents or legal guardians who participated in the previous application are the same ones who are participating in this application.

Custody, separation or divorce

Where a court order or agreement exists referring to custody of the child, only the person with custodial rights may apply. All documents that refer to custody of, mobility of, or access to the child must be provided. If a divorce has been granted, a copy of the divorce judgment or order must also be provided. Where joint custody provisions exist, either parent may be the applicant.

Relationship with other parent

Indicate your current relationship with the other parent: single (no relationship), common law, married, separated, divorced, widowed. Indicate date of marriage to the other parent, if applicable. Additional information or documentation may be requested.

Children in foster care or undergoing an adoption process in Canada

In addition to this form, you must complete form PPTC 463A, PPTC 463B or PPTC 463C, Additional Information for children in foster care and children undergoing an adoption process in Canada, available online at passportcanada.gc.ca.

Where a legal guardian is the applicant, proof of legal guardianship must be provided.

K**Previous Canadian Travel Document**

- Enclose any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to the child. If this passport is valid for more than **twelve (12)** months from the date the application is submitted, provide a written explanation as to why you are applying at this time. Should Passport Canada Program—Citizenship and Immigration Canada (PCPIC) not be satisfied that you have a valid reason for applying early, your application for a new passport may be refused.
- A person's name may appear in only **one (1)** valid Canadian travel document.

Note: If a valid Canadian travel document has been lost, stolen, damaged or is inaccessible, complete form PPTC 203, Declaration, available online at passportcanada.gc.ca. **A Canadian travel document, once reported lost or stolen, is no longer valid.** If found, it must not be used for travel and must be returned immediately to PCPIC or if abroad to the nearest Government of Canada office. There is an administrative fee for the replacement of a valid lost or stolen Canadian travel document (see section D).

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Proof of Canadian Citizenship

Provide **one (1)** of the documents indicated in section 4 of the application form (original only). It will be returned to you. Additional information may be requested to confirm the child's citizenship.


Certificate of birth in Canada


Only official birth documents issued by the vital statistics office of the child's province or territory of birth in Canada are accepted. This includes detailed birth certificates indicating the name of the parent(s) which could be used as proof of parentage (see section J). Certain exceptions may apply. More information is available online at passportcanada.gc.ca.


Certificate of Canadian citizenship

Commemorative documents of citizenship are **not** accepted. If the child requires a certificate of Canadian citizenship, contact:

Citizenship and Immigration Canada

 Website (in Canada and in the USA) cic.gc.ca

 Toll-free in Canada 1-888-242-2100

 TTY in Canada (for persons who are Deaf or hard of hearing) 1-888-576-8502 (from 8 a.m. to 4 p.m. ET)

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Declaration of Guarantor

A guarantor is a person other than the applicant who confirms the applicant's identity and has knowledge of the child.

The guarantor must:

- be a Canadian citizen 18 years of age or over;
- hold a **5-year** or **10-year** Canadian passport that is valid or has expired within the last year from the date we receive this application;
- have been 16 years of age or over when the application was submitted for the passport identified in section 6 of this application form;
- have known you (the applicant) personally for at least **two (2)** years*;

*To know an applicant personally means that the guarantor is able to confirm aspects of the applicant's personal attributes. A family member or person residing at the same address as you (the applicant) may be the guarantor provided that the individual meets the specified requirements.

- know you well enough to be confident that the statements you have made in the application form are true;
- provide the requested information contained in the passport issued in his or her name;
- be accessible to Passport Canada Program—Citizenship and Immigration Canada (PCPCIC) for verification;
- it is not necessary that the guarantor reside in the same country as the applicant.

The parent or legal guardian applying for a passport for the child cannot sign as guarantor. However, if applicable, the other parent or legal guardian of the child may sign as guarantor.

The guarantor must perform **free of charge** the following **two (2)** tasks:

1. Complete and sign the Declaration of Guarantor (section 6). Ensure you have completed and signed **both** pages of the application before submitting it to your guarantor.
2. Write "I certify this to be a true likeness of (child's name)" on the back of **one (1)** of the child's photos, and sign it.

PCPCIC reserves the right to request a new guarantor.

