

The Passport claim form is being updated and must be used starting September 1, 2021. Using old claims forms after September 1 will take longer to process.

The new, personalized claim form:

- will reflect the updated guidelines;
- will include a new section to enter claims for live event tickets;
- will include the Passport recipient's name;
- will include the Passport recipient's personal barcode;
- will be exclusively for the Passport recipient's use only; and
- is not to be shared with another Passport recipient.

How can I access the new claim form?

- Passport recipients who submit their claim electronically using one of two free online applications, eCLAIM or MyDirectPlan (MDP), will automatically be updated to the new claim form as of September 1.
- Passport recipients who chose to email or fax their claim can receive their new claim form from their Passport Agency.

For more information about the Passport program, and how to file your claim electronically using eCLAIM or MDP, please visit:

www.dsontario.ca/passport-program

NEW PASSPORT CLAIM FORM

Purchase of Service Invoice Form

Please see examples below to help you distinguish the new form from the old one.

New Claim Form



PASSPORT PURCHASE OF SERVICE INVOICE FORM

Fax: 1(416) 943-6293 or 1(855)-814-2403 if outside of the Greater Toronto Area
Email: invoices@familyserVICEToronto.org

Client Code	Client Name
Ex. 123456	Sample Name

The information in this section will be populated by your Local Passport Agency once your void cheque or direct deposit form is received.

Payee Information	
Payee Name:	Sample Name
Address:	1 A Street, Toronto, ON, A1B 2C3
Phone Number:	111-222-3333

INSTRUCTIONS:

- Fill out and return this form to be reimbursed for admissible expenses.
- Always use this page as the first page for your submission.
- Official receipts / invoices are required for reimbursement.
- Incomplete invoice forms cannot be processed and will delay payment.
- If you have questions about the invoice, payment processing, or require any support, please contact your local Passport Agency, or visit <https://www.dsontario.ca/passport-program>
- We encourage you to submit your claims electronically through either e-filing option, please visit <https://www.dsontario.ca/passport-program/learn-about-passport-eclaim> or <https://www.mydirectplan.com/> to register an account and start submitting your claims online.

TOTAL NUMBER OF RECEIPTS / INVOICES	EX. 3 receipts
TOTAL AMOUNT OF RECEIPTS / INVOICES	EX. \$500.00

SIGNATURE - PERSON MANAGING FUNDS

By signing this form, I acknowledge that:

- I have signed a Passport Service Agreement
- I have not previously submitted the attached expenses
- The attached expenses comply with the MCCSS Passport Program Guidelines

The person managing the funding (person who signed the service agreement) is required to sign and date this section with each submission.

Signature of Person Managing Funds

Date

Old Claim Form



PASSPORT PURCHASE OF SERVICE INVOICE FORM

Fax: 1 (416) 943-6293
Email: invoices@familyserVICEToronto.org

Client Code	Client Name

Payee Information	
Name	
Address	
Phone Number	

INSTRUCTIONS

- Fill out and return this form to be reimbursed for purchase of services.
- Always use this page as the first page for your submission.
- Attach official receipts / invoices as proof of purchase.
- Incomplete invoice forms will not be processed and will delay payment.
- If you have questions about the invoice, payment processing, or require any support, please contact your local Passport Agency.

TOTAL NUMBER OF RECEIPTS / INVOICES	
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TOTAL AMOUNT OF RECEIPTS / INVOICES	
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SIGNATURE - PERSON MANAGING FUNDS

By signing this form, I acknowledge that:

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Signature of Person Managing Funds

Date

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NEW PASSPORT CLAIM FORM

This is important information. Please have someone translate it for you. Thank you.

Language	Translation
Arabic	هذه معلومات مهمة . الرجاء الاستعانة بشخص ما لترجمها لكم. شكرا
Chinese Simplified	这是个重要的信息。请找人为您翻译。 谢谢。
Farsi (Persian)	این اطلاعات مهم می باشند. لطفا از شخصی بخواهید تا آن را برای شما ترجمه کند متشکریم
German	Dies ist eine wichtige Information. Bitte lassen Sie es von jemandem für Sie übersetzen. Danke.
Italian	Questa è un'importante informazione. Per favore fatevela tradurre da qualcuno.Grazie.
Portuguese	Esta é uma informação importante. Peça a alguém para trraduzi-la para você. Obrigado.
Somali	Kani waa Khabar muhiim ah. Fadlan qof ha kuu turjumo. Mahadsanid.
Spanish	Esta información es importante. Por favor pida que alguien lo traduzca para usted. Gracias.
Urdu	یہ اہم معلومات ہے۔ برائے مہربانی کوئی آپ کے لئے اس کا ترجمہ کریں۔ شکریہ
Vietnamese	Đây là thông tin quan trọng. Xin vui lòng nhờ ai đó dịch giúp bạn. Cảm ơn bạn.