

**UK PASSPORT E-BOOK FOR APPLICANTS
LIVING OUTSIDE OF THE UK**

This e-book will be useful to UK passport applicants who fall into the following categories:

- Applicants who are British citizens by birth in the United Kingdom and who want to **apply for a first-time** UK passport or **renew** their UK passport;
- Applicants who want to **apply for their child's first-time** UK passport or **renew their child's** UK passport;
- Applicants who are British citizens by birth to a British parent **outside the United Kingdom**
- Applicants who are **British Nationals Overseas** with close connection to Hong Kong;
- Current UK passport holders who want to have their **name or photograph changed**.
- Applicants whose UK passport was been **lost or stolen**;

You do not need to print the whole e-book to apply for your UK passport. Choose only the forms which apply to your case.

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Attachments:

Application Form C1 (adults 16 and over)
Notes for Form C1
Application Form C2 Child (15 or younger)
Notes for Form C2
Application for a British National Overseas BNO-A Adult
Notes for BNO-A
Application form for a British National Overseas BNO-B Child
Notes for BNO-B
Form LS01 Lost or Stolen Passport Notification
Emergency Travel Document
Credit Card Authorization Form
Checklist 1 Renewing an Existing a Passport
Checklist 2 Replace a Lost or Stolen Passport
Checklist 3 Change of Name
Fee Sheet for Australian Residents
Passport Checklist and Fee Sheet for New Zealand Residents

British Passport Eligibility

You are eligible for a UK passport if you are a UK citizen. There are several groups of UK citizenship:

1. Birth, Registration or Naturalization in the United Kingdom (including England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man)

Children born in the UK **before 01 January 1983** are British citizens by birth if one of the parents is a British citizen or settled in the UK. If the British citizen parent is the father, there is a requirement that he be legally married to the mother at the time of the birth. In case the father is not married to the mother, the Home Office usually registers the child as British provided an application is made and the child would have been British otherwise. The child must be under 18 on the date of application.

Special rules exist for cases where a parent of a child is a citizen of the European Union or European Economic Area member state, or Switzerland. Citizens of EEA states and Switzerland automatically acquire permanent residence after 5 years residence in the United Kingdom.

Birth in the UK **after 01 January 1983** does **not** automatically confer citizenship, while before 1983, birth in the UK was sufficient in itself to confer British nationality, with an exception only for children of diplomats and enemy aliens.

A person who holds certificate of registration/naturalization issued by the Home Office in the UK will be a citizen from the effective date shown on the certificate.

2. British Citizenship by descent for children born to British parents outside the UK

If the **father** is the British citizen, the law requires that he is legally married to the mother at the time of birth. If you were born overseas and at the time of your birth your father was British by birth or by registration or naturalization in the UK, and your parents were legally married at the time of your birth, you count as a British citizen by descent. Common-law relationships are not recognized for citizenship purposes.

The requirement for the child's father to be legally married to the child's mother at the time of the child's birth is not valid for children **born after July 1, 2006.**

If **mother** is born, registered or naturalized in the UK her children born after 01 January 1983 are considered British citizens. If mother is a British citizen by naturalization in the UK only children born after the effective date of her registration will be eligible. All those born overseas to a British mother between **7 February 1961 and 31 December 1982** are now eligible to register as British citizens retroactively.

Under present legislation the United Kingdom recognizes dual nationality, and, if you acquire citizenship from another country, this does not affect your right to hold a British passport and live in the United Kingdom.

3. British citizenship by adoption

A child adopted by a British citizen acquires British citizenship automatically if:

- The adoption order is made by court in the UK on or after **01 January 1983**; in another British Overseas Territory the rule applies on or **after 21 May 2002**;
- It is a Convention adoption under the 1993 Hague Convention on Intercountry Adoption and the adopters are habitually resident in the United Kingdom on that date.

In those two cases, at least one adoptive parent must be a British citizen on the date of the adoption. Usually the adoption takes place under the law of "designated country" and be recognized in the UK. This is the standard method for children adopted by British citizens permanently resident overseas to acquire British citizenship.

In case the adoption order is cancelled or annulled, the child does not lose its British citizenship. If a British child is adopted by non-British parents, it does not lose British citizenship, even though the parents may acquire a foreign nationality as a result of the adoption

I am applying for my first time British passport

When applying for a first time British passport, **adults aged over 16 years of age** should fill in **Form C1** enclosed in this e-book. Please refer to the guidance notes if needed. Remember sign your initials on every page of the form.

If your child is 15 or younger, you must complete **Form C2** on behalf of your child. It usually takes at least 3 weeks to get your child's first passport. To apply for a passport of your child, you should be either the mother of the child or the father who is married to the mother or was married to the mother when the child was born, or if you have adopted the child.

If you are a **British National (Overseas) aged 16 or over** and have a close connection with Hong Kong you must use **Form BNO-A** instead.

If you are a **British National (Overseas) aged 15 or younger** and have a close connection with Hong Kong you must use **Form BNO-B**

Please note: If you hold an old style black passport, you must apply as a first time applicant. All application forms should be completed in black ink.

Passport interviews

The UK government has introduced compulsory Passport Interviews for first time **adult** passport applications in order to combat passport fraud. Not all applicants applying for a first time passport will have to attend an interview at the Embassy or Consulate. Those applicants selected for interview will be informed once they have submitted their application. The purpose of the interview is to verify that an applicant really is who they say they are.

Providing Supporting Documentation for First Time Passport application

Only original documents are accepted, no photocopies. Later you can have your documents returned to you for £3. There is a special box in the application, where you can choose this service.

Proof of your British citizenship:

- UK Full Birth Certificate;
- UK national identity card (if you were born in the UK after 1983);
- Birth certificate issued by a British Consulate or High Commission abroad;
- Two recent passport size photos – one of the photos should be countersigned.

If you were [adopted in the UK](#) you should provide introduce Full Adoption Certificate and one of the following documents:

- your father's UK birth certificate, Home Office certificate of registration or naturalization, or his passport that was valid at the time of your birth and your parents' marriage certificate.
- your mother's UK birth certificate, Home Office certificate of registration or naturalization, or her passport that was valid at the time of your birth;

If you were [born outside the UK](#) and have a certificate of naturalization, you need to provide the following:

- your naturalization or registration certificate;
- your UK national identity card or the passport on which you entered the UK.

In case you were [born before 1983 and are a citizen of a British overseas territory](#), you need to submit two documents:

- your birth certificate
- your current passport

If you were [born before 1983 but your father was born in the UK](#), you will need:

- your full birth certificate showing your parents' details;
- your father's birth certificate
- your parents' marriage certificate
- the passport on which you entered the UK

I am applying for my British passport renewal

Adults aged over 16 should fill out **Form C1 and the Checklist for renewing an existing passports** enclosed in this e-book. You must sign your initials on every page of the form.

Children under 16 are applying for a child passport renewal must complete **Form C2 and the Checklist for renewing an existing passports**.

If you live abroad but you will be visiting the UK close to your passport renewal, you can apply in person for a British passport renewal. To do this, you will need to call the Passport Advice Line on **+44(0)300 222 0000** to make an appointment at a Regional Passport Office. You will be required to give a UK address where you will receive your passport and sign for it.

If you do not plan to travel to the UK, you can either use a Post Office which offers Passport Check & Send Service or use the pre-addressed envelope that comes with the form and include your existing passport, photos and supporting documents. Your new passport will be sent to you either by courier or Royal Mail Recorded Delivery. The postman or courier will then hand your passport to you if you are at the address you have given, deliver your passport with the rest of your post, or leave you a card or send you a letter to tell you where to collect your passport or how to arrange redelivery.

If you are a **British National Overseas aged 16 or over** and have a close connection with Hong Kong you must use **Form BNO-A**.

If you are a **British National Overseas aged 15 or younger** and have a close connection with Hong Kong you must use **Form BNO-B**.

You can renew your British passport if you're registered as British National Overseas before 1 July 1997. Depending on which country you're applying from, you may need to use specific application forms. The cost and how long it takes to renew your British passport also depend on which country you're applying from.

Providing supporting documents for UK passport renewal

Providing supporting documentation for a passport renewal is much simpler than for first-time applications. You must submit **original copies** of the following documentation:

- Your expired passport
- Two recent identical passport size photographs – one photo should be countersigned

I am applying for a replacement of a lost or stolen passport

You must report a lost or stolen passport completing **Form LS01** and the Checklist for lost and stolen passports included in the appendix. To be issued with a new passport:

Adults aged over 16 years of age should fill out **Form C1** enclosed in this e-book. You must sign your initials on **every page** of the form.

Children 15 or younger must complete **Form C2** enclosed in this e-book

A British National (Overseas) aged 16 or over with close connection with Hong Kong you must use **Form BNO-A** instead.
A British National (Overseas) aged 15 or younger with close connection with Hong Kong you must use **Form BNO-B**

All application forms should be completed in black ink.

Supplementary Documents for Lost or Stolen Passport

You must enclose the following documentation with your passport application:

- **Form LS01** and the Checklist for lost and stolen passports;
- Two recent identical passport size photos – one of them should be countersigned;
- Police report and reference number if you have one.

I am applying for a passport name change

The name on your passport should always match your legal name, as well as the name in which you booked your travel. So if your name does not match, you may need to get your passport amended. You have to apply for a new passport if you want to change your name as a result of marriage, civil partnership, divorce, etc. or if you want to change the spelling of your name.

Adults aged over 16 years of age should fill out **Form C1** enclosed in this e-book. You must sign your initials on **every page** of the form.

Children 15 or younger must complete **Form C2** enclosed in this e-book

A British National (Overseas) aged 16 or over with close connection with Hong Kong you must use **Form BNO-A** instead.

A British National (Overseas) aged 15 or younger with close connection with Hong Kong you must use **Form BNO-B**

When you apply for a name change, your current passport will be cancelled and a new standard ten-year passport will be issued (five-year for child applicants).

Your passport will be credited with extra time (up to a maximum of nine months) to cover any time left on your old passport.

You should sign the form at section 9 with your new name.

Providing Supplementary Documentation for a Passport Name Change

You must provide all or some of the following supplementary information proving your change of name:

- Marriage or civil partnership certificate;
- Deed poll notification;
- A letter from you declaring your name change, if you have reverted back to your maiden name. This must be supported with your divorce certificates or marriage certificate showing both your maiden name and married name.
- Your current or last passport;
- Two recent identical passport size photos – one of them should be countersigned.

If you want to make some minor corrections of your name (for example – change the spelling of your name slightly, add forenames or middle names), you must send one of the following documents:

- a letter from a local council or government department;
- a driving licence;
- a bank statement;
- a baptismal or confirmation certificate.

Emergency Travel?

If you urgently need to travel because of compassionate grounds or an emergency and you have already made a passport application and are waiting for your new passport, the passport authorities can issue an **emergency travel document** for you. It will allow you to leave the country you are in and travel to your destination. It can also cover a return travel, if you are resident in the country you're applying from.

To apply for an emergency travel document, you need to apply in person by contacting your nearest British embassy, high commission or consulate to find out where you can do this. You must bring with you 2 identical recent photographs of yourself, details of your intended travel plans, a completed **emergency travel application form** (included in this e-book), and, in case your passport has been lost or stolen, a police report.

The embassy or consulate staff will perform a check whether you're eligible for an emergency travel document. If your circumstances are straightforward, you may get the document on the day you apply. If, however, they are more complex, it can take longer. In this case, you may need to change your travel plans.

UK Passport Fees

You will be charged for your UK passport in local currency according to the exchange rate at the time. There may be additional charges according to the country where you apply. Due to fluctuating exchange rates passport fees are subject to change without notice.

UK passport fees are the following:

Renew or amend an adult standard 32-page passport

By Post	£72.50
By Check&Send Service	£81.25

Renew or amend an adult jumbo 48-page passport

By Post	£85.50
By Check&Send Service	£94.25

First child passport

By Post	£46.00
By Check&Send Service	£54.75

Replace a lost, stolen or damaged passport

Adult	£77.50
Child	£49.00

Renew a passport of people born on or before 2 September 1929 - free

If you need your passport as soon as possible, you can choose the **Premium Service**, which means you'll get your passport within 4 hours after your application is being accepted. You must go to the Passport Customer Service Centre to collect it. If you choose to use the Premium 1-Day Service, the fees for are the following:

Renew or amend a UK passport with Premium service

Standart adult 32-page passport	£128
Jumbo adult 48-page passport	£137
Child passport	£106.50
passport of people born on or before 2 September 1929	£55.50

If you want to use the **Fast Track Service** (renewals only), you'll have your passport delivered to your home address within 1 week after your application is being accepted. The fees here are the following:

Renew or amend a standard adult 32-page passport	£103
Renew or amend a jumbo adult 48-page passport	£111
Replace a lost, stolen or damaged adult passport	£103
First child passport	£87
Renew or amend a child passport	£87
Replace a lost, stolen or damaged child passport	£87
Renewals for British nationals born on or before 2 September 1929	£30.50

If you choose to use one of those two services you have to call the Passport Advice Line at 0300 222 0000 to book an appointment at a Passport Customer Service Centre. Your appointment may be up to 3 weeks from the day you book it. You must bring a completed application form and supporting documents to your appointment

How do I pay the fees?

