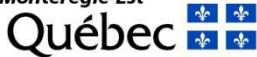


<p>Centre intégré de santé et de services sociaux de la Montérégie-Est</p>  <p>Québec</p>	PROCEDURE	
	<b>Code</b>	PRO-14DU-005
	<b>Intended audience</b>	Psychosocial teams (evaluation/orientation and application of measures), adoption teams, resources teams and administrative support staff
	<b>Adoption</b>	2018-01-13
	<b>Coming into Effect</b>	2018-04-15
	<b>Responsibility for Application</b>	Marie-Josée Audette, Assistant Director DAPJ-SPCP Josée Morneau, Director of Youth Protection
<b>Approval by</b>	Francis Belzile, Director of the Youth Program Josée Morneau, Director of Youth Protection	

**TITLE: PASSPORT APPLICATION**

**1. PREAMBLE**

This document repeals and replaces any passport application procedure in force prior to this date.

The masculine gender is used in this document only to simplify the text and implies equal reference to both men and women.

**2. AREA OF APPLICATION**

This procedure is primarily directed at psychosocial workers (evaluation/orientation, application of measures, resources and adoption teams), their clinical heads and administrative support staff, for the follow-up and support provided during the processing of the request, but also to Family-Type Resources (FTRs), including proximate foster families (PFFs).

**3. OBJECTIVES**

- Specify each step to be followed in order to facilitate request processing.
- Standardize the procedure for everyone, regardless of where they work.
- Make the procedure accessible to everyone for better efficiency.

**4. DEFINITIONS**

**The holder of parental authority**

Depending on the case, it may be the parents, just one parent, the DYP or a third party (foster family). If it is not both parents who hold parental authority, a Court judgement will specify the person(s) having authority to act in this capacity.

## **Guarantor**

A Canadian citizen 18 years of age or older, who must have known the applicant for at least two (2) years and must have knowledge of the user (child) (all the eligibility criteria for guarantors are listed on the passport application form *General Passport Application for Children - PPTC 155*).

## **Applicant**

The person who completes the application and takes the steps to obtain the passport. Within our organization, it is either the psychosocial caseworker who follows the user or the foster family. **It is recommended that either the foster family or proximate foster family (PFF) act as the applicant when the passport application meets a need of the resource (travel with the foster family).**

## **5. CODIFICATION OF THE PROCEDURE**

### **5.1 GENERAL INFORMATION**

All applications must be discussed in advance with the psychosocial caseworker responsible for the user's dossier. When it is necessary to obtain a passport for a child who is subject to a placement, there are two options. Either the application is prepared by:

- The psychosocial caseworker responsible for the user's dossier
- or
- The family-type resource (FTR) – foster parent, including PFFs, **except if parental authority is exercised by the Director of Youth Protection.**

In either case, the person who completes the application for a passport, either the caseworker or the FTR, acts as the "**applicant**".

To do this, the applicant must complete the passport application forms available on the Travel Canada (was Passport Canada) website (<https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports.html>, formerly [www.ppt.gc.ca](http://www.ppt.gc.ca)). Certain letters prepared by the remote support team must be attached to the application (refer to Point 5.3 *Steps to follow* in this document).

For **French forms**, on the website, click "Français" at the top right. Most forms have the same numbers in French and English, except the General Passport Application for Children under 16, French: PPTC 156 and English: PPTC 155 and the General Passport Application for Children 16 and over, French: PPTC 154 and English: PPTC 153.

### **Time limits for preparation**

Although it is possible to submit exceptional requests, the Directorate establishes certain time limits for submitting requests. Thus:

- A) For a first passport application, plan to submit the request a minimum of four (4) months before the date of the planned trip.
- B) When a valid passport exists, submit the request for travel authorization a minimum of two (2) months before the planned travel date.

Each passport application requires many time-consuming procedures. In an attempt to reduce the impact of last-minute requests, any request made outside the deadlines listed above is exposed to a possible refusal by the establishment.

