

OALCF Task Cover Sheet

Task Title: Applying for a Canadian Passport

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment__ Apprenticeship__ Secondary School__ Post Secondary__ Independence✓	
Task Description: The learner will read through the instructions for the Canadian passport application then complete 3 tasks related to the application form.	
Competency: A: Find and Use Information B: Communicate Ideas and Information C: Understand and Use Numbers	Task Group(s): A1: Read texts to locate and connect ideas and information B2: Write continuous text C1: Manage Money
Level Indicators: A1.1: Read brief texts to locate specific details A1.2: Read texts to locate and connect ideas and information B2.1: Write brief texts to convey simple ideas and factual information C1.1: Compare costs and make simple calculations	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Pen or pencil• The Canadian Passport application form attached to this task	

Instructor preparation: Read over the learner instructions with the learner and check for understanding. Ensure skills have been taught for reading to find information. Ensure skills have been taught for interpreting and representing costs.

Canadian citizens who travel outside of Canada need a Canadian passport. People need to apply for Canadian passports using a passport application. There are several items needed to complete a passport application form.

You are applying for a Canadian passport. Refer to the Canadian Passport application form instruction sheet to answer the following questions about getting a Canadian passport.

Task 1: Write down one reason that it is important for a Canadian citizen who is travelling to have a passport (according to the Canadian passport application form instruction sheet)

Task 2: Read section B (requirements checklist) then write down 3 items you will need to take (or mail) to the passport office so you can get your passport.

1. _____

2. _____

3. _____

Task 3: Read section C (fees) to answer this question.

a) How much does it cost to get a Canadian passport if you are applying from Canada?

b) What are the accepted methods of payment?

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ADULT GENERAL PASSPORT APPLICATION

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

INSTRUCTIONS

Aussi disponible en français

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

(A)	Entitlement to a Canadian Passport
<p>Important Notice—We recommend that you not make any travel plans until you receive the requested passport.</p> <ul style="list-style-type: none"> • A Canadian passport is the only reliable and universally accepted travel and identification document for Canadians who travel abroad. • Issued to Canadian citizens only, a Canadian passport reflects the identity of the applicant as determined by documentary evidence of citizenship and documents to support identity. • Children under 16 years of age must have an individual passport. Use form PPTC 155, <i>Child General Passport Application</i>. • The bearer of a previous Canadian passport may be eligible to apply for a passport through the simplified renewal application process. Consult our website at passportcanada.gc.ca. 	

(B)	Requirements Checklist
<ul style="list-style-type: none"> <input type="checkbox"/> All three (3) pages of the application form completed and signed within the last 12 months. <input type="checkbox"/> Two (2) identical unaltered passport photos taken within the last 12 months. <input type="checkbox"/> Application form and one of the photos certified by your guarantor. <input type="checkbox"/> Proof of Canadian citizenship (original only). <input type="checkbox"/> Document(s) to support identity. <input type="checkbox"/> Any valid Canadian travel document (passport, certificate of identity or refugee travel document) issued to you within the last five (5) years. <input type="checkbox"/> The fee. <p>Note: All documents submitted throughout the passport application process that are in a language other than English or French must be</p>	

(C)	Fee
<p>Note: Passport Canada does not accept personal cheques or payment in cash for applications submitted in Canada.</p> <p>For Canadians submitting an application in Canada—C\$87 (includes the passport service fee of C\$62 and consular services fee of C\$25)</p> <p>For Canadians submitting an application from the USA—C\$97 (includes the passport service fee of C\$72 and consular services fee of C\$25)</p> <p>Accepted methods of payment (Canadian funds only)</p> <ul style="list-style-type: none"> • Debit card (in person only). • Credit card (fill out and detach section D of this form and enclose it with your application). • Certified cheque or money order/international money order (postal or bank) payable to the Receiver General for Canada. <p>Important</p> <ul style="list-style-type: none"> • Every person who requests a passport service must pay the applicable fee. • Applicants who cancel their application or are refused a passport are not eligible for a refund of the passport service fee. Only the consular services fee of C\$25, applied only to adult applications, is refundable. • Administrative fees and applicable interest will be applied to all dishonoured payments. • Fees are subject to change. 	

(D)	Credit Card Information		
<p>COMPLETE and submit with your application if you are paying by credit card.</p> <p>Card type: <input type="radio"/> Visa <input type="radio"/> MasterCard <input type="radio"/> American Express</p>			
Name as it appears on card <input style="width: 90%;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Card number <input style="width: 95%;" type="text"/></td> <td style="width: 30%;">Date of expiry Month <input style="width: 20px;" type="text"/> Year <input style="width: 20px;" type="text"/></td> </tr> </table>	Card number <input style="width: 95%;" type="text"/>	Date of expiry Month <input style="width: 20px;" type="text"/> Year <input style="width: 20px;" type="text"/>
Card number <input style="width: 95%;" type="text"/>	Date of expiry Month <input style="width: 20px;" type="text"/> Year <input style="width: 20px;" type="text"/>		
Name of applicant <input style="width: 90%;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; text-align: center;">FOR OFFICIAL USE ONLY</td> <td style="width: 30%;"><input style="width: 95%;" type="text"/></td> </tr> </table>	FOR OFFICIAL USE ONLY	<input style="width: 95%;" type="text"/>
FOR OFFICIAL USE ONLY	<input style="width: 95%;" type="text"/>		
AUTHORIZATION—I authorize Passport Canada to charge C\$ <input style="width: 40px;" type="text"/> to my credit card.	Signature of cardholder <input style="width: 90%;" type="text"/>		
Date Year <input style="width: 20px;" type="text"/> Month <input style="width: 20px;" type="text"/> Day <input style="width: 20px;" type="text"/>			

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Answers for task: Applying for a Passport

Task 1: 1 of the following

- A Canadian passport is the only reliable and universally accepted travel and identification document for Canadians who travel abroad.
- Issued to Canadian citizens only, a Canadian passport reflects the identity of the applicant as determined by documentary evidence of citizenship and documents to support identity.

Task 2: 3 of the following:

- All three (3) pages of the application form completed and signed within the last 12 months
- Two (2) identical unaltered passport photos taken within the last 12 months
- Proof of Canadian citizenship
- Documents to support identity
- Any valid Canadian travel document issued within the last five (5) years
- The fee

Task 3:

- \$87

Task Title: Applying for a Passport

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.1:	<ul style="list-style-type: none"> reads short texts to locate a single piece of information 			
	<ul style="list-style-type: none"> decodes words and makes meaning of sentences in a single text 			
	<ul style="list-style-type: none"> follows the sequence of events in straightforward chronological texts 			
	<ul style="list-style-type: none"> follow simple, straightforward instructional texts 			
A1.2:	<ul style="list-style-type: none"> scans text to locate information 			
	<ul style="list-style-type: none"> locates multiple pieces of information in simple texts 			
	<ul style="list-style-type: none"> makes low-level inferences 			
	<ul style="list-style-type: none"> reads more complex texts to locate a single piece of information 			
B2.1:	<ul style="list-style-type: none"> writes simple texts to request, remind or inform 			
	<ul style="list-style-type: none"> conveys simple ideas and factual information 			
	<ul style="list-style-type: none"> demonstrates a limited understanding of sequence 			
	<ul style="list-style-type: none"> uses sentence structure, upper and lower case and basic punctuation 			
C1.1:	<ul style="list-style-type: none"> interprets and represents costs using monetary symbols and decimals 			

This task: was successfully completed ___ needs to be tried again ___

Learner Comments

Instructor (print)

Learner Signature