Most countries require that you send your credit card details to a processing centre. You can find a credit card authorization form in the appendix. If the cardholder is different from the applicant, please attach a photocopy of the cardholder's passport or other photo ID with signature.

In some countries you will be able to pay in cash.

Where do I submit my application?

You should apply at least 6 weeks before travel. Unless applying in person, passport applications should be sent by courier or registered post.

Please apply to the address below in the country where you are resident:

<p>Australia: Your nearest Australia Post branch. In case of passport renewal: BNO Applications BHC (W) Locked Bag 5300 Auspost Business Centre Strawberry Hills NSW 2012 Australia</p>	<p>New Zealand: Your nearest New Zealand Postshop branch. In case of passport renewal: BNO Applications British High Commission 44 Hill Street Wellington 6011 New Zealand</p>	<p>Pacific Islands – Fiji, Kiribati, Tuvalu, Nauru, the Cook Islands, Samoa, Tokelau, Niue, Pitcairn Islands, Tonga, Vanuatu, French Polynesia, New Caledonia, Wallis and Futuna: Regional Passport Production Centre British High Commission Wellington 44 Hill Street Wellington 6011 New Zealand</p>	<p>USA & Canada UK Passport Service for the Americas and Caribbean British Embassy 19 Observatory Circle N.W . Washington DC 20008</p>
<p>Central and South America and the Caribbean British Embassy 19 Observatory Circle N.W . Washington DC 20008 USA</p>	<p>Middle East, Georgia Seychelles : UK Regional Passport Processing Centre British Consulate-General Düsseldorf Yorckstraße 19 40476 Düsseldorf Germany</p>	<p>Armenia: Submit your passport application in person at the British Embassy in Yerevan</p>	<p>Azerbaijan: Submit your passport application in person at the Embassy in Baku</p>
<p>Belarus: Submit your passport application in person at the British Embassy in Minsk</p>	<p>Iran: Submit your passport application in person at the British Embassy in Tehran</p>	<p>Kazakhstan and Kyrgyzstan: Submit your passport application in person at the British Embassy Office in Almaty</p>	<p>Russia: Submit your passport application in person at the Embassy in Moscow/Consulate- General in St Petersburg or Ekaterinburg</p>

<p>South Africa: In person at the Embassy in Pretoria or by post to: Passport Section, British Consulate, PO Box 13611 or 13612, Hatfield 0028 South Africa</p>	<p>Angola: Submit your passport application in person at the British Embassy in Luanda.</p>	<p>Mauritius: Submit your passport application in person at the British High Commission in Port Louis</p>	<p>Mozambique: Submit your passport application in person at the British High Commission in Maputo</p>
<p>Zambia: Submit your passport application in person at the British High Commission in Lusaka</p>	<p>Zimbabwe: Submit your passport application in person at the British Embassy in Harare</p>	<p>Southern Africa, East & West Africa: By FedEx Superswift For the Attention of Lezelle Conradie British High Commission, Consular Section, Block B, 1st Floor, Liberty Place Building, 256 Glyn Street, Hatfield, Pretoria, 0083 South Africa</p>	<p>India PPT Applications British High Commission Shantipath, Chanakyapuri, New Delhi 110021</p>
<p>Tajikistan: Submit in person at British Embassy in Dushanbe, Turkmenistan</p>	<p>Ukraine: Submit your passport application in person at the Consular Section in Kyiv</p>	<p>Uzbekistan: Submit your passport application in person at the British Embassy in Tashkent</p>	

Photo requirements

All passport applications must include two recent photographs. The photographs you send must meet internationally agreed standards and must be a true likeness of you.

The photos must be:

- identical;
- in colour, not black and white;
- taken within the last month;
- taken against a light grey or cream background;
- 45 millimetres (mm) high x 35 millimetres (mm) wide (however, please do not trim your photographs to meet this condition);
- a close-up of your head and The Check & Send service at selected Post Office® branches includes a check to ensure that once your photograph is scanned there are sufficient characteristics for the biometric element to be recorded
- in sharp focus and clear;
- have a strong definition between face and background; and
- be printed professionally. Photographs printed at home are not likely to be of an acceptable quality.

Photographs that are digitally amended to meet our requirements are likely to be unsuitable for passport purposes

Children

Photographs for children aged six and over must meet the full standards set out in this guide.

Photographs of children five years and under must show a clear image that is a true likeness of the child. As young children can be difficult to photograph, children aged five and under do not need to have a neutral expression or to look directly at the camera, but they must face forward.

In addition to the exceptions above, babies under one year old do not need to have their eyes open (however it is preferable for eyes to remain open). All other standards must be met. If the baby's head needs to be supported, it is important that your supporting hand cannot be seen.

If you have real difficulty in meeting these conditions, you should visit a photographic studio rather than a photo booth

How do I Apply From Canada?

If you're living in Canada please follow these steps:

1. Print the application form (Form C1 [if you're 16 and over](#) or Form C2 – [if you're under 16](#)) and the guidance notes that will help you fill it.
2. Include two identical new photos of you (or your child, if it's a child passport application) by following the rules about passport photos mentioned in this e-book.
3. Check the guidance notes to receive information about the supporting documents you must send with your application. If some of those documents aren't in English, they must be fully translated by a professional translator.
4. Send your application, photos and supporting documents by courier at address:
Regional Passport Processing Centre
British Embassy
19 Observatory Circle
N.W. Washington DC 20008
5. Pay a fee for your passport and a courier fee of US \$33. The total fee you have to pay for your passport (including the courier fee) is US \$244 for the adult standard 32-pages passport and US \$288 for the adult jumbo 48-pages passport. The payment must be processed by using a Visa or Mastercard. In this case you must download a **Credit Card Authorisation Form** (included in the Appendix) and send it with your application.

Your passport and supporting documents will be delivered to you separately by courier. If you haven't received your new passport within the expected timeline, you can make a phone call to the Passport Information Helpline. The number is +44 208 082 4721.

How do I Apply from Australia?

If you are currently living in Australia and you want to apply for your first UK passport, renew or replace an existing passport, or report for a lost or stolen passport, you have to book an interview at an Australian Post office.

You must bring with you:

- the completed application form (**Form C1** if you're 16 and over or **Form C2** if you're under the age of 16)
- two identical color photos - Australia Post retail outlets offer Instant ID Photos and can take quality passport compliant photographs, that meet the requirements of the British Government. One of the photos should be counter signed if you're applying for a new passport, if you're renewing a passport for a child under 12, if your appearance has changed significantly from the photo in your previous passport, if you're replacing a lost or stolen passport;
- supporting documents – if any of the supporting documents aren't in English, they should be fully translated by a professional translator;
- the fee sheet attached in the appendix and money – by cash, Visa or Mastercard – to pay the fee at the interview. The fees are paid in local currency.

At the interview, the Post office employees collect your application and documentation, process the payment and securely deliver your application and documents to the High Commission. They also return your original documents securely by Express Post. When ready, your passport will be delivered to you by the Identity and Passport Service.

You should apply at least 6 weeks before you plan to travel to the UK. Passport renewals take at least **4 weeks** after your application reaches the High Commission. In case you haven't received your passport within the expected timescale, you can check your application's progress by calling the Passport Information Helpline at 1902 241 444

How do I Apply from New Zealand?

If you're currently living in New Zealand and you want to apply for your first UK passport, to renew an existing passport or to report a lost or stolen passport, you need to prepare these documents:

- the completed application form (**Form C1** if you're 16 and over or **Form C2** if you're under the age of 16)
- two identical color photos - Australia Post retail outlets offer Instant ID Photos and can take quality passport compliant photographs, that meet the requirements of the British Government. One of the photos should be counter signed if you're applying for a new passport, if you're renewing a passport for a child under 12, if your appearance has changed significantly from the photo in your previous passport, if you're replacing a lost or stolen passport;
- supporting documents – if any of the supporting documents aren't in English, they should be fully translated by a professional translator;
- Passport Check List and Fee Sheet attached in the appendix and money – by cash, Visa or Mastercard – to pay the fee at the interview. The fees are paid in local currency.

You should bring those documents to your local Post Shop. At the Post Shop, an employee will go through your application form to make sure it is correctly completed and you have provided all the relevant documents. Then your application will be forwarded to the British High Commission via tracked courier.

Your passport will be ready in 3 or 4 weeks after the application reaches the British authorities. However, it is recommended that you apply at least 6 weeks before your travel date. If you haven't received your passport within the usual expected time, you can make a phone call to the Passport Information Helpline at 0900 990 202.

If you have an urgent need to travel within the standard four weeks processing time, you must contact your nearest British Consulate.

Please complete Passport Holder's name (and use black ink and capital letters, if handwriting)

SURNAME:

FORENAMES:



Application for United Kingdom Passport for applicants Aged 16 or over (FORM C1)

Do NOT use this application form if:

- You are under 16 – use Form C2;
- You are a British National (Overseas) (usually those who have a connection with Hong Kong who are eligible for BN(O) status should use Form BNO-A);
- If you intend to make the application in the UK use IPS forms SE04.

COMPLETION OF THIS APPLICATION FORM

Use this application form if you are applying for a United Kingdom passport abroad and are a British Citizen, British Overseas Territories Citizen, British Overseas Citizen, British subject or British protected person. Passport application forms and further details concerning passport applications to be made abroad can be obtained from www.fco.gov.uk, a British Embassy, or other British consular section.

A non - refundable fee is payable at the time of applying. Where the new passport is to be sent to you by post, or courier please send the appropriate postal charges (including registered post fee) with the remittance.

Dual nationality: if you possess the nationality or citizenship of another country, you may lose this when you acquire a British passport. Please check with the authorities of the other country before making your application.

Wherever possible, please submit this application at least 4 weeks before you need the passport, and at least 6 weeks if you have not previously held a British passport. Do not make arrangements for travel before you have your new passport. If your passport is due to expire, we strongly advise that you apply for a replacement passport. You can apply for a replacement passport any time before your existing passport expires and we can add up to 9 months validity from your current passport to your new one.

We will check the details you provide using information held by public and private sector organisations in order to determine whether to issue a passport. Those details may be used by the Identity and Passport Service to test our systems and to ensure the effective operation of passport services. We may also contact you to ask if you are satisfied with such services. We may pass information held on your passport and on related passport records to public and private sector organisations in the UK and abroad when you use your passport, obtain a service or when it is in the public interest to do so.

There is a separate sheet of Notes (Notes for Form C1) to help you complete this application form. Please refer to these whenever this application form tells you to, and follow the symbols, e.g # to **INTERPRETATION for definitions**.

Your application may be delayed if you do not enclose the necessary documents or fee, do not complete all of the sections as indicated or if you send photographs that do not meet our requirements.

Type of service required

If you have one, you should submit your previous British passport with this application.

Please tick the following box(es) as appropriate. This is:

- A your first standard UK passport or a replacement for a standard UK passport that is lost, stolen or otherwise unavailable
First Passport Lost/Stolen/Unavailable.....
- B the renewal of your existing standard UK passport
- C change of name on marriage, civil partnership, divorce or other
- Do you wish to apply for a 48 page passport? (See Note 8)

Next action

THE SPACE BELOW IS FOR OFFICIAL USE ONLY

Please use black ink and capital letters, if handwriting.
Write all dates using the format dd/mm/yyyy

1a APPLICANT

Please complete Passport Holder's name:

Mr Mrs Miss Ms Other (Please state)

Surname

Forenames

If applicable maiden name

Age last birthday

Sex: Male Female

Delivery address (see note 13 - if residential address is different, please enter in section 7)

Street name/number:

Town/City:

State/Province:

Post code/ZIP code:

Country:

Daytime telephone no. (mobile no. if possible)
+

Email address

Town of birth

Country of birth

Date of birth

DDMMYYYY

Have you changed your name by marriage, civil partnership, divorce, adoption or Deed Poll? Yes No

What were your previous forenames?

What were your previous surnames?