In general, you should allow a period of 3 to 5 days for production of the letters, and an additional 3 to 4 weeks to obtain the birth certificate, if it is not in the litigation file.

If the passport is needed urgently, it is recommended to take the application to the Passport Office in person, as requests made by postal mail will incur additional delays. These delays are on average 3 to 4 months (and may vary) and the request will not be processed if it is incomplete, which will result in additional delays.

## **5.2 RELEVANT INFORMATION**

- 5.2.1 Users age sixteen (16) years or over must submit their own passport application.
- 5.2.2 Although **our establishment recommends that every user have a passport**, there are exceptions. We therefore refer you to the Government of Canada Travel website (<https://travel.gc.ca/travelling/documents>) for the latest information for these and other cases:
- i. A passport is not required for children age fifteen (15) and under who are Canadian citizens and who travel by land to the United States. They need only present a proof of Canadian citizenship (an original or a sworn true copy of a birth certificate, or an original Canadian citizenship card).
  - ii. Canadian citizens age eighteen (18) and under who are travelling by land to the United States with a school or other organized group, under adult supervision with the consent of their parents or guardian, may also present just proof of Canadian citizenship.

However, **at all times, the following authorizations are mandatory:**

- Letter of Travel Authorization for the trip signed by the DYP;
- “Authorization and Procuration – Travel Abroad” forms (French and English) signed by the holder(s) of parental authority.

Refer to point 5.4 *Travel Authorization* in this document.

- 5.2.3 The applicant may obtain more detailed information on the requirements for passport applications by consulting the Government of Canada Travel website (formerly Passport Canada website) at ([travel.gc.ca](https://travel.gc.ca)). This site contains much useful information and all the forms necessary for a child’s passport application, including the form for “Additional Information for Children in Foster Care and Children Undergoing an Adoption Process in Canada”. The forms to be completed differ depending on the person completing the application for the passport and on the child’s situation. You can click directly on the following link ([travel.gc.ca/](https://travel.gc.ca/)), click on “Canadian passports”, then “Find a form” and choose the one that applies to the situation.
- 5.2.4 To find out who can act as a “guarantor” for a passport application processed by the psychosocial worker, refer to the form “For directors of family services, social workers or child protection workers [PPTC 463A]” <https://www.canada.ca/content/dam/ircc/migration/ircc/english/passport/forms/pdf/pptc463a-eng.pdf> from which the following is quoted:

*“The guarantor may be a Canadian passport holder, the director of family services or another social worker who has known the applicant for at least **two (2)** years and has knowledge of the child. The director of family services or the social worker is not required to hold a*

Canadian passport and cannot act as guarantor is he/she is the applicant.

*If the director of family services and the social worker have not known each other for at least **two (2)** years, or if they have not known another social worker for at least **two (2)** years, then an administrative services employee, a human resources employee or a lawyer from family services may act as guarantor based on access to the director's or the social worker's employment records. In such cases, the guarantor does not have to have known the applicant for **two (2)** years. ”*

In this context, the person who acts as professional **guarantor** is not obliged to provide his/her passport number. We refer you to the above-mentioned form.

- 5.2.5 It is important to remember that the applicant who applies for a passport for a user **does not attach a copy of the judgement** to the application, for reasons of confidentiality.
- 5.2.6 Passport applications for children **who are subject to a mandate of guardianship or in adoption are handled by the lawyers of the adoption-guardianship sector.**

### **5.3 STEPS TO FOLLOW**

**REMINDER:** The family-type resource (FTR) – foster parent, including PFFs, can act as “applicant” **EXCEPT if parental authority is exercised by the Director of Youth Protection.**

