

## Passports for Children in Care

The Child Protection Worker must initiate a passport for children in the care of the Director six (6) months prior to any planned travel outside of Canada.

### REFERENCE

*Department of Health and Social Services Policy*

### PURPOSE

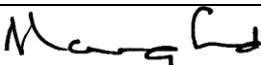
- To ensure sufficient time for the passport application process.

### PROCEDURE

1. Initiate the passport application process when it has been determined that out of country travel is in the best interest of the child.
2. Initiate the passport application for children where:
  - The child has status under a Permanent Custody Order; or
  - The child has status under a Permanent Custody Order and is under adoption probation.
3. The Child Protection Worker may not initiate a passport application when:
  - The child has status under a Voluntary Services Agreement;
  - The youth has status under a Support Services Agreement;
  - The child is under Apprehension status;
  - The child has status under an Interim Custody Order;
  - The child has status under a Supervision Order;
  - The child has status under a Plan of Care Agreement;
  - The child has status under a Temporary Custody Order;
  - The child has been adopted and the Adoption Order has been granted; or
  - The youth is 16 years or older, in this situation the youth is the applicant for the passport and can consent to their own application.

**Note:**

When a child/youth has any of the statuses listed above, the parent(s) and/or legal guardian(s) need to initiate the passport application as the applicant. Any agreement or

Effective Date: April 1, 2015	Director of Child and Family Services	
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court order referring to custody and access of the child must be provided to Passport Canada. In these cases, the Child Protection Worker may need to provide documentation to assist the parent(s) and/or legal guardians with the application. If in question, the Child Protection Worker should consult with the Supervisor.

4. Complete the "Child General Passport Application" and the "Additional Information for children in foster care and undergoing an adoption process in Canada".
5. Leave the "Applicant" and "Guarantor" sections blank as these will be completed by the Department of Health and Social Services.
6. Include the following documentation within the application:
  - Two (2) identical passport photos of the child;
  - Original proof of Canadian citizenship;
  - Any Canadian passport or travel document previously issued to the child, in which the child appears;
  - Any legal documents that refer to the custody and access of the child; and
  - The fee for the passport application is the responsibility of the Health and Social Services Authority.
7. Submit all documentation outlined in step four (4) to the Child and Family Service Practice Specialist – Guardianship/Interprovincial Services.
8. Allow four (4) to eight (8) weeks for processing at the Department of Health and Social Services and Passport Canada.
9. Retain the passport in the child's file or in a locked safe at the authority before and after travel has occurred.

**Note:**

Passports are documents that are intended for travel. They are not intended to be applied for and used as general identification.

**Circumstances for Adopted Children:**

- For children with a finalized Adoption Order without any access, no involvement by a Child Protection Worker is necessary for the passport application.
- For children with a finalized Adoption Order with access specified in the Order, the adoptive parents are the applicants.
- Passport Canada will require information about the birth parent(s) and an accompanying letter and court order indicating the amount and type of access to the child.

- The Child Protection Worker's role in this situation is to provide information to the adoptive parents about these requirements.

**FORMS**

- None

**TOOLS**

- None

Effective Date:  
April 1, 2015

Director of Child and Family Services

*Margie C*