Were you born in a foreign country and your birth registered at a British Consulate? Yes No

Name of British Consulate

Date of registration

DDMMYYYY

1b

Were you naturalised or registered as a British subject, citizen of the United Kingdom and Colonies, British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen or British protected person? Yes No

See Note 1 and then complete details of citizenship documents

Certificate number:

Place and date of issue:

DDMMYYYY

Reference number:

Section:

Go to Section 2

2

Were you born in the United Kingdom after 31 December 1982? Yes No

Were you born outside the United Kingdom* or qualifying territoryⁱⁱ? Yes No

Go to Section 3

See Notes 2 and 3 and then complete this section

PARENTS

Father's# details

His full name, surname first

His town and country of birth

His date of birth

DDMMYYYY

His citizenship **at the time of your birth**, and if he was not a British citizen, his immigration status in the United Kingdom*

If he has a British passport give:

Number of passport

Place and date of issue

DDMMYYYY

If he became a British subject, citizen of the United Kingdom and colonies, British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen or British protected person by naturalisation or registration give:

Number of his citizenship document

Place and date of issue

DDMMYYYY

Mother's^ details

Her full name, surname first

Her town and country of birth

Her date of birth

DDMMYYYY

Her citizenship **at the time of your birth**, and if she was not a British citizen, her immigration status in the United Kingdom*

If she has a British passport give:

Number of passport

Place and date of issue

DDMMYYYY

If she became a British subject, citizen of the United Kingdom and colonies, British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen or British protected person by naturalisation or registration give:

Number of her citizenship document

Place and date of issue

If applicable, Parents' marriage

Date of marriage

DDMMYYYY

Place of marriage

If neither parent was born in the United Kingdom* or a qualifying territoryⁱⁱ or naturalised/registered as a British national, please give town, country and date of birth of all four grandparents in Section 7 and then return to Section 3.

Go to Section 3

3a

Are you a married, widowed or divorced woman whose claim to British nationality is through marriage to a British man?

Yes No

See Note 4 then complete this section
Marriage

If applicable town and country of marriage

Date of marriage

Husband's details (includes former or late husband)

His full name, surname first

His town and country of birth

His date of birth

His nationality

If applicable

Date of divorce

Date of death

3b

Was your husband born outside the United Kingdom*?

Yes No

Did he become a British subject, by his own naturalisation or registration?

Yes No

Number of his citizenship document

Place and date of issue

Did he become a British subject, by descent through his father?#

Yes No

Father's# full name, surname first

Father's# town and country of birth

Father's# date of birth

Did his father# acquire his British nationality by naturalisation or registration?

Yes No

Number of father's# citizenship document

Place and date of issue

Have you been married more than once?

Yes No

Please give details, as above, in respect of each of your husbands in **Section 7** and then return to **Section 4**

4

Previous Passports
See Note 5

Have you had any sort of passport or travel document before or been included in one? Yes No

Is this passport submitted for renewal or travel document attached? Yes No

Previous passport number/s

Issued by:

(please enter further details in section 7)

5

If not give details of previous passport which has been lost, stolen or is not available. You may also need to complete an LS01 Form. See note 6

Passport number:

Issued by/year:

Your name at the time of issue

How the passport was lost/stolen or why it is not available

Date and place of loss/theft

When the loss was reported to the police, and where

Have you lost or had a British passport stolen before? Yes No

Please give details in **Section 7** and then return to **Section 6**

6

EMERGENCY CONTACTS
Important must be completed by all applicants

Please give the names of two relatives or friends who can be contacted if you meet with an accident. This information will only be used in an emergency.

Name

Address

Tel. number

Relationship (if any)

Name

Address

Tel. number

Relationship (if any)

Go to section 8

Application for United Kingdom Passport for applicants 16 and over

Notes for FORM C1

Please keep these Notes until you receive your passport

Note 1 – Section 1b – Naturalisation and Registration

You should complete Section 1b only if you have been naturalised or registered through the Home Office in the United Kingdom or through the Governor's Office of a British Overseas Territory as either:

BEFORE 1 JANUARY 1983:

British subject

Citizen of the United Kingdom and Colonies

OR

ON OR AFTER 1 JANUARY 1983

British Citizen

British Dependent/Overseas Territories citizen,

British Overseas Citizen,

British subject or British protected person

This is not the same as registering a birth at a British consulate/Embassy/High Commission overseas.

If you were naturalised or registered as a British Overseas Territories citizen after 20 May 2002 you will only be eligible for passport facilities as a British citizen once you have been registered as such a citizen by the Home Office in the United Kingdom.

Note 2 – Section 2 – Birth in the United Kingdom* after 31 December 1982 or a qualifying territory* after 20 May 2002

Because birth in the United Kingdom* after 31 December 1982 does not automatically confer British citizenship, additional information and documentation is required to establish your national status under the provisions of the British Nationality Act 1981, which came into force on 1 January 1983. After 20th May 2002 the same requirements apply for birth in a qualifying territory`.

Note 3 – Section 2 – Birth outside the United Kingdom* or a qualifying territory*

If you were born outside the United Kingdom* or a qualifying territory* you may have a claim to British citizenship and/or British Overseas Territories

citizenship if you had a parent or parents born, adopted, registered or naturalised in the United Kingdom* or a qualifying territory`. Before 1 January 1983 British nationality could only be transmitted through the legitimate male line. Since 1 January 1983 females have been able to transmit British nationality but males may still only do so, automatically, to their legitimate children. If you were born illegitimate or through a surrogacy arrangement on or after 1 July 2006 to a British Citizen father, you may be eligible for British passport facilities.

If your father was also born outside the United Kingdom* you should give the town, country and date of birth, or claim to British nationality of your paternal grandfather (your father's father) in Section 7 in case you have a claim to British nationality by descent from him, (although the situation is rare). You need not complete this section if you obtained your citizenship by naturalisation or registration at the Home Office in the United Kingdom or through the Governor's Office of a British Overseas Territory.

Note 4 – Section 3 – Women claiming British nationality through marriage

Women ceased to automatically acquire British nationality on marriage from 1 January 1949.

You should complete Section 3a unless you are returning a standard British passport.. Please also complete Section 3b if your husband was born outside the United Kingdom*, and if his father# was born outside the United Kingdom* please give the town, country and date of birth or claim to British nationality of your husband's paternal grandfather (his father's father) in Section 7. If you have been married more than once, please give details of any previous marriage(s) – i.e. former husband's full name, his nationality, his town, country and date of birth, date of marriage, date of divorce (if applicable), date of former husband's death (if applicable) in Section 7.

Note 5 – Section 4 – Previous Passport

If you have had a previous British passport, a Commonwealth passport, a foreign passport or other travel document of any description or been included in one you should tick Yes and complete the details. If you have never held a passport of any kind, you should tick No.

If you were born outside the country of application, you should send the passport in which you were included when you previously travelled.

If you were included in the British passport of a parent or relative, you should enclose it with this application so that your particulars may be deleted from it.

Note 6 – Section 5 – Lost or Stolen Passports

Please give as much information as you can. A new passport can only be issued after exhaustive enquiries.

If you have not already done so you will need to complete a Lost or Stolen Passport Notification (LS01) form.

<https://www.gov.uk/report-a-lost-or-stolen-passport>

In some countries you may also be asked to obtain a police report.

Note 7 – Section 9 – Countersignature

If you are renewing your passport and your appearance has not significantly changed since your last passport you will not normally need to get your form countersigned.

For all other applications you should have the form completed and signed by someone who has known you personally for at least two years. That person should be a British citizen, Irish national, EU national, other British national or Commonwealth citizen who is a Member of Parliament, Justice of the Peace, Minister of Religion, Bank Officer, Established Civil Servant, or professionally qualified person, e.g. Lawyer, Engineer, Doctor, School Teacher, Police Officer or a person of similar standing.

If you do not know a British national, Irish national, EU citizen, or other Commonwealth citizen locally with these qualifications, a citizen of the country in which you are residing may complete and sign the form, provided he/she has a similar standing in that country has known you for two years and the Passport Manager considers his/her signature to be acceptable. A member of your family should not countersign.

Procedures include a check on the authenticity of counter signatories

If you are unable to provide a counter signature, because you have recently moved to the country of application or are short-term visitors, provided our consular staff have no doubts regarding your identity you may not need to provide a counter signature.

Proof of identity may include your previous passport bearing a photograph showing that you are clearly the same person, or any other photographic ID may be acceptable. You must enclose a letter with your application explaining why you are unable to provide a counter signatory and enclosing your additional ID documents.

Note 8 – Frequent Traveller Passport

A standard United Kingdom passport of 32 pages is adequate for most travellers and is valid for 10 years. However, a passport of 48 pages is available for adults who travel frequently and quickly fill the visa pages of a standard passport. This passport is also valid for a maximum of 10 years. If you require this, please tick box under 'Type of service required' on Page 1 of the form. A higher fee applies.

Note 9 – Photographs

Photo standards are very important. More applications are delayed because of incorrect photos than for any other reason. Please see the Identity and Passport Service Guidance for full details:

<https://www.gov.uk/photos-for-passports>

If your application needs to be countersigned, please ask your counter signatory to certify only one of your photographs. The second photograph must be left blank.

Note 10 – Fee

Passport fees are not refundable. Please understand that if you submit a passport application and it is refused as you are either ineligible, or have not provided adequate supporting evidence, **the passport fee will not be refunded**. The fee you pay covers the costs of processing and assessing your application. You can find further information regarding eligibility for a British passport at <http://www.ukba.homeoffice.gov.uk/britishcitizenship/>

The fee for applying for a United Kingdom passport is set in pounds sterling and payable at the time of applying. As foreign currencies vary against sterling, please check your country's webpage:

<https://www.gov.uk/overseas-passports> for information on what the current fees are, and what methods of payment are available. A separate postal/courier fee is payable.

Note 11 – Delivery addresses

Section 1a of the form requests a delivery address to be completed. This is the address that you would like the passport and documentation that was submitted with your application to be returned to.

You will be sent two separate packages, one containing the supporting documents you submitted, and a second package with your new passport. If you have already received one of these packages, the other should arrive within a few days. Before recording the delivery address, please refer to your country's website on: <https://www.gov.uk/overseas-passports> to determine whether you need to collect the passport and documentation from your nearest British consulate or whether they are going to be delivered directly to you. If you reside in a country where you need to collect the passport, please record your residential address in section 1a. If you reside in a country where we shall be delivering directly to your address please ensure that you provide an address where there is someone available to sign for receipt of the passport and documentation. For example, in most countries our courier will be unable to deliver to PO Box addresses because they are required to hand the package over to a person at the address and obtain a signature of receipt.

We cannot send passports to the UK or to any other country outside the country from which you have made your application.

MEANS OF ESTABLISHING IDENTITY

For some passport applications you may be asked to attend an interview and/or produce other documentary evidence of identity. The FCO passport office dealing with your application will advise you.

PREVIOUS PASSPORT

When you apply for a new passport you must surrender any previous British passport, Travel Document, or Certificate of Entitlement to the Right of Abode for cancellation.

FOREIGN DOCUMENTS

Any mandatory documents that are not in English should be translated by a recognised, professional translator, not a friend or relative. You may check your local Embassy to find a list of recognised translators.

DOCUMENTS TO BE SUBMITTED WITH A FIRST TIME APPLICATION

- Passport Fee
- Two Identity and Passport Service standard photographs (1 countersigned)
- C1 form (countersigned) AND

If you were born before 1 January 1983 in the United Kingdom

- Photocopy of current ID (such as driving licence, bank statement, student card, household bill)
- Original long birth certificate
- Original deed poll if you have changed your name other than by marriage plus three other forms of Identification in your name.

If you were born before 1 January 1983 outside of the United Kingdom

- Photocopy of your current ID (such as driving licence, bank statement, student card, household bill)
- Original consular birth certificate OR
- Original registration or naturalisation certificate from the Home Office OR
- Original Foreign birth certificate and your father's original long version United Kingdom birth certificate OR original naturalisation or registration certificate
- Original parents' full marriage certificate and evidence of termination of any previous marriages.
- Original deed poll if you have changed your name other than by marriage plus three other forms of Identification in your name

If you were born after 1 January 1983 in the United Kingdom

- Photocopy of your current ID (such as driving licence, bank statement, student card, household bill)
- Original UK long birth certificate
- Mother's original UK long birth certificate OR
- Mother's original certificate of naturalisation or registration OR
- Other evidence that she was a British Citizen or that she had indefinite leave to remain in the UK. OR
- If your father only was a British Citizen at the time of your birth his original long birth certificate OR
- Father's original certificate of naturalisation or registration OR
- Other evidence that he was a British Citizen or that he had indefinite leave to remain in the UK
- If you were born before 1 July 2006 parents' marriage certificate – if parents were not married and you were born after this date your father's name must be on your birth certificate.
- Original deed poll if you have changed your name other than by marriage plus three other forms of Identification in your name.

If you were born after 1 January 1983 outside of the UK

- Original previous travel document
- Photocopy of current ID (such as driving licence, bank statement, student card, household bill)
- Original consular birth certificate OR
- Your full foreign birth certificate AND your mother's original UK long birth certificate or original naturalisation or registration certificate OR father's original UK long birth certificate or original naturalisation or registration certificate
- If you were born before 1 July 2006 parents' marriage certificate – if parents were not married and you were born before this date your father's name must be on your birth certificate.
- Original British Citizen parent's passport
- Your original marriage certificate if applicable
- Original deed poll if you have changed your name other than by marriage plus three other forms of Identification in your name.

You should also check

<https://www.gov.uk/overseas-passports/y>
for any specific requirements from the country that you are applying from.