- 5.3.1 If it's the foster family that wishes to travel, it informs the psychosocial worker responsible for the child's dossier in order to obtain written authorization from the holder(s) of parental authority. However, **it is the foster family that completes the forms and will be the applicant.**
- 5.3.2 It is the psychosocial worker who communicates with the holder(s) of parental authority to obtain his/her/their written authorization prior to applying for the passport (if both parents hold parental authority, the two parents must both sign the authorization).
- 5.3.3 The caseworker shall make sure to have the user's birth certificate user (if it is not in the physical file, his/her administrative agent must request it from litigation).
- 5.3.4 **The applicant** prints two (2) forms from the Canada Travel website:

#### **If the applicant is the psychosocial caseworker**

- i. General Passport Application for Canadians under 16 years of age applying in Canada or from the USA (PPTC 155)

<https://www.canada.ca/content/dam/ircc/migration/ircc/english/passport/forms/pdf/pptc155.pdf>

- ii. Additional Information for Children in Foster Care and Children Undergoing an Adoption Process in Canada (PPTC 463A)

<https://www.canada.ca/content/dam/ircc/migration/ircc/english/passport/forms/pdf/pptc463a-eng.pdf>

The guarantor: a colleague or his immediate superior who meets the criteria for “guarantor” as mentioned in point 5.2.4 *Relevant Information*.

Postal address: on the passport application (form PPTC 155, General Passport Application for Children), **the psychosocial worker** must enter, in section 1, **the mailing address of his office** (for delivery of the passport).

**If the applicant is the FTR** (foster parent), including PFFs

**REMINDER:** The family-type resource (FTR) – foster parent, including PFFs, can act as “applicant” **EXCEPT if parental authority is exercised by the Director of Youth Protection.**

- i. General Passport Application for Canadians under 16 years of age applying in Canada or from the USA (PPTC 155)

<https://www.canada.ca/content/dam/ircc/migration/ircc/english/passport/forms/pdf/pptc155.pdf>

- ii. Additional Information for Children in Foster Care and Children Undergoing an Adoption Process in Canada (for foster parents or adoptive parents, PPTC 463B)

<https://www.canada.ca/content/dam/ircc/migration/ircc/english/passport/forms/pdf/pptc463b-eng.pdf>

The guarantor: A person who meets the criteria for “guarantor” (e.g.: has known the applicant for 2 years, has knowledge of the child, etc.), refer to the instructions on the passport application (form PPTC 155).

Postal address: on the passport application (form PPTC 155, General Passport Application for Children), the FTR must enter in section 1, **the mailing address of the psychosocial caseworker** (for delivery of the passport).

**If the applicant is the user age 16 or over** (in a group home or other)

The user makes his own request for a passport as “applicant”. No letter need be signed by the holders of parental authority or the DYP and the youth pays the necessary costs. On the other hand, for the trip, he absolutely must have in hand the DYP’s authorization to pass Customs (leaving and returning). He will only have to print a single form:

- i. General Passport Application for Canadians 16 years of age or over applying in Canada or from the USA (PPTC 153)

<https://www.canada.ca/content/dam/ircc/migration/ircc/english/passport/forms/pdf/pptc153.pdf>

The guarantor: A person who meets the criteria for “guarantor” (e.g.: has known the youth for 2 years, etc.). Refer to the instructions on form PPTC 153.

Postal address: Address of the youth.

Ensure that he has all the documents in hand to submit his application to the Passport Office. Refer to point 5.3.12 (letter of authorization).

5.3.5 The applicant has the user sign the passport application if he is age 11 or over.

5.3.6 The applicant makes sure to have passport photos, one of which must be signed by the guarantor.

5.3.7 The caseworker completes the following table and **then records it in the PIJ activities follow-up** of the user (this information is required to obtain letters of authorization signed by the holder(s) of parental authority):

