

# CANADIAN PASSPORT

## CERTIFICATES EXPRESS ORDER FORM

### Instructions

Read all instructions and follow carefully.

\* Please complete one passport application form. The form enclosed is for Canadian Citizens 16 years of age or older currently residing in Canada or the U.S.A. and using a Canadian guarantor. Please call for other forms.

\* Your original citizenship document is required. (Canadian citizenship card OR Canadian birth certificate)

\* Please make a clear, legible copy of your supporting document (government issued document bearing your name and signature) and have the guarantor sign and date the copies.

\* Complete this order form in full, ensuring you have included all requirements on the "Canadian Passport Checklist"

\* Send your entire package completed package for review using one of the following methods:

**FAX:** (416) 962-2623

**E-MAIL:** info@certificatesexpress.com

### Canadian Passport Checklist

- All **THREE (3)** pages of the application form completed and signed within the last 12 months.
- TWO (2)** identical passport photos taken within the last 12 months.
- Application form and one of the photos certified by your guarantor.
- Proof of Canadian citizenship (no copies or certified copies).
- Documents to support identity. (Original document OR clear, legible copy of the front and back of document signed and dated by the guarantor.
- Any Canadian passport or travel document issued to you within the last **FIVE (5)** years.
- This Order Form. Applications submitted without this completed order form will not be processed.

*Additional documents or information may be requested in support of this application.*

### Service Options

**Basic Service (3 - 4 Weeks Processing Time)**

We'll review your application to ensure that everything is in order then courier your application to the government on your behalf. Certificates Express Ltd. Fee: \$199.00 CDN

**Premium Service (Same Day Service Available)**

We'll review your application to ensure that everything is in order and arrange a day and time to meet us at the Canadian passport office so we can assist you in obtaining your Canadian passport on an urgent basis.

Certificates Express Ltd. Fee: \$699.00 CDN

### Additional Information

\* Basic Service processing time adheres to the government's current processing times commencing upon receipt of original documents without errors and omissions.

\* Faxing or e-mailing incomplete applications may cause a delay.

\* Acceptable method of payments:

\* Certified cheque or postal/bank money order made payable to: "Certificates Express Ltd." (*applications sent by mail only*)

\* Credit Card   

*Administrative fees may be applied to all dishonoured payments.*

### Disclaimer

**By signing below, the applicant agrees to all of the following conditions.**

\* I assert that I have read and agreed to the terms and conditions as listed on: [www.certificatesexpress.com/terms.php](http://www.certificatesexpress.com/terms.php).

\* Certificates Express Ltd. is not responsible for applications that are denied or delays caused by inaccurate or insufficient information or lost in the mail or improperly faxed/e-mailed.

\* Service fees are not refundable once applications are submitted to the government.

\* Government fees are non-refundable in all cases and are not included in Certificates Express Ltd. service fees.

\* I assert that I understand I am using Certificates Express Ltd. to apply for my Canadian passport.

\* I agree to being charged the total fees according to the service I have selected to the credit card provided.

**X**

Signature of Applicant

### Payment Information

      Money Order Enclosed

Name of Cardholder

Credit Card Number

Expiry Date

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*I authorize Certificates Express Ltd. to charge my credit card for the service that has selected under "Service Options" for each application submitted and abide by the terms and conditions listed on: [www.certificatesexpress.com/terms.php](http://www.certificatesexpress.com/terms.php).*

**X**

Signature of Authorized Cardholder