The applicant must not assist the guarantor in performing his or her duties. If your guarantor requires assistance, contact PCPCIC.

If you have **not known** an eligible guarantor for at least **two (2)** years, complete form PPTC 132, Statutory Declaration in Lieu of Guarantor, available at any Passport Canada Program regional office in Canada or any Government of Canada office in the USA. The form must be completed at your expense before a person authorized by law to administer an oath or solemn affirmation.

This may delay the processing time of the passport.

N

Emergency Contact Information



We recommend that you provide the name of someone who would **not** normally travel with the child. This information is helpful if the child has an accident or becomes ill while travelling outside of Canada.

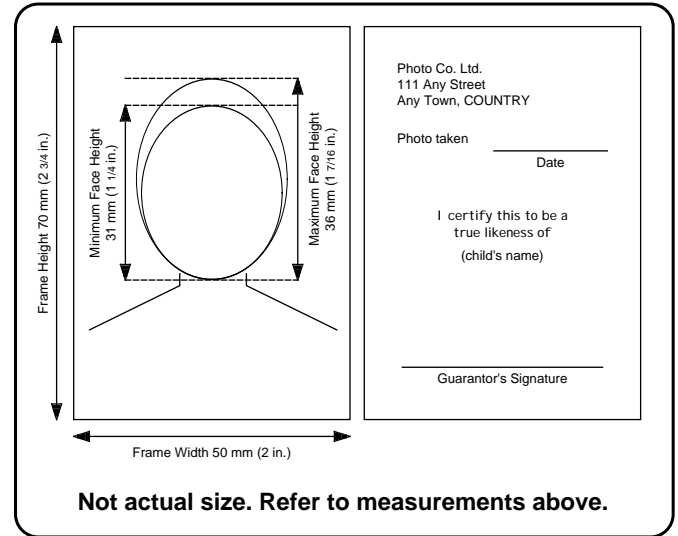


Canadian Passport Photo Instructions

You must submit **two (2) identical photos** with each passport application.

The photos must:

- be taken by a commercial photographer;
- be clear, sharp and in focus. Photos may be in colour or in black and white;
- have a neutral facial expression (**eyes open and clearly visible, mouth closed, no smiling**);
- have uniform lighting—no shadows, glare or flash reflections;
- be taken **straight on** with the face and shoulders centred and squared to the camera;
- be taken in front of a plain white or light-coloured background to clearly distinguish the person from the background. Photos must reflect/represent natural skin tones;
- be originals that **have not been altered in any way** or taken from an existing photo;
- reflect the current appearance of the child (taken within the last **twelve (12) months**); and
- be professionally printed on plain, high quality photographic paper (photos printed at home and photos printed on heavy weight paper are not acceptable).



Not actual size. Refer to measurements above.

The following must appear on the back of one photo

- The name and complete address of the photo studio and the date the photo was taken. The photographer may use a stamp or handwrite this information (stick-on labels are not acceptable).
- The **guarantor's** signature.

Additional information

- **Glasses**, including tinted prescription glasses, may be worn in photos as long as there is no glare and the eyes are clearly visible. The red-eye effect and sunglasses are not acceptable.
- **Hats and head coverings** must not be worn, except for religious beliefs or medical reasons. However, the head covering must not cast shadows on the face and the full face must be clearly visible.

Child photos

- The above instructions apply equally to photos of children;
- The photo must show the child's head and shoulders only. The hands of the parent or child must not appear in the photo.
- Passport Canada Program—Citizenship and Immigration Canada recognizes that it is difficult to obtain a neutral expression from a newborn and will be tolerant in this respect.
- If applying for a one-time replacement passport for a child, you must include a photo that was taken within **one (1) month** of the date the application is submitted. This service will only be available until June 30th, 2014.
- For newborn babies, the photo may be taken while the child is sitting in a car seat, as long as a white blanket is placed over the seat behind the child's head. There must be no shadows on the face or shoulders, around the ears or in the background.