Letters to prepare: _____ in French _____ in English			
Date of last judgement		Judicial district	
Name of judge	Court record number (in full)		
Who will make the request for a passport as the <b>applicant</b> ?			
Parental authority held by: _____ Father _____ Mother _____ Two parents _____ DYP _____ Other (name and details):			
Father (first and last names):		Mother (first and last names):	
<p>Certain orders mention that when <b>the parents</b> (or one of them) <b>hold parental authority, but they are impossible to contact</b>, the DYP may then take responsibility for authorizing the request for a passport. If this is the case, <u>please indicate all the efforts made to try to contact the holder(s) of parental authority (dates and details of steps taken)</u>.</p> <p>When the <b>DYP holds titular parental authority</b> and the parent reacts negatively when told of the trip, <u>please notify the DYP</u>.</p>			
<p>If <b>the parents</b> (or one of them) <b>hold parental authority, but refuse to allow the Passport request</b>, <u>please communicate directly with the litigation department to assess the possibility of appeal to the Tribunal to resolve this situation</u>.</p>			
How the application will be submitted?	_____ Postal mail	_____ In person, by whom?	
How will the passport be delivered?	_____ Postal mail	_____ In person, by whom?	
If by postal mail, enter the complete address ( <b>including the postal code</b> ) of the <u>office of the caseworker</u> where the passport will be sent:			
<b>Who will the user be travelling with?</b> (School, name of the foster family, specify the relationship):			
Date and duration of trip, if known:		Destination of trip, if known:	

**If the information is incomplete, the authorizations will not be finalized. Remote support will inform the caseworker, where appropriate, by email.**

5.3.8 The caseworker sends an e-mail to remote support at **16 CJ Support à distance – Secrétariat**, making mention of:

- PIJ number
- User's initials
- Date on which the table was entered into the PIJ activities follow-up (do not send table)

**No nominative information** should be written or sent in the email.

The department head must be copied on this email.

5.3.9 Remote support will inform the caseworker when the authorizations are ready for signature by the holder(s) of parental authority.

5.3.10 The caseworker communicates with the holder(s) of parental authority to schedule a time with them for the signature of the passport application authorization letter(s).

If the travel date is known, it is recommended that the "Authorization and Procuration – Travel Abroad" forms be signed at the same time (in French and English) by the holder(s) of parental authority (refer to Point 5.4 - Travel Authorization).

5.3.11 When the letters are signed by the holder(s) of parental authority, the caseworker (or his administrative agent) scans them, saves them in the same directory from which he obtained them, and informs the remote support by e-mail at: **16 CJ Support à distance – Secrétariat** (no letter should be forwarded). The caseworker keeps the originals that will be submitted to the Passport Office.

5.3.12 Remote support now prepares a letter of authorization to be signed by the DYP and forwarded by internal mail to the caseworker's office.

The caseworker may arrange with the DYP to retrieve the letter at the reception of the Adoncour Administrative Centre in Longueuil.

5.3.13 Depending on the situation, the caseworker meets with the FTR to **ensure that the person acting as "applicant" has in his possession all the following documents:**

- Form PPTC 155  
or PPTC 153 (if applicant = user age 16 or over)
- Form PPTC 463A (if applicant = caseworker)  
or PPTC 463B (if application = FTR)  
**not required if applicant = user age 16 or over**
- Birth certificate
- Two passport photos, including one signed by the guarantor
- Authorization letter(s) signed by the holder(s) of parental authority  
**not required if applicant = user age 16 or over**
- Letter of authorization signed by the DYP  
**not required if applicant = user age 16 or over**
- Payment *given that the Passport Office does not accept cash, if the "Applicant" is the caseworker, he must pay with his personal*



credit or debit card and be reimbursed upon return either by our services or the foster family.

Payment details: For minors housed in FTRs, when the passport is obtained for a recreational activity, payment of the related fees is made from the personal expenses allocation (ADP) for the child. In the case where possession of the passport is required to respond to a specific need of the child (e.g.: to visit a member of his family outside the country), the establishment, after pre-approval, reimburses the costs to the resource.

5.3.14 The applicant sends all these documents by mail or goes to the *Passport Office* to submit the application in person.