DOCUMENTS TO BE SUBMITTED WITH A PASSPORT RENEWAL

- Passport Fee and
- Two Identity and Passport Service standard photographs and
- C1 form and
- Original current passport (please check country page for any exceptions)
- If claiming nationality through naturalisation or registration, a copy of your certificate

IF YOU ARE RENEWING AN OLD BLACK OR BLUE STYLE PASSPORT OR YOUR PASSPORT EXPIRED MORE THAN 10 YEARS PREVIOUSLY THIS WILL BE TREATED AS A FIRST TIME APPLICATION, AND YOU SHOULD FOLLOW GUIDANCE ON SUPPORTING DOCUMENTS ON THE PREVIOUS PAGE.

IF YOU WERE BORN BEFORE 2 SEPTEMBER 1929 AND YOU ARE A BRITISH CITIZEN, BRITISH OVERSEAS TERRITORIES CITIZEN, BRITISH NATIONAL (OVERSEAS), BRITISH PROTECTED PERSON, BRITISH SUBJECT OR A BRITISH OVERSEAS CITIZEN, AND YOU ARE MAKING EITHER A FIRST TIME APPLICATION OR A PASSPORT RENEWAL.

- C1 form (countersigned if this is a first time application)

- Two Identity and Passport Service standard photographs
- For renewal please submit your current passport
- For first time application follow guidance on supporting documents for first time applications

Please note that there is no passport fee charged for the processing of these passports.

DOCUMENTS TO BE SUBMITTED WITH A PASSPORT APPLICATION FOR A LOST AND STOLEN PASSPORT

- C1 form (countersigned)
- Two Identity and Passport Service standard photographs (1 countersigned)
- Passport fee
- Police report for stolen passports
- LS01 form
- Photocopy of your current ID (such as driving licence, bank statement, student card, household bill)

DOCUMENTS TO BE SUBMITTED WITH A DAMAGED PASSPORT

- C1 form
- Two Identity and Passport Service standard photographs
- Passport fee
- Damaged passport
- Letter explaining how the passport became damaged

DOCUMENTS TO BE SUBMITTED WITH A REQUEST FOR A CHANGE OF NAME ON A PASSPORT FOLLOWING MARRIAGE (this is treated as a passport renewal)

- C1 form
- Two Identity and Passport Service standard photographs
- Passport Fee
- Original marriage certificate
- Current passport

DOCUMENTS TO BE SUBMITTED WITH A REQUEST FOR CHANGE OF NAME ON YOUR PASSPORT FOLLOWING A CIVIL PARTNERSHIP (this is treated as a passport renewal)

- C1 form
- Two Identity and Passport Service standard photographs
- Passport fee
- Civil partnership certificate
- Current passport

DOCUMENTS TO BE SUBMITTED FOR A CHANGE OF NAME ON YOUR PASSPORT FOLLOWING DIVORCE (this is treated as a passport renewal)

- C1 form
- Two Identity and Passport Service standard photographs
- Passport fee
- Original divorce certificate
- Original birth certificate (if reverting to name at birth) or
- Documentary evidence of previous use of name, if reverting to an earlier married name
- Current passport

DOCUMENTS TO BE SUBMITTED FOR A CHANGE OF NAME ON YOUR PASSPORT FOLLOWING SEPERATION (this is treated as a passport renewal)

- C1 form
- Two Identity and Passport Service standard photographs
- Passport fee
- Original Statutory Declaration or Deed poll stating that you have reverted back to your maiden name
- Original birth certificate (if reverting to name at birth) or
- Documentary evidence of previous use of name, if reverting to an earlier married name
- Current passport

DOCUMENTS TO BE SUBMITTED FOR A CHANGE OF NAME ON YOUR PASSPORT FOLLOWING A CHANGE OF NAME FOR ANY OTHER REASON (this is treated as a passport renewal)

- C1 form
- Two Identity and Passport Service standard photographs
- Passport fee
- Original Deed poll
- Copies documents showing that you are using your new name (eg driving licence, bank statements)
- Current Passport

DOCUMENTS TO BE SUBMITTED FOR A CHANGE OF GENDER ON YOUR PASSPORT (this is treated as a passport renewal)

- C1 form
- Passport fee
- Two Identity and Passport Service standard photographs
- Gender re-assignment documents

- Current passport

DOCUMENTS TO BE SUBMITTED FOR A PASSPORT RENEWAL FOR A BRITISH CITIZEN WITH A CONNECTION TO A BRITISH OVERSEAS TERRITORY

Most British Overseas Territories citizens also became British citizens on 21 May 2002. References to **birth or adoption IN the United Kingdom AFTER 31 December 1982** should be construed as meaning after 20 May 2002 when the birth or adoption occurred in a qualifying British Overseas Territory. For the documents required you should follow the guidance in the preceding paragraphs.

References to birth or adoption **OUTSIDE the United Kingdom AFTER 31 December 1982** should be construed as meaning OUTSIDE a qualifying British Overseas Territory to a parent connected to a British Overseas Territory. For the documents required you should following the guidance in the preceding paragraphs.

DOCUMENTS TO BE SUBMITTED FOR A FIRST TIME APPLICATION FOR SOMEONE CLAIMING BRITISH NATIONALITY THROUGH MARRAIGE BEFORE 1 JANUARY 1949

- C1 form
- Two Identity and Passport Service standard photographs (1 countersigned)
- Passport fee
- Full marriage certificate
- Original long birth certificate
- Original documents establishing your husband's nationality

DOCUMENTS TO BE SUBMITTED FOR A PASSPORT RENEWAL APPLICATION FOR SOMEONE CLAIMING BRITISH NATIONALITY THROUGH MARRIAGE BEFORE 1 JANUARY 1949

- C1 from
- Two Identity and Passport Service standard photographs
- Passport fee
- Current passport

ADOPTION IN THE UK

DOCUMENTS TO BE SUBMITTED FOR A FIRST TIME APPLICATION IF YOU WERE ADOPTED IN THE UK BEFORE 1 JANUARY 1983

- C1 form
- Two Identity and Passport Service standard photographs (1 countersigned)
- Passport fee
- Original adoption certificates
- Original documents showing that your adoptive parents were citizens of the United Kingdom and Colonies

DOCUMENTS TO BE SUBMITTED FOR A FIRST TIME PASSPORT IF YOU WERE ADOPTED IN THE UK AFTER 31 DECEMBER 1982

- C1 form
- Two Identity and Passport standard photographs (1 countersigned)
- Passport fee
- Original adoption certificates
- Original adoptive mother's long birth certificate if she was born in the United Kingdom or qualifying territory OR
- adoptive father's long birth certificate if he was born in the United Kingdom or qualifying territory OR
- original documents to show that either of your adoptive parents were a British citizen if neither were born in the United Kingdom
- If your birth was before 1 July 2006 your parents' original marriage certificate and evidence of termination of any previous marriages
- If neither parent is a British citizen original passports or other evidence that they had indefinite leave to remain in the United Kingdom.
- If you father had indefinite leave to remain in the United Kingdom and you were born before 1 July 2006 your parents' original full marriage certificate and any evidence of termination of previous marriages.

OVERSEAS ADOPTION

On 1 June 2003 the UK implemented the Hague Convention on Intercountry Adoptions. This usually had the effect of conferring British citizenship on a child adopted by a British citizen parent, after that date, in a country that had also implemented the Hague Convention on Intercountry Adoptions.

Adoption by a British national or nationals does not automatically mean that the adopted child will become a British citizen. There are several conditions that need to be met in order for an

adopted child to be automatically eligible for British nationality;

The adoption has to be conducted under Hague Convention Protocols. Not all adoptions take place in countries that are signed up to the Hague Convention. In some cases adoptions may be recognised in the UK without conferring British nationality, while adoptions from other countries will not be recognised.

The adoptive parent/ parents need to be habitually resident in the UK. This is a legal term. You may need to seek legal advice about whether you meet this qualification.

DOCUMENTS TO BE SUBMITTED FOR FIRST TIME PASSPORT IF YOU WERE ADOPTED OUTSIDE THE UK

- C1 form
- Two Identity and Passport standard photographs (1 countersigned)
- Passport fee
- Guidance on additional supporting documents that are required can be found at <http://www.bia.homeoffice.gov.uk/sitecontent/documents/residency/intercountryadoption.pdf>

INTERPRETATIONS

Prior to 1 July 2006 father, for the purposes of nationality and eligibility for passports, refers ONLY to the father of a legitimate child.

^ The mother of the child is the woman who gave birth to the child.

* United Kingdom includes England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man. The European Union© (EU) provisions relating to the free movement of labour and the right of establishment do not apply to Channel Islanders and Manxmen unless they can show that they have a close connection with mainland United Kingdom through birth, descent, adoption, naturalisation, registration or residence. They may, therefore, be asked for information to determine whether such a connection exists. Where it does not, the passport will be endorsed to the effect that the holder is not entitled to benefit from EU provisions relating to the free movement of persons and services.

European Union member states are Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovak Republic, Slovenia, Bulgaria and Romania.

- Qualifying Territories for the purposes of the British Nationality Act 1981 and the British Overseas Territories Act 2002 are Anguilla, Bermuda, British Indian Ocean Territories, Cayman Islands, Falkland Islands, South Sandwich Islands and South Shetland Islands, Gibraltar, Montserrat, Pitcairn (Henderson, Ducie and Oeno Islands), St Helena, Ascension Island and Tristan da Cunha, Turks and Caicos Islands and British Virgin Islands.

OTHER BRITISH NATIONAL PASSPORTS

If you are a British Dependent/Overseas Territories citizen, British Overseas citizen, British subject or a British protected person by registration you should supply the document showing that particular description.

If you are both a British citizen and a British Overseas Territories citizen you should indicate in Section 7 which status is required on the details page of the passport. If you are applying for a passport describing you as a British Overseas Territories citizen you should construe references to the United Kingdom* or a qualifying territory, as pertaining to the territory from which you derived your national status and references to British citizen as pertaining to British Overseas Territories citizen.

FOOTNOTES

British Nationality Act 1981

The British Nationality Act 1981, which came into effect from 1 January 1983 created three new citizenship categories to replace citizenship of the United Kingdom and Colonies. These were:–

- A. British citizenship for those persons with right of abode in the United Kingdom*;
- B. British Dependent Territories citizenship for those persons with a close connection with a British Dependent Territory; (British Dependent Territories citizens became British Overseas Territories citizens on 26 February 2002 and most of those also became British citizens on 21 May 2002); and
- C. British Overseas citizenship for those citizens of the United Kingdom and Colonies who had no right of abode in the United Kingdom* or close connection with a then British Dependent Territory (now British Overseas Territory).

Immigration Status

From 1 January 1983 no endorsement about immigration status is applied to passports issued to British citizens as they are automatically exempt from United Kingdom immigration control.

However, it will continue to be necessary to determine the immigration status under the Immigration Act 1971 of all applicants for passports. Passports issued to British Overseas citizens, British subjects or British protected persons will continue to

be endorsed to show the holders immigration status under that Act.

How to obtain birth or adoption certificates

If you were born or adopted in England and Wales you can obtain a birth/adoption certificate from the General Register Office, Smedley Hydro, Trafalgar Road, Birkdale, Southport, Merseyside, PR8 2HH. The despatch of certificates may be expedited if, when you write, you state full particulars of yourself, date and place of birth (full address) and full names of parents including mother's maiden name.

For births or adoptions which occurred in Scotland, or Northern Ireland apply respectively to the Registrar-General, New Register House, 3 West Register Street, Edinburgh EH1 3YT; website www.gro-scotland.gov.uk the Registrar-General, Oxford House, 49-55 Chichester Street, Belfast BT1 4HL; website <http://www.nidirect.gov.uk/gro-content-has-moved>

If you were born overseas and your birth was registered at a British Embassy, Consulate, High Commission or HM Forces Unit, you may also obtain certificates from the General Register Office in Southport, General Register Office in Edinburgh, and General Register Office in Belfast.

Please complete Child's name (and use black ink and capital letters, if handwriting)

SURNAME: _____

FORENAMES: _____



Application for United Kingdom Passport for applicants under 16 (FORM C2)

Do NOT use this application form if:

- The child is 16 (or will be within the next two weeks) or over – use Form C1;
- The child is a British National (Overseas) through having a connection with Hong Kong–use Form BNO-B.
- You intend to make the application in the UK use IPS forms SE04.

COMPLETION OF THIS APPLICATION FORM

Use this application form if you are applying for a United Kingdom passport abroad and the child is a British Citizen, British Overseas Territories Citizen, British Overseas Citizen, British subject or British protected person. Passport application forms and further details concerning passport applications to be made abroad can be obtained from www.fco.gov.uk, a British Embassy, or other British consular section.

A non-refundable fee is payable at the time of applying. Where the new passport is to be sent to you by post, or courier please send the appropriate postal charges (including registered post fee) with remittance.

Dual nationality: if the child possesses the nationality or citizenship of another country, he/she may lose this when he/she acquires a British passport. Please check with the authorities of the other country before making this application.