Privacy Notice Statement

All personal information provided on this application form is collected by Passport Canada Program—Citizenship and Immigration Canada (PCPIC) for the purpose of determining entitlement of the child to a Canadian passport and to provide information to the Consular Operations Bureau of the Department of Foreign Affairs, Trade and Development in the event that the passport holder requires assistance while travelling abroad. In the performance of those services, the personal information is collected, used and disclosed under the authority of the *Canadian Passport Order* and in accordance with the *Privacy Act* and any other federal laws, regulations and policies applicable to the protection of personal information, as described in Personal Information Bank PPTC PPD 102 (Regular and Official Travel Passports). In the context of the delivery of passport services, PCPIC and other federal government institutions or Government of Canada offices abroad assisting in the delivery of passport services may exchange personal information. In addition, in determining current and ongoing entitlement and to maintain the integrity of the passport program, all personal information collected is subject to verification and security queries to authenticate identity and citizenship, as well as to identify the existence of grounds for refusal to issue a passport, the revocation of a currently valid passport or the refusal of passport services. In the same context, the guarantor's personal information is also subject to verification and security queries to determine whether the individual meets the guarantor requirements. Personal information may be disclosed to third party entities, such as law enforcement authorities and identity document issuing institutions, for verification and security queries required in the delivery of passport services. Personal information may also be disclosed by third party entities to PCPIC or other federal government institutions or Government of Canada offices abroad for those same purposes. To strengthen the security of the Canadian passport, PCPIC uses facial recognition technology. Also, an electronic chip is inserted into the booklet. The chip contains, in electronic format, the photo of the bearer and the personal information (excluding the signature) found on page 2 of the booklet.

PCPIC may contact the applicant/passport holder to solicit feedback about passport services.

Important information concerning children travelling abroad

For more information, visit international.gc.ca and travel.gc.ca/child.

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Travelling with Children or Children Travelling Alone



Immigration authorities in most countries are becoming increasingly vigilant when children cross international borders. Whether travelling alone or accompanied by an adult, each child travelling abroad must have an individual valid passport and may also require supporting documentation. Prior to any travel, you should contact the embassy or consulate of all countries the child will be visiting to inquire about entry requirements.

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Documentation to Facilitate Travel Abroad



The following documents may be requested to support the entry of a child to another country:

- Birth certificate showing the names of both parents.
- Documents pertaining to custody.
- If the child is travelling alone, with only one parent, or with someone other than the custodian or guardian, a letter authorizing the person to travel abroad with the child. The child should have a letter from every person or organization with custodial rights, guardianship rights or, in Quebec only, parental authority. The Department of Foreign Affairs, Trade and Development recommends that the letter be certified, stamped, or sealed by an official with the authority to administer an oath or solemn declaration.
- If one of the parents is deceased, the death certificate.

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Documentation and Tips to Facilitate the Return to Canada



The following tips may help to avoid delays when a child is returning to Canada:

- Make sure you carry proper identification for yourself and any children travelling with you to assist in confirming your legal right or authorization to enter Canada upon your return.
- If you have custody of the child, carry copies of documents that specify custody rights.
- If you are not the legal guardian of the child, carry a letter of permission or authorization giving you custody when entering Canada. When a parent is travelling alone with a child, a letter from the other parent can also facilitate the return of both the parent and the child. The letter should also contain telephone numbers where the parent or legal guardian can be contacted.
- If you are travelling with a group, ensure you are in the same vehicle as the child you are accompanying when arriving at a border crossing.
- Have the child memorize a telephone number to call in an emergency.

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Custody Information

- Custody arrangements in Canada may not be recognized in another country. In extreme cases, the child may not be able to leave the country visited. It is recommended that, before leaving on a trip, you check with the embassy or consulate of the country or countries the child will be visiting to determine the documentation that may be requested relating to custody of the child.

For further information, contact:



The Department of Foreign Affairs, Trade and Development:

In Canada..... 1-800-267-6788

Outside Canada..... 613-944-6788

- If a custody dispute could possibly arise while travelling with the child, you should talk to a lawyer prior to your departure. We suggest you also read the publication *International Child Abduction: A Guidebook for Left-Behind Parents*.

You may order a copy online or access an online version:



Website..... travel.gc.ca

For a free copy, call:



In Canada..... 1-800-267-8376

Outside Canada..... 613-944-4000