5.3.15 Picking up the passport

➤ **In person:**

- Caseworker or
- The foster family, must give the caseworker the date of issue and the date of expiry of the passport

➤ **By mail:**

- The passport is always delivered to the caseworker's office for follow-up

➤ **User age 16 or over**

- He can choose to go get his passport or have it delivered by the post, since he himself has made the application.

**Upon receiving the passport, the caseworker must:**

- Record in the user's "PIJ activities follow-up":
  - Date of receipt of the passport
  - Date of expiry of the passport
- Return the passport to the appropriate person.

## **5.4 TRAVEL AUTHORIZATION**

**REMINDER:** The Director believes it important to mention that a request to travel when school is in session should be exceptional and analyzed in view of the academic status and the possible impacts on our users.

Travel authorizations are **mandatory** for all users, i.e. 0 to 18 years.

### **TRAVEL INSURANCE:**

The foster family must **necessarily** obtain travel insurance for the child before leaving, **for any type of travel (trip, weekend getaway, etc.)**.

The insurance program for foster families in the network (DARSSS) is valid for a foster family located either in Canadian or American territory, but only for property damage insurance and civil and professional liability insurance. **However, this is not travel insurance or health insurance for minors entrusted to these resources.**



- 5.4.1 **At this stage, follow-up is done with the DYP** since the passport application is either finalized, or the user already has his passport.

DYP's email: **16 CISSS Monteregie-Est DPJ Autorisations-Signature**

Refer to the procedure on the Intranet: [100-2763-request of authorization for signature - DYP](#) (in French, Demande d'autorisation de signature - DPJ)

- 5.4.2 **For any travel** with a user, in addition to the passport (refer to point 5.2.2), **the following documents are mandatory** in order to pass Customs (leaving and returning), among others:

- **Travel Authorization Letter signed by the DYP.** The request must be sent to the DYP secretariat at **16 CISSS Monteregie-Est DPJ Autorisations-Signature**.
- **The “Authorization and Procuration – Travel Abroad” (French and English)** to be signed by the holder(s) of parental authority.
  - If the travel date is already known at the time of the passport application, it is recommended to have these authorizations signed at the same time as the authorization letter for the passport application.

[100-2658-Autorisation et procuration pour voyage à l'étranger pour les FA \(Authorization and Procuration for Travel Abroad, in French\)](#)

[100-2639-Authorization and Procuration for Travel \(English version\)](#)

Please contact the DYP for more information.

## 5.5 **ARCHIVAL**

The Director considers that archival must be related to the child's travel authorizations.

- Thus, for a user who has authorization for regular and frequent trips (e.g.: FTR that lives near the border or that owns a cottage in the USA), the passport may be retained in the child's living environment.
- On the other hand, if this travel authorization is ad hoc, **the passport will be kept in our local archives**.
- \* Take note that the passport belongs to the user. it is therefore very important that **before closing a user's dossier, the passport MUST be returned to the user**. A dossier containing a passport must **NEVER be archived in the central archives**, since these will be destroyed according to the rules of the retention schedule.

## 6. REVISION

The present procedure will be revised as needed, according to changes in practice.

## 7. RELATED DOCUMENTS

The documents referenced by this procedure come from:

The passport section of the Government of Canada Travel website ([travel.gc.ca](http://travel.gc.ca)), **click Canadian passports**

- General Passport Application for Canadians under 16 years of age applying in Canada or from the USA (PPTC 155)  
<https://www.canada.ca/content/dam/ircc/migration/ircc/english/passport/forms/pdf/pptc155.pdf>
- General Passport Application for Canadians 16 years of age or over applying in Canada or from the USA (PPTC 153)  
<https://www.canada.ca/content/dam/ircc/migration/ircc/english/passport/forms/pdf/pptc153.pdf>
- Additional Information for Children in Foster Care and Children Undergoing an Adoption Process in Canada (for directors of family services, social workers or child protection workers, PPTC 463A)  
<https://www.canada.ca/content/dam/ircc/migration/ircc/english/passport/forms/pdf/pptc463a-eng.pdf>
- Additional Information for Children in Foster Care and Children Undergoing an Adoption Process in Canada (for foster parents or adoptive parents, PPTC 463B)  
<https://www.canada.ca/content/dam/ircc/migration/ircc/english/passport/forms/pdf/pptc463b-eng.pdf>