Wherever possible, please submit this application at least 4 weeks before you need the passport, and at least 6 weeks if you have not previously held a British passport. Do not make arrangements for travel before you have your new passport. If your passport is due to expire, we strongly advise that you apply for a replacement passport. You can apply for a replacement passport any time before your existing passport expires and we can add up to 9 months validity from your current passport to your new one.

We will check the details you provide using information held by public and private sector organisations in order to determine whether to issue a passport. Those details may be used by the Identity and Passport Service to test our systems and to ensure the effective operation of passport services. We may also contact you to ask if you are satisfied with such services. We may pass information held on your passport and on related passport records to public and private sector organisations in the UK and abroad when you use your passport, obtain a service or when it is in the public interest to do so.

There is a separate sheet of Notes (Notes for Form C2) to help you complete this application form. Please refer to these whenever this application form tells you to, and follow symbols, e.g. # to **INTERPRETATION for definitions**.

Your application may be delayed if you do not enclose the necessary documents or fee, do not complete all of the sections as indicated or if you send photographs that do not meet our requirements.

Type of service required

If he/she has one you should submit the child's previous British passport with this application.

Please tick the following box(es) as appropriate. This is:

- A the child's first standard UK passport or a replacement for a standard UK passport that is lost or otherwise unavailable
..... **First Passport** **Lost/Unavailable**
- B the renewal of the child's existing standard UK passport.....
- C change of name.....

Next action

THE SPACE BELOW IS FOR OFFICIAL USE ONLY

Please use black ink and capital letters, if handwriting.
Write all dates using the format dd/mm/yyyy

1a APPLICANT

Child's details

Surname _____

Forenames _____

Age last birthday _____ Sex: Male Female

Delivery address (see note 11 - if residential address is different, please enter in section 6) _____

Street name/number: _____

Town/City: _____

State/Province: _____

Post code/ZIP code: _____

Country: _____

Daytime telephone no. (mobile no. if possible) _____
+

Email address _____

Town of birth _____

Country of birth _____

Date of birth

Has the child's name been changed other than by adoption? Yes No

Give the previous name _____

Was the child born in a foreign country and the birth registered at a British Consulate? Yes No

Name of British Consulate _____

Date of registration

1b

Was the child registered as a British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen, British subject or British protected person? Yes No

See Note 1 and then complete details of citizenship documents/v

Certificate number: _____

Place and date of issue: _____

Reference number: _____ Section: _____

Go to Section 2

PARENTS-To be completed by all applicants See Note 2

Father's# details

His full name, family name first _____

His town and country of birth _____

His date of birth _____

His citizenship **at the time of the child's birth**, and if he was not a British citizen, his immigration status in the United Kingdom* _____

If he has a British passport give:

Number of passport _____

Place and date of issue _____

If he became a citizen of the United Kingdom and colonies, British citizen, British Dependent/Overseas Territories citizen by naturalisation or registration give:

Number of his citizenship document _____

Place and date of issue _____

Mother's^ details

Her full name, family name first _____

Her town and country of birth _____

Her date of birth _____

Her citizenship **at the time of the child's birth**, and if she was not a British citizen, her immigration status in the United Kingdom* _____

If she has a British passport give:

Number of passport _____

Place and date of issue _____

If she became a citizen of the United Kingdom and colonies, British citizen or British Dependent/Overseas Territories citizen by naturalisation or registration give:

Number of her citizenship document _____

Place and date of issue _____

Parents' marriage (if applicable)

Place and date of marriage _____

If parents are NOT married to each other (**for mother^ only**) please list details of any previous marriage and in the case of divorce, dates of dissolution.

Place and date of marriage: _____

Date of dissolution: _____

Go to Section 3

3

Previous Passport See Note 3

Has the child had any sort of passport or travel document before or been included in one? Yes No

Is this passport submitted for renewal or travel document attached? Yes No

Previous passport number/s

Issued by:
(please enter further details in section 6)

4

Give details of previous passport which has been lost or is not available. You may also need to complete an LSO1 form. See Note 4

Passport number:

Issued by/year:

Child's name at the time of issue

How the passport/travel document was lost, or why it is not available

Date and place of loss/theft

When the loss was reported to the police, and where

Go to Section 5

To be completed by all applicants

Please give the names of the child's next-of-kin or two relatives or friends who can be contacted if the child meets with an accident. This information will only be used in an emergency.

Name

Address

Tel. number

Relationship (if any)

Name

Address

Tel. number

Relationship (if any)

Go to section 7

6

Other information – please continue on the last page of this form

Multiple horizontal lines for providing additional information.

7

Undertakings

To be signed by all applicants
See Note 5

I, the undersigned applicant for the issue of a passport to
.....(insert name of child),
declare that:

- 1 My rights in respect of the above named child have not been limited in any way by the order of any court having jurisdiction over him/her. No other application for a passport for the child has been made.
- 2 The child does not also hold a valid Certificate of Entitlement to the Right of Abode.
- 3 (delete if not appropriate) If the passport mentioned in **Section 4** comes again into my possession, I will return it immediately to a British passport issuing authority.
- 4 No one included in this application owes money to Her Majesty's Government for repatriation or similar relief.
- 5 No one included in this application has been adopted outside the United Kingdom* or a qualifying territory, except as mentioned in **Section 6**.
- 6 The child is a
British citizen or
British Overseas Territories citizen or
British Overseas citizen or
British subject or
British protected person
and has not lost or renounced this status.
- 7 All information given in this application is correct to the best of my knowledge and belief.
- 8 I have read both the Notes for this form and the caution below and fully understand the consequences of my actions in applying for a passport for the above named child.

N.B. When signing this application form I/the child are in
.....(Country)

Sign in box (Parent/Guardian) Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Relationship to child (e.g. Father#, Mother)

IMPORTANT - KEEP WITHIN BORDER.

Failure to comply with this instruction will invalidate the application.

Sign in box
(Child if aged 12-15, otherwise leave blank) Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

IMPORTANT - KEEP WITHIN BORDER.

Failure to comply with this instruction will invalidate the application.

Go to Section 8

Countersignature. THIS SECTION MUST BE COMPLETED BY THE COUNTERSIGNATORY

See Note 6

- 1 Please read the CAUTION below
- 2 Endorse the back of the photograph by writing 'I certify that this is a true likeness of (insert name of child)' and add your signature, and the date on which the likeness was compared. Read what the applicant has put on this form, and
- 3 Complete the following in ink and capital letters.

I, (insert your full name)

certify that the applicant (i.e. the parent/guardian whose signature appears in Section 7) has been known personally to me for _____ years, and that to the best of my knowledge and belief the facts stated on this form are correct. I am a British citizen/citizen of _____ (insert country)

SIGN

Profession (and professional qualifications)

Name of firm, business address or official stamp (if applicable)

Current British passport number (if applicable)

Daytime telephone number

Date

Checklist

When you have completed the form

Please check that you have enclosed all of the following:-

Photographs (one certified on back)–See Note 7

Fee–See Note 8

Documents–See Note 9

and remember to sign the form at **Section 7 'Declaration of parent (or guardian)'**

It is IMPORTANT that all applicants read notes

FOR OFFICIAL USE ONLY

CAUTION

You are warned that the making of an untrue statement for the purposes of procuring a passport is a criminal offence. A check may be made on the authenticity of countersignatories. The application should not be countersigned until the form has been completed, signed and dated by the applicant.

Application for United Kingdom Passport for applicants under 16

Notes for FORM C2

Please keep these Notes until you receive the passport

Note 1 – Section 1b – Registration

You should complete Section 1b only if your child has been registered through the Home Office in the United Kingdom or through the Governor's Office of a British Overseas Territory as either:

British Citizen

British Dependent/Overseas Territories citizen,

British Overseas Citizen,

British subject or British protected person

This is not the same as registering a birth at a British consulate/Embassy/High Commission overseas.

If the child was registered as a British Overseas Territories citizen after 20 May 2002 they will only be eligible for passport facilities as a British citizen once they have been registered as such a citizen by the Home Office in the United Kingdom.

Note 2 – Section 2 – Parents' Details

Because birth in the United Kingdom* after 31 December 1982 does not automatically confer British citizenship, additional information and documentation is required to establish the national status of the child under the British Nationality Act 1981, which came into force on 1 January 1983.

After 20th May 2002 the same requirements apply for birth in a qualifying territory`.

If the child was born outside the United Kingdom* or a qualifying territory• he/she may have a claim to British citizenship and/or British Overseas Territories citizenship if he/she had a parent or parents born, adopted, registered or naturalised in the United Kingdom* or a qualifying territory`.

From 1 July 2006 the definition of a parent for British nationality purposes changed to include illegitimate child/ren or child/ren born through a surrogacy arrangement to a British citizen father; provided that the mother of the child is not still validly married to another man.

Note 3 – Section 3 – Previous Passport

If the child has had a previous British passport, a Commonwealth passport, a foreign passport or other

travel document of any description or been included in one you should tick Yes and complete the details. If the child has never held a passport of any kind, you should tick No.

If the child was born outside the country of application, you should send the passport in which the child was included when he/she previously travelled.

If the child was included in your British passport, or in a relative's British passport, you should enclose it with this application so that the child's particulars may be deleted from it.

Note 4 – Section 4 – Lost or Stolen Passports

Please give as much information as you can. A new passport can only be issued after exhaustive enquiries.

If you have not already done so you will need to complete a Lost or Stolen Passport Notification (LS01) form <https://www.gov.uk/report-a-lost-or-stolen-passport>

In some countries you may also be asked to obtain a police report.

Note 5 – Section 7 – Declaration of Parent (or Guardian)

A parent (or guardian) should complete and sign Section 7.

If the parents are not married, either parent who has parental responsibility may sign.

If for any reason a parent/guardian is not available to complete and sign the form the adult responsible for the child may do so provided a parent/guardian gives written consent or writes a letter explaining the circumstances.

This together with evidence of the parent's/guardian's identity and relationship to the child, for example, their passport and the child's long birth certificate (ie showing full details), should accompany the application. In some countries it may be necessary for both parents to sign.

Note 6 – Section 8 – Countersignature

All passport applications for children under the age of 12 need to be countersigned. Applications for children aged 12-15 years of age need to be countersigned for first time applications. This should be by someone who has known **YOU** (not the child) personally for at least two years.

That person should be a British citizen, Irish national, EU national, other British national or Commonwealth citizen who is a Member of Parliament, Justice of the Peace, Minister of Religion, Bank Officer, Established Civil Servant, or professionally qualified person, e.g. Lawyer, Engineer, Doctor, School Teacher, Police Officer or a person of similar standing. If you do not know a British national or other Commonwealth citizen locally with those qualifications, a citizen of the country in which you are residing may complete and sign the form, provided he/she has a similar standing in that country has known you for two years and the Passport Manager considers his/her signature to be acceptable. A member of your family should not countersign. (See also **Note 7, 'Photographs'**). In certain cases you may be asked to produce further documentary evidence of identity for the child.

Procedures include a check on the authenticity of counter signatories.

Note 7 – Photographs

Photo standards are very important. More applications are delayed because of incorrect photos than for any other reason. Please see the Identity and Passport Service Guidance for full details: <https://www.gov.uk/photos-for-passports>

If the application needs to be countersigned, please ask your counter signatory to certify only one of your photographs. The second photograph must be left blank.

Note 8 – Fee

Passport fees are not refundable. Please understand that if you submit a passport application and it is refused as you are either ineligible, or have not provided adequate supporting evidence, **the passport fee will not be refunded**. The fee you pay covers the costs of processing and assessing your application. You can find further information regarding eligibility for a British passport at <http://www.ukba.homeoffice.gov.uk/britishcitizenship/>

The fee for applying for a United Kingdom passport is set in pounds sterling and payable at the time of applying. As foreign currencies vary against sterling, please check your country's webpage:

<https://www.gov.uk/overseas-passports> for information on what the current fees are, and what methods of payment are available. A separate postal/courier fee is payable.

Note 9 – Delivery addresses

Section 1a of the form requests a delivery address to be completed. This is the address that you would like the passport and documentation that was submitted with your application to be returned to. You will be sent two separate packages, one containing the supporting documents you submitted, and a second package with your new passport. If you have already received one of these packages the other should arrive within a few days.

Before recording the delivery address, please refer to your country's website on:

<https://www.gov.uk/overseas-passports> to determine whether you need to collect the passport and documentation from your nearest British consulate or whether they are going to be delivered directly to you. If you reside in a country where you need to collect the passport, please record your residential address in section 1a.

If you reside in a country where we shall be delivering directly to your address please ensure that you provide an address where there is someone available to sign for receipt of the passport and documentation. For example, in most countries our courier will be unable to deliver to P.O Box addresses because they are required to hand the package over to a person at the address and obtain a signature of receipt.

We cannot send passports to the UK or to any other country outside the country from which you have made your application.

