



IP43

**PASSPORTS & CITIZENSHIP OR
IMMIGRATION DOCUMENTS/CARDS**

IP43

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POLICY

1. The Chief Constable shall cause lost, found, stolen or seized passports and citizenship or immigration documents/cards to be dealt with in accordance with Procedures pursuant to this Policy.

REASON FOR POLICY

2. To seek to ensure that all passports and citizenship or immigration documents/cards are dealt with securely and consistently.

RELATED POLICIES

IP40 – Property & Exhibits

PROCEDURES

General

3. Reported lost, found, stolen or seized **Canadian** passports or documents must be reported to *Immigration, Refugees and Citizenship Canada* (IRCC) via email at policereports@pptc.gc.ca (for Department use only), and a GO report created.



4. A GO report must also be created for reported lost, found, stolen or seized **foreign** passports or documents.

Found or Seized Passports/Documents

5. If a passport or document is found or seized, the member must enter the item as property and submit it to the Exhibits & Property Unit.
6. Found passports or documents shall not be returned to the owner, and the receiving employee shall search it in CPIC and record the results in the report before submitting it to the Exhibits & Property Unit.
7. Upon receipt of the item, the Exhibits & Property Unit shall forward a:
 - a) Canadian passport or document to IRCC;
 - b) foreign passport to the relevant embassy/consulate; and
 - c) Nexus card to United States Customs & Border Protection.

Lost or Stolen Passports/Documents

8. If a **Canadian** passport or document is reported lost or stolen, the reportee shall be directed to IRCC, via phone (1-800-567-6868) or to a passport office, and:
 - a) for Canadian passports, the passport number **is not to be** added to CPIC; and
 - b) for citizenship or immigration documents/cards, the owner's name and document number **are to be** added to CPIC.
9. If a **foreign** passport or document is reported lost or stolen:
 - a) the reportee is to be directed to contact their embassy/consulate; and
 - b) the passport number **is to be** added to CPIC, if known, and if it is not, the passport owner's name shall be added.
10. If a **Nexus** card is reported lost or stolen:
 - a) the reportee is to be directed to the United States Customs & Border Protection (1-866-639-8726); and
 - b) the document number **is not to be** added to CPIC.



Delta Police Department Policy

*Revised Dates:
N/A