### Intranet

- For the “Authorization to Travel” section connected with the DYP  
[100-2763-request of authorization for signature - DYP](#) (in French, Demande d'autorisation de signature - DPJ)  
[100-2658-Autorisation et procuration pour voyage à l'étranger pour les FA](#) (Authorization and Procuration for Travel Abroad, in French)  
[100-2639-Authorization and Procuration for Travel \(English version\)](#)

## DOCUMENT HISTORY

APPROVED BY	ADOPTION	IN FORCE	UPLOADED TO THE INTRANET	COMMENTS (optional)
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Francis Belzile, Director of the Youth Program Josée Morneau, Director of Youth Protection	2018-01-13	2018-04-15	2018-03-12	Procedure revised in full
	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	
	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	

## VALIDATION STEPS FOR THE LATEST VERSION OF THE DOCUMENT

	FAMILY NAME	DATE
<b>WRITING</b>	Frédéric Davignon, Marie-Josée Massé, Vanessa Isabel, Martine Cabana, Sandra Rousseau, Chantal Ayotte	2017-09-05
<b>COLLABORATION</b>	Natalie Richard, chef de service en gestion documentaire, DQEPE Chefs de service et coordonnateurs DAPJ-SPCP.	2017-11-01
<b>LEGAL REVIEW</b>	François Arteau-Gauthier, chef des affaires juridiques (droit de la jeunesse), DRHCAJ	2018-01-12
<b>LINGUISTIC REVIEW</b>	Chantal Ayotte, équipe du soutien à distance, DQEPE	2018-01-15
<b>LAYOUT</b>	Chantal Ayotte, équipe du soutien à distance, DQEPE	2018-01-15

### PEOPLE AND BODIES CONSULTED

- |   |  |
|---|--|
| <input type="checkbox"/> Comité de gestion des programmes sociaux, santé et réadaptation<br><input type="checkbox"/> Comité de gestion du programme de santé physique<br><input type="checkbox"/> Comité de gestion du soutien, de l'administration et de la performance<br><input type="checkbox"/> Comité de gestion des risques<br><input type="checkbox"/> Comité de vigilance et de la qualité<br><input type="checkbox"/> Comité des usagers<br><input type="checkbox"/> Comité consultatif du personnel paraprofessionnel<br><input type="checkbox"/> CII<br><input type="checkbox"/> CM<br><input type="checkbox"/> CMDP<br><input type="checkbox"/> Direction enseignement universitaire et recherche<br><input type="checkbox"/> Direction logistique<br><input type="checkbox"/> Direction programmes DI/TSA/DP<br><input checked="" type="checkbox"/> Direction programme jeunesse<br><input type="checkbox"/> Direction programme SAPA | <input type="checkbox"/> Direction programmes santé mentale et dépendance<br><input checked="" type="checkbox"/> Direction de la protection de la jeunesse<br><input checked="" type="checkbox"/> Direction qualité, évaluation, performance et éthique<br><input type="checkbox"/> Direction ressources financières<br><input checked="" type="checkbox"/> Direction ressources humaines, communications et affaires juridiques<br><input type="checkbox"/> Direction ressources informationnelles<br><input type="checkbox"/> Direction services multidisciplinaires<br><input type="checkbox"/> Direction services professionnels, programmes santé physique/chirurgie<br><input type="checkbox"/> Direction services techniques<br><input type="checkbox"/> Direction soins infirmiers, programmes santé physique/médecine<br><input type="checkbox"/> PDG<br><input type="checkbox"/> PDGA<br><input type="checkbox"/> <b>Non-institutional resources</b><br><input type="checkbox"/> Union(s) :<br><input type="checkbox"/> Other(s) : |
|---|--|