MEANS OF ESTABLISHING IDENTITY

For first passport applications you may be asked to attend an interview and/or produce other documentary evidence of identity for the child, e.g. school and/or medical records and family photographs.

PREVIOUS PASSPORT

When you apply for a new passport for the child you must surrender any previous British passport for cancellation. A new passport may not be post-dated to the date of expiry of a previous passport. However, up to 9 months unexpired validity from the existing passport may be added to the new document, giving a maximum validity of 5 years and 9 months.

FOREIGN DOCUMENTS

Any mandatory documents that are not in English should be translated by a recognised, professional translator, not a friend or relative. You may check your local Embassy to find a list of recognised translators.

DOCUMENTS TO BE SUBMITTED WITH A FIRST TIME APPLICATION IF THE CHILD WAS BORN IN THE UNITED KINGDOM

- Passport Fee
- Two Identity and Passport Service standard photographs (1 countersigned)
- C2 form (countersigned) AND
- Child's original UK long version birth certificate
- Original Deed Poll/Statutory Declaration if the child's name has been changed since birth, together with 3 original forms of identification in the child's new name
- A photocopy of the parent's current ID (eg: driving licence, bank statement, student card, household bill)
- Copies of parents' passports (in some countries where there is a high risk of fraud it may be necessary to submit your original passport. Please check the country page for specific requirements before submitting the application) <https://www.gov.uk/overseas-passports/y>
- Parents' original birth certificates
- Parents' original marriage certificate if the child was born before 1 July 2006. If parents were not married and the child was born after this date the father's name must be on the birth certificate.
- Parents' Home Office certificates of registration or naturalisation, or evidence that at the time of the birth of the child at least one was a British Citizen or had indefinite leave to remain in the United Kingdom (if applicable)

DOCUMENTS TO BE SUBMITTED WITH A FIRST TIME APPLICATION IF THE CHILD WAS BORN OUTSIDE THE UNITED KINGDOM

- Passport Fee
- Two Identity and Passport Service standard photographs (1 countersigned)
- C2 form (countersigned) AND
- The child's travel document (if applicable);
- The child's original registration certificate from the Home Office; OR
- The child's original consular birth certificate; OR
- The child's full foreign birth certificate and the mother's original UK long version birth certificate or original naturalisation/registration certificate; or the father's original UK long version birth certificate or original naturalisation/registration

certificate, and if the father only was a British Citizen at the time of the child's birth and not the mother and the child was born before 1 July 2006 the parents' marriage certificate must be provided. If the child was born after 30 June 2006 the father's details must appear on the child's birth certificate;

- Original Deed Poll/Statutory Declaration if the child's name has been changed since birth, together with 3 original forms of identification in the child's new name
- Copy of parents' passports.

DOCUMENTS TO BE SUBMITTED WITH A PASSPORT RENEWAL

- Passport Fee
- Two Identity and Passport Service standard photographs (1 countersigned if child is under 12)
- C2 form (countersigned if child is under 12)
- Current passport

DOCUMENTS TO BE SUBMITTED WITH A PASSPORT APPLICATION FOR A LOST OR STOLEN PASSPORT

- C2 form (countersigned)
- Two Identity and Passport Service standard photographs (1 countersigned)
- Passport fee
- Police report for stolen passports
- LS01 form
- Photocopy of your child's current ID

DOCUMENTS TO BE SUBMITTED WITH A DAMAGED PASSPORT

- C2 form
- Two Identity and Passport Service standard photographs
- Passport fee
- Damaged passport
- Letter explaining how the passport became damaged

DOCUMENTS TO BE SUBMITTED FOR A PASSPORT RENEWAL FOR A BRITISH CITIZEN WITH A CONNECTION TO A BRITISH OVERSEAS TERRITORY

Most British Overseas Territories citizens also became British citizens on 21 May 2002. References to **birth or adoption IN the United Kingdom AFTER 31 December 1982** should be construed as meaning after 20 May 2002 when the birth or adoption occurred in a qualifying British Overseas Territory. For the documents required you

should follow the guidance in the preceding paragraphs.

References to birth or adoption **OUTSIDE the United Kingdom AFTER 31 December 1982** should be construed as meaning OUTSIDE a qualifying British Overseas Territory to a parent connected to a British Overseas Territory. For the documents required you should following the guidance in the preceding paragraphs.

DOCUMENTS TO BE SUBMITTED FOR A FIRST TIME PASSPORT IF THE CHILD WAS ADOPTED IN THE UK

- C2 form
- Two Identity and Passport standard photographs (1 countersigned)
- Passport fee
- Original adoption certificates
- Original adoptive mother's long birth certificate if she was born in the United Kingdom or qualifying territory OR
- adoptive father's long birth certificate if he was born in the United Kingdom or qualifying territory OR
- original documents to show that either of the adoptive parents was a British citizen if neither was born in the United Kingdom
- If the child's birth was before 1 July 2006 the parents' original marriage certificate and evidence of termination of any previous marriages
- If neither parent is a British citizen original passports or other evidence that they had indefinite leave to remain in the United Kingdom..
- If the father had indefinite leave to remain in the United Kingdom and the child was born before 1 July 2006 the parents' original full marriage certificate and any evidence of termination of previous marriages.

OVERSEAS ADOPTION

On 1 June 2003 the UK implemented the Hague Convention on Intercountry Adoptions. This usually had the effect of conferring British citizenship on a child adopted by a British citizen parent, after that date, in a country that had also implemented the Hague Convention on Intercountry Adoptions.

Adoption by a British national or nationals does not automatically mean that the adopted child will become a British citizen. There are several conditions that need to be met in order for an adopted child to be automatically eligible for British nationality;

The adoption has to be conducted under Hague Convention Protocols. Not all adoptions take place in countries that are signed up to the Hague Convention. In some cases adoptions may be recognised in the UK without conferring British nationality, while adoptions from other countries will not be recognised.

The adoptive parent/ parents need to be habitually resident in the UK. This is a legal term. You may need to seek legal advice about whether you meet this qualification.

If you are interested in adopting a child overseas, you should seek advice from a local authority on adoption or a voluntary adoption agency that is registered to work on intercountry adoption.

DOCUMENTS TO BE SUBMITTED FOR FIRST TIME PASSPORT IF THE CHILD WAS ADOPTED OUTSIDE THE UK

- C2 form
- Two Identity and Passport standard photographs (1 countersigned)
- Passport fee

SURROGACY

No matter what the genetic make-up of the child, UK law regards the woman who carries and bears the child as the legal mother. If she is married at the time she becomes pregnant, UK law will see her husband as the legal father. Again, this applies no matter what the genetic make-up of the child. Even if the surrogate mother's home country sees the commissioning parents as the legal parents and issues documentation to this effect, UK law may not view them as the legal parents.

We can only issue British passports to applicants who are eligible to hold them under UK law. If the child does not have an automatic claim to British citizenship, and you have to apply for the child to be registered with UKBA you may be obliged to remain in the country for considerably longer than you would expect until the registration process is completed before you can apply for a British passport.

In surrogacy cases you will be asked to produce extra documentation, including the surrogacy agreement and evidence that the surrogate mother is unmarried. These cases are complex, and although we aim to process the application in the same amount of time as other first time applications,

in some countries, these cases can take up to six months.

We strongly advise anyone who is considering entering into a surrogacy arrangement overseas to take expert legal advice with someone familiar with UK surrogacy laws before making any arrangements.

INTERPRETATIONS

Prior to 1 July 2006 father, for the purposes of nationality and eligibility for passports, refers ONLY to the father of a legitimate child.

^ The mother of the child is the woman who gave birth to the child.

* United Kingdom includes England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man. The European Union (EU) provisions relating to the free movement of labour and the right of establishment do not apply to Channel Islanders and Manxmen unless they can show that they have a close connection with mainland United Kingdom through birth, descent, adoption, naturalisation, registration or residence. They may, therefore, be asked for information to determine whether such a connection exists. Where it does not, the passport will be endorsed to the effect that the holder is not entitled to benefit from EU provisions relating to the free movement of persons and services.

European Union member states are Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovak Republic, Slovenia, Bulgaria and Romania.

• Qualifying Territories for the purposes of the British Nationality Act 1981 and the British Overseas Territories Act 2002 are Anguilla, Bermuda, British Indian Ocean Territories, Cayman Islands, Falkland Islands, South Sandwich Islands and South Shetland Islands, Gibraltar, Montserrat, Pitcairn (Henderson, Ducie and Oeno Islands), St Helena, Ascension Island and Tristan da Cunha, Turks and Caicos Islands and British Virgin Islands.

OTHER BRITISH NATIONAL PASSPORTS

If the child is a British Dependent/Overseas Territories citizen, British Overseas citizen, British subject or a British protected person by registration you should supply the document showing that particular description.

If the child is both a British citizen and a British Overseas Territories citizen you should indicate in Section 7 which status is required on the details page of the passport. If you are applying for a passport describing the child as a British Overseas Territories citizen you should construe references to the United Kingdom* or a qualifying territory, as pertaining to the territory from which the child derived their national status and references to British citizen as pertaining to British Overseas Territories citizen.

FOOTNOTES

British Nationality Act 1981

The British Nationality Act 1981, which came into effect from 1 January 1983 created three new citizenship categories to replace citizenship of the United Kingdom and Colonies. These were:–

- A. British citizenship for those persons with right of abode in the United Kingdom*;
- B. British Dependent Territories citizenship for those persons with a close connection with a British Dependent Territory; (British Dependent Territories citizens became British Overseas Territories citizens on 26 February 2002 and most of those also became British citizens on 21 May 2002); and
- C. British Overseas citizenship for those citizens of the United Kingdom and Colonies who had no right of abode in the United Kingdom* or close connection with a then British Dependent Territory (now British Overseas Territory).

Immigration Status

From 1 January 1983 no endorsement about immigration status is applied to passports issued to British citizens as they are automatically exempt from United Kingdom immigration control.

However, it will continue to be necessary to determine the immigration status under the Immigration Act 1971 of all applicants for passports. Passports issued to British Overseas citizens, British subjects or British protected persons will continue to be endorsed to show the holder's immigration status under that Act.

How to obtain birth or adoption certificates

If the child was born or adopted in England and Wales you can obtain a birth/adoption certificate from the General Register Office, Smedley Hydro, Trafalgar Road, Birkdale, Southport, Merseyside, PR8 2HH. The despatch of certificates may be expedited if, when you write, you state full particulars of the child, date and place of birth (full address) and full names of parents including mother's^ maiden name.

For births or adoptions which occurred in Scotland, or Northern Ireland apply respectively to the Registrar-General, New Register House, 3 West Register Street, Edinburgh EH1 3YT; website www.gro-scotland.gov.uk. The Registrar-General, Oxford House, 49-55 Chichester Street, Belfast BT1 website: <http://www.nidirect.gov.uk/gro-content-has-moved>

If the child was born overseas and the birth was registered at a British Embassy, Consulate, High Commission or HM Forces Unit, you may also obtain certificates from the General Register Office in Southport, General Register Office in Edinburgh, and General Register Office in Belfast.

Form
BNO-

A

Application for a British National (Overseas) Passport

Do not use this form if you are under 16 – use form BNO-B

Official use only

Passport Holder's Name (Please use ink and capital letters)

Initials Surname

**Read this section
before you fill in
the form**

The fee for a passport is payable in local currency at the time of application. Where the new passport is to be sent to you by post, please send the appropriate postal charges (including registered postal fee) with your remittance.

Dual nationality: if you possess the nationality or citizenship of another country you may lose this when you obtain a British passport. Please check with the authorities of the other country before making your application.

How long does it take to get a passport? Wherever possible, please submit the application, whether by post or in person, at least 4 weeks before you need the passport.

There is a separate sheet of Notes to help you complete the form. Please refer to the Notes whenever the form tells you to.

We will check the details you provide using information held by public and private sector organisations in order to determine whether to issue a passport. Those details may be used by the Identity and Passport Service to test our systems and to ensure the effective operation of passport services. We may also contact you to ask if you are satisfied with such services. We may pass information held on your passport and on related passport records to public and private sector organisations in the UK and abroad when you use your passport, obtain a service or when it is in the public interest to do so.

Type of service required

- A** a replacement for a BN(O) passport that is lost or otherwise unavailable
- B** the renewal of your existing BN(O) passport?
(you must enclose the expired passport with this application)
- C** changes to your current BN(O) passport? **New Name** ... **New Photo** ... **Change of marital status**
- D** the extension of your current BN(O) passport to full validity ?
- Do you wish to pay for a 48 page passport**

Space below is for Official use only

S/A _____
CBF _____

Observations

1 In accordance with the United Kingdom Immigration Rules, the holder of this passport does not require an entry certificate to visit the United Kingdom.

2 The holder of this passport has Hong Kong permanent identity card no. which states that the holder has the right of abode in Hong Kong.

