

documentation usually takes up to 10 working days if it is presented in person at a passport office, or at least three weeks if it is mailed in. Allow more time if you need a visa, since a valid passport is required before you can apply for a visa.

Your passport is valid for five years. If you are travelling with children, you should be aware that their passports are valid for five years if they are three to 15 years old, and for only three years if they are younger. Check with your host country's embassy or consulate accredited to Canada for its rules and restrictions regarding passport validity and expiration.

Some countries will not let you enter if your passport is within six months of expiry. Once living overseas, you should continue to maintain a valid passport.

Before you leave Canada, be sure to complete the **In case of accident or death notify** section in your passport. This will help us quickly notify your family or friends if an emergency arises.

You should also prepare a passport emergency kit in case your passport is lost or stolen. This should include:

- a photocopy of the identification page in your passport;
- the original of your birth or citizenship certificate;

- a copy of at least one current document to support your identity and the name to appear in the passport;
- the address and telephone number of the Canadian government office abroad in the country in which you plan to work;
- two recent photos meeting Passport Office specifications.

Keeping this information in a safe place separate from your passport will save you time and money should you lose the originals. For added security, you may also want to leave a kit with a friend or relative at home.

If your passport is lost or stolen while you are outside Canada, report the loss or theft to the local police, obtain a copy of the police report and immediately contact the nearest Canadian government office for a replacement. Before a new passport can be issued, you must complete an application form, produce written evidence of your Canadian citizenship (a birth or citizenship certificate and at least one current supplementary document to support your identity), present two recent photos, pay the required fee and complete a "Statutory Declaration Concerning a Lost, Stolen, Damaged, Destroyed or Inaccessible Canadian Passport or Travel Document" (Form PPT 203).