Next action

Documents produced

	OB	EX
LBC	<input type="checkbox"/>	<input type="checkbox"/>
SBC	<input type="checkbox"/>	<input type="checkbox"/>
PPT	<input type="checkbox"/>	<input type="checkbox"/>
MC	<input type="checkbox"/>	<input type="checkbox"/>
NAT CERT	<input type="checkbox"/>	<input type="checkbox"/>
PHOTOS	<input type="checkbox"/>	<input type="checkbox"/>
RP	<input type="checkbox"/>	<input type="checkbox"/>
FEE	£	<input type="checkbox"/>
OTHER DOCS specify		
HONG KONG PERMANENT IDENTITY CARD	<input type="checkbox"/>	<input type="checkbox"/>

OB	SF
----	----

FEE/FW

Issue
(Status) _____

Include _____

Immigration status _____

COLLECT

Form BNO-A Notes

British National (Overseas) Passport

Application for a British National
(Overseas) Passport
Please keep these Notes until you
receive the passport

Note 1

To help you complete Section 1
Fill in your travel date at Section 1. Remember that the Passport Issuing Office needs *at least 4 weeks* to deal with your application see (Note 10.)

Note 2

To help you complete Section 2
This section must be filled in by all applicants. For the recording of professional or other titles, see Note 12.

Note 3

To help you complete Section 4
You should fill in details of the previous passport which has been lost or is not available. Please give as much information as you can (if your passport has been stolen a police report must be obtained). A replacement passport can be issued only after full enquiries.

Note 4

To help you complete Section 7
Section 7 must be filled in and signed by all applicants. If you are unable to write because of a physical or mental disability a declaration by the person responsible for your welfare (e.g. parent or doctor) may be accepted. In these circumstances the signatory should explain in Section 6 that the applicant is disabled and that he/she as parent, doctor, etc has signed on the applicant's behalf.

Note 5

CONFIRMATION OF IDENTITY
After you have completed the form up to Section 7, Section 8 should be completed and signed by a Member of Parliament, Justice of the Peace, Minister of Religion, a professionally qualified person (for example, Doctor, Engineer, Lawyer, Teacher), Bank Officer, Established Civil Servant, Police Officer or a person of similar standing who has known you personally for at least two years. If you do not know a British citizen or other Commonwealth citizen locally with these qualifications Section 8 may be completed and signed by a citizen of the country in which you are residing, provided he/she has a similar standing in that country and the Consul considers his/her signature to be acceptable. A relative should not countersign. See also Note 7.

Official procedures include a check to confirm that the countersignature is genuine. In certain cases you may be asked to produce further documentary evidence of identity.

Note 6

To help you complete Section 6
If you wish to give the Passport Office any extra information this can be given at section 6 or on a separate sheet of paper

Note 7

PHOTOGRAPHS

Photo standards are very important. More applications are delayed because of incorrect photos than for any other reason. Please see the Identity and Passport Service Guidance for full details; <https://www.gov.uk/photos-for-passports>
Please send two identical copies of a photograph of yourself taken within the last month.

Note 8

DOCUMENTS TO BE PRODUCED

Photocopies of birth, marriage or naturalisation certificates or registration documents are NOT acceptable for passport purposes. You should check <https://www.gov.uk/overseas-passports>

Note 9

FEES

Please note fees are not refundable. The fee for applying for a United Kingdom passport is set in pounds sterling and payable at the time of applying. As foreign currencies vary against sterling, please check your country's webpage: <https://www.gov.uk/overseas-passports> for information on what the current fees are, and what methods of payment are available. A separate courier fee is payable.

Note 10

How to submit your application

Do not make travel plans until your passport has been returned to you. Once you have completed and signed the form, please then complete the checklist on the back of the form.

For information on how to submit your application and how long it will take to process please check your country's webpage at:

<https://www.gov.uk/overseas-passports> You may apply for a renewal of your passport up to 9 months in advance of your application, without losing any validity. For example if you apply for a passport in January, but your passport is not due to expire until September, we can add the additional 9 months onto your new passport, making your new passport valid for 10 years and 9 months You can apply earlier than 9 months in advance of the expiry of your passport, but we will not be able to add any further validity to your new passport.

Note 11 Delivery Addresses

Section 2 of the form requests a delivery address to be completed. This is the address that you would like the passport and documentation that was submitted with your application to be returned to. You will be sent two separate packages, one containing the supporting documents you submitted, and a second package with your new passport. If you have already received one of these packages, the other should arrive within a few days. Before recording the delivery address, please refer to your country's website on:

<https://www.gov.uk/overseas-passports> to determine whether you need to collect the passport and documentation from your nearest British consulate or whether they are going to be delivered directly to you. If you reside in a country where you need to collect the passport, please record your residential address in section 2. If you reside in a country where we shall be delivering directly to your address please ensure that you provide an address where there is someone available to sign for receipt of the passport and documentation. For example in most countries our courier will be unable to deliver to PO Box addresses because they are required to hand the package over to a person at the address and obtain a signature of receipt.

Note 12

Please enter in Section 6 any professional or other title by which you wish to be described in your passport.

Note 13

Hong Kong Permanent Identity Card.

All British National (Overseas) Passport holders should have a Hong Kong identity card, which states that the holder either has the right of abode or the right to land in Hong Kong. This enables the Passport Officer to enter the following endorsement in your passport:

"The holder of this passport has a Hong Kong permanent identity card number which states that the holder has the right of abode in Hong Kong" or "The holder of this passport has a Hong Kong identity card number which states that the holder has the right to land in Hong Kong"

Form
BNO-

B

Application for a British National (Overseas) Passport for a Child under 16

Do not use this form if the child is over 16 – use form BNO-A

Official use only

Please write the child's name (using ink) in CAPITAL LETTERS

Initials Surname

Read this section before you fill in the form

The fee for the passport is payable in local currency at the time of application. Where the new passport is to be sent to you by post, please send the appropriate postal charges (including registered post fee) with the remittance.

Dual nationality: children who possess the nationality or citizenship of another country may lose this when they get a British National (Overseas) passport. Please check with the authorities of the other country before making the application.

How long does it take to get a passport? Wherever possible, please submit the application, whether by post or in person, at least 4 weeks before you need the passport.

There is a separate sheet of Notes to help you complete the form. Please refer to the Notes whenever the form tells you to.

Information contained in this form and on the passport record to which this application relates may be passed to other government organisations and law enforcement agencies for the purpose of checking your application and in the subsequent use of any passport issued as a result of this application.

Type of service required

- A a replacement for a BN(O) passport that is lost or otherwise unavailable?
- B the renewal of your existing BN(O) passport?
(you must enclose the expired passport with this application)
- C changes to your current BN(O) passport? **New Name** **New Photo**
- D the extension of your current BN(O) passport to full validity?
- E the extension of your current BN(O) passport for a further 5 years (if issued prior to 5 October 1998)

Please initial here

Space below is for Official use only

S/A _____
CBF _____

Observations

1 In accordance with the United Kingdom Immigration Rules, the holder of this passport does not require an entry certificate or visa to visit the United Kingdom.

2 The holder of this passport has Hong Kong permanent identity card no. which states that the holder has the right of abode in Hong Kong.

Next action

Documents produced

	OB	EX
LBC	<input type="checkbox"/>	<input type="checkbox"/>
SBC	<input type="checkbox"/>	<input type="checkbox"/>
PPT	<input type="checkbox"/>	<input type="checkbox"/>
MC	<input type="checkbox"/>	<input type="checkbox"/>
NAT CERT	<input type="checkbox"/>	<input type="checkbox"/>
PHOTOS	<input type="checkbox"/>	<input type="checkbox"/>
RP	<input type="checkbox"/>	<input type="checkbox"/>
FEE	£	<input type="checkbox"/>
OTHER DOCS specify		
HONG KONG PERMANENT IDENTITY CARD	<input type="checkbox"/>	<input type="checkbox"/>
COLLECT		

Valid for 5 years only

Issue
(Status)

Include

Immigration status

OB	SF
FEE/FW	

CAUTION

You are warned that the making of an untrue statement for the purpose of obtaining a passport is a criminal offence. Official procedures include a check to confirm that the countersignature is genuine. The application should not be countersigned until the form has been completed, signed and dated by the applicant.

6(a) Declaration

To be signed by all applicants ★ Read Note 3

I, the undersigned applicant for the issue of a passport to the above-named child, declare that

1 My rights in respect of (insert name of child shown at section 2)

_____ have not been limited in any way by order of any court having jurisdiction over him/her.

*2 I am authorized to act as the child's legal guardian by

*(a) the court at _____

*(b) the child's mother/father/legal guardian whose consent is attached.

3 The child has not previously held a passport of any description, or been included on one, other than that stated above, and no other application for a passport for the child has been made.

*4 If the passport mentioned in section 4 comes again into my possession, I will return it immediately to a British Passport issuing authority.

5 No one included on this application owes money to Her Majesty's Government for repatriation or similar relief.

6 The child is a British National (Overseas).

7 All information given in this application is correct to the best of my knowledge and belief.

Full name of parent or legal guardian _____ Chinese characters _____

Address _____

_____ Daytime Telephone No. _____

Relationship of applicant to child _____

Sign _____ Date _____

[Signature box]

(Signature of parent)

*Cross out whichever does not apply and sign.

Remember to send in any British passport in which the child is included

Go to section 6(b)

6(b)

Sign _____ Date _____

[Signature box]

(Signature of applicant)

IMPORTANT - KEEP WITHIN BORDER.

Failure to comply with this instruction will invalidate the application.

Go to section 7

7 Countersignature

This section must be completed by the person required to confirm the child's identity.

★ Both applicant and countersignatory should read Note 4. Countersignatory should fill in details below

- 1 Read the CAUTION.
- 2 Endorse the back of the photograph by writing 'I certify that this is a true likeness of (insert name of child) and add your signature, and the date the likeness was compared.

Read what the applicant has put on this form, and

- 3 Fill in the following in CAPITAL LETTERS and in ink.

I (insert your name) _____

certify that the applicant (insert name of person who has signed at section 6(a) – not the child's)

_____ has been known personally to me as a (insert in what capacity eg employee, client, patient, friend etc.) _____ for _____ years

_____ and to the best of my knowledge and belief the facts stated on this form are correct. I am a Commonwealth citizen. I have read the caution and I understand it.

Sign _____ Date _____
Profession and professional qualifications _____

Business address or if not applicable, private address _____

Daytime Telephone No. _____

Check List

When you have filled in the form, tick boxes to show that you have:

- enclosed the necessary documents (not photocopies) see Note 7
- enclosed the necessary fee ... see Note 9
- signed the Declaration at section 6
- had the application countersigned at section 7
- completed the index card and labels
- applied for a Hong Kong permanent identity card or attached it... see Note 12

It is important that all applicants now read Notes 4 to 12

FOR OFFICIAL USE ONLY

[Official use box]

Please initial here

[Initial box]

Form BNO-B Notes

British National (Overseas) Passport

Application for a British National
(Overseas) Passport for a child under
16 years

Please keep these Notes until you
receive the passport

Note 1

To help you complete Section 1
Fill in the child's travel date at Section 1. Remember that the Passport Issuing Office needs *at least 4 weeks* to deal with your application (see Notes 10 and 4).

Note 2

To help you complete Section 4
You should fill in Section 4 if the child's previous passport has been lost or is not available. Please give as much information as you can. A replacement passport can be issued only after full enquiries.

Note 3

To help you complete Section 6
Section 6 should be filled in and signed by one of the parents consenting to the issue of a passport. If the parents have not been married to each other, consent should be given by the mother. If for any reason a parent is not available to complete and sign the form this may be done by the adult responsible for the child and the written consent of a parent or a letter explaining the guardianship should be sent with the application.

If you are unable to write you should use your left thumb print instead of a signature. The thumb print should be witnessed by the person who completes Section 7 of the form. If you are unable to write because of a physical or mental disability a declaration by the person responsible for your welfare (e.g. parent or doctor) may be accepted. In these circumstances the signatory should explain in Section 5 that the applicant is disabled and that he/she as parent, doctor, etc has signed on the applicant's behalf.

Note 4

CONFIRMATION OF IDENTITY
After you have completed the form up to Section 6, Section 7 should be completed and signed by a Member of Parliament, Justice of the Peace, Minister of Religion, a professionally qualified person (for example, Doctor, Engineer, Lawyer, Teacher), Bank Officer, Established Civil Servant, Police Officer or a person of similar standing who has known you personally for at least two years and who is a Commonwealth citizen (i.e. British citizen, British Dependent Territories citizen, British National (Overseas), British Overseas citizen, British Subject or citizen of a Commonwealth country). If you do not know a British citizen or other Commonwealth citizen locally with these qualifications, Section 7 may be completed and signed by a citizen of the country in which you are residing, provided that he/she has a similar standing in that country and the Consul considers his/her signature to be acceptable. A relative should not countersign. See also Note 6.

Official procedures include a check to confirm that the countersignature is genuine. In certain cases you may be asked to produce further documentary evidence of identity.

Note 5

To help you complete Section 5
If you wish to give the Passport Office any extra information this can be given at Section 5 or on a separate sheet of paper.

Note 6

PHOTOGRAPHS
Please send two identical copies of a recent photograph of the child.

The photographs should be colour, taken full face, without a hat and with a white background. The size should be 45mm by 35mm (1.77 inches by 1.38 inches). They should be printed on normal thin photographic paper and be unmounted.

The person who countersigns your application (see Note 4) should also write on the back of ONE photograph the words "I certify that this is a true likeness of" giving the child's full name and adding his/her signature and the date the likeness was compared.

Note 7

DOCUMENTS TO BE PRODUCED
Photographic copies of birth, marriage or naturalisation certificates or registration documents are NOT acceptable for passport purposes.

Please produce the child's Hong Kong permanent identity card if he/she has one.

Note 8

Documents needed if the child's name has been changed.

If the child's name has been changed (otherwise than by adoption), you must send

Documentary evidence that the child's name has been changed for all purposes (e.g. deed poll, statutory declaration).

Note 9

FEES

All passport fees are payable in local currency at the time of application.

Note 10

Information about how to send your application

It will take about four weeks to process an application for a BN(O) passport if the child does not already have a Hong Kong permanent identity card (see Note 12). If the child already has a Hong Kong permanent identity card it should take significantly less time.

When posting the application enclose the child's passport and any necessary documents. Write your name and address on the back of the envelope, and keep a note of the *exact* date of posting.

Taking your application to a Passport Issuing Office may mean queuing and does not guarantee priority treatment.

If the child needs to travel urgently in cases of grave emergency (eg death or serious illness) contact the office to which the application was sent for advice.

Note 11

Information on making enquires about your passport application

If possible, you should send your application at *least 4 weeks* before the passport is needed (see Note 10).

Please do not make enquiries if you do not receive it within this period. However, if an emergency arises, you should get in touch with the Office to which the application was sent and give the following information.

the child's full name;

the child's place and date of birth;

how the application was lodged, for example by post stating the *exact* date of posting; OR personally at the Office, stating the date of your receipt and its reference number in full.

Note 12

Hong Kong permanent identity card.

All British National (Overseas) Passport holders should have a Hong Kong permanent identity card, which states that the holder has the right of abode in Hong Kong. This enables the Passport Officer to enter the following endorsement on the passport:

"The holder of this passport has a Hong Kong permanent identity card number which states that the holder has the right of abode in Hong Kong".

Hong Kong permanent identity cards are issued in Hong Kong and applications should be made on form ROP94A (for persons under 18), which is obtainable from all passport issuing offices. These applications should be returned to the passport issuing office together with your application for a BN(O) passport.

Application number

Application number

Lost or Stolen Passport Notification

Use this form to report the loss or theft of a passport. Please write only within the white boxes. **IMPORTANT:** Completing this form will not provide you with a replacement passport. To replace your passport you will need to submit this form, a passport application form, supporting documents and fee.

A replacement passport will not be issued if this form has not been completed correctly. As applications to replace lost or stolen passports require additional checks please note you cannot replace a lost or stolen passport using the Premium service. Please call our Passport Adviceline on 0300 222 0000 or visit www.direct.gov.uk/passports for further information. Help safeguard your identity by returning this form without delay.

Please fill in all sections that apply to you
Please complete in CAPITAL LETTERS and BLACK INK only.

01

Details of the
lost/stolen
passport

Title

Surname on passport

Forename(s) on passport

Date of birth

Town of birth

Country of birth

Passport number

Was the passport issued in the UK?
Yes No

Date of issue

Lost Stolen Other
If Other please supply details

Current title

Indicate by crossing
either the Lost,
Stolen or Other box.

02

Current details -
only fill in if different
to Section 01

Current title

Current surname

Current forename(s)

03

Details of
where and when
lost/stolen
passport last seen

Date of loss/theft

Place of loss/theft (e.g. name of airport or name and town of hotel)

Country of loss/theft

Postcode of loss/theft

Circumstances of loss/theft

04

Police Report

The police must be notified of passport theft in the UK. Passports stolen abroad must be reported to local police of that country.

Has the theft been reported to the police? Yes No

Date reported to police
D D M M Y Y Y Y

If it has been reported to the police then fill in the details below

Police station
Police report number

05

Name of person reporting the loss/theft.

Complete this section only if you are not the passport holder.

A person with parental responsibility must complete Section 05 if the passport holder is aged under 16 (this form should not be used where there is a parental dispute over the possession of a child's passport). If you are completing this form on behalf of an adult passport holder please enclose a covering letter explaining clearly why the passport holder cannot complete this form him/herself.

Title Surname
Forename(s)
Relationship to passport holder
Present address (house number, street name, town)

Contact details of person reporting the loss/theft.

Complete this section only if this form is not accompanying an application for a replacement passport.

Country
Postcode
Daytime telephone number
Evening telephone number
Mobile telephone number
E-mail address

Declaration

Note all unsigned forms will be returned

I understand that completing and returning this form will result in the related passport being cancelled, that it may never be used again and, if subsequently found, it should be returned to the Identity and Passport Service (IPS) immediately. I also understand that I will need to make a separate application on a passport application form if I wish to replace the passport declared lost or stolen.

The information on this form is true to the best of my knowledge and belief and I understand that I shall be liable to prosecution and could face a prison sentence if I include anything that I know to be false or do not believe to be true.

I also understand that the IPS holds and uses data for purposes notified to the Information Commissioner under the Data Protection Act 1998 (which may be consulted at www.informationcommissioner.gov.uk). Information about the lost or stolen passport may be shared with appropriate public and private sector authorities who can assist in locating and recovering the missing passport.

Print name here

Failure to keep your signature within the border will invalidate the form.

Signature (sign within box)
Date
D D M M Y Y Y Y

Remember to enter the date of signing in the box provided.



Enclose this form with your passport application form. If this form is not accompanying an application form for a replacement passport please send to: PO Box 654, Peterborough PE1 1WP. If outside the mainland UK this form should be sent to the nearest British Embassy or High Commission Consular Section, British Consulate or Passport Issuing Office.

Office Use Only

This section should be completed by the submitting authority.

Source Authority (This is the unique code that represents the authority and how they report, e.g. 'FCOC' for FCO Compass).

LSR Submission Post (The specific post or office within the submitting organisation making the report).

Source Authority Source System Reference (The unique system reference ID for the LS report).

Source Contact Details (The Contact name or telephone number where report is made).

DATE STAMP

Empty box for date stamp

Checklist 1- *Renewing an existing British Passport*

NOTE: THIS CHECKLIST IS NOT APPLICABLE FOR OLD BLUE/BLACK PASSPORTS

Please tick each box in the checklist below to ensure you have all relevant documents.

- Completed passport application form. (C1 or C2). Applications signed with the signature **outside** the box will be **returned**.
- Completed your application form in full using black ink.
- Enclosed TWO identical passport sized photographs on a cream/off white background. Photographs **not** meeting standards required by the UK passport services will be **returned**.
- If your appearance is very different from the photo in your current or last passport, you should get your photo & form countersigned. All children under 12 **must have** their form countersigned. (Temp residents see note below)
- Counter signatory (If required): Must complete all details (C1-Sec9 or C2-Sec8). Incomplete counter signatory detail is the number one reason for rejected passport applications.
- Enclosed your current/existing passport(s). Photocopies are **not** acceptable.

Note : For those in the country for less than 2 years, on holiday or visiting, and don't know anyone, you can have your application & photo countersigned by a professional (Policeman, J.P., Lawyer etc) attesting to your likeness (*not that they have known you for a period of time*). An explanation of your circumstance should be made at Section 7 C1 or section 6 C2.

By completing this checklist and signing below, you confirm that you have enclosed all the relevant documentation and have prepared your application in accordance with this guideline.

FULL NAME: _____

Signed: _____

Date: _____

Checklist 2- Replace a lost or stolen passport

Please tick each box in the checklist before submitting your application.

- Completed passport application form. (C1 or C2). Applications signed with the signature **outside** the box will be **returned**.
- Completed your application form in full using black ink.
- Enclosed TWO identical passport sized photographs on a cream/off white background. Photographs not meeting standards required by the UK passport services will be **returned**. For those in the country for less than 2 years, on holiday or visiting, and don't know anyone, you can have your application & photo countersigned by a professional (Policeman, J.P., Lawyer etc) attesting to your likeness (*not that they have known you for a period of time*). An explanation of your circumstance should be made at section 7 C1 or section 6 C2.
- Counter signatory: Must complete in full. Incomplete counter signatory information is the number one reason for rejected passport applications.
- Completed an LSO1 Form. (Lost and stolen notification form)
- Enclosed one form of photo ID (photocopied). This being your drivers licence or student ID card, or similar OR two forms of other identification. This being photocopies of your bank statements, utility bills, or similar.

NOTE : Parents / Guardians of children under 16, need to ensure that appropriate permissions has been given by **both** parents / guardians to enable the child to travel. By authorising the form you accept the undertaking that your rights in respect of the child have not been limited in any way by order of any court.

By completing this checklist and signing below, you confirm that you have enclosed all the relevant documentation and have prepared your application in accordance with this guideline.

FULL NAME: _____

Signed: _____

Date: _____

Checklist 3- *Change of Name*

Please tick each box in the checklist below to ensure you have all relevant documents.

- Completed passport application form. (C1 or C2). Applications signed with the signature **outside** the box will be **returned**.
- Completed your application form in full using black ink.
- Enclosed **TWO** identical passport sized photographs on a cream/off white background. Photographs not meeting standards required by the UK passport services will be **returned**.
- If your appearance is very different from the photo in your current or last passport (or under 12), you should get your form countersigned. See note below.
- Enclosed your existing passport. Photocopies are NOT acceptable.
- If you have changed your name by marriage/ civil union, we require the **original** marriage/civil union certificate.

If you have changed your name by divorce and wish to revert to your maiden name, we require your divorce certificate and your **original** full birth certificate.

If married within Australia or New Zealand- **This must be the certificate issued by the Registrars Office NOT the one handed to you on the day of service.** Otherwise we require an original Deed Poll or Change of name certificate.

If you have changed your name by usage, we require a completed statutory declaration.

Note : For those in the country for less than 2 years, on holiday or visiting, and don't know anyone, you can have your application & photo countersigned by a professional (Policeman, J.P., Lawyer etc) attesting to your likeness (not that they have known you for a period of time). An explanation of your circumstance should be made at section 7 C1 or Section 6 C2.

By completing this checklist and signing below, you confirm that you have enclosed all the relevant documentation and have prepared your application in accordance with this guideline.

FULL NAME: _____

Signed: _____

Date: _____



Application for a United Kingdom Emergency Travel Document

Please supply the following:

- > Passport sized photograph
 - > Police report (for lost and stolen passports)
 - > Correct fee
 - > Form of personal identification
- Please complete in black ink in block capitals

1 Applicant details

Title _____ Surname _____

Forenames _____

Place of birth _____ Date of birth _____
(city and country)

House _____ name/number _____ & _____ street _____ name _____

Town/City _____ Postcode _____

Country _____ Email address _____

Contact tel no. _____ Home tel no. _____

Is or has the Applicant been known by any other name? Yes No
(if you answered Yes, please provide other names below)

Forenames _____ Surname _____

Forenames _____ Surname _____

Forenames _____ Surname _____

2 Why are you making this application for an Emergency Travel Document?

The Passport is (tick one of the following) Lost Stolen Expired Other

If 'Other' please supply further information _____

3 Details of the lost, stolen, expired or (other) passport

Was the Passport issued in the UK? Yes No
 Country and City _____
(Complete if passport issued outside the UK)

Passport number (If known) _____ Date of issue (If known) _____

Nationality _____
(State Nationality shown on passport if known)

If you are not the applicant named above please provide your details below

Title _____ Surname _____

Forenames _____ Date of birth _____

Place of birth _____ Country of birth _____

Relationship to applicant _____
(If you are applying for an ETD on behalf of the applicant, please indicate your relationship to them)

4 Details of where and when lost/stolen passport last seen

Place of loss/theft _____ Date of loss/theft _____
(e.g. airport name, town)

Country of loss/theft _____

Circumstances of loss/theft _____

Have local police been notified? Yes No Date reported to Police _____

If Yes, please provide details

Police station _____ Police Report Number _____

Have you previously reported your/any passport lost or stolen? Yes No

Details _____

If Yes, please provide details

5 Details of journey to your required destination

Departure date _____ Arrival date at destination _____

Countries _____ transited _____

Mode(s) of transport Plane Train Boat Car Coach Other

(tick all that apply)

If 'Other' please supply further information _____

Country of final destination _____ Purpose of travel _____

6 Declaration

You are warned that the making of an untrue statement for the purpose of procuring a passport is a criminal offence
 I am 16 years or over, I understand and declare that:

- 1 The person named in section 1 has not previously held a passport or other travel document of any description, or been included in one, other than that stated on this application
- 2 This application does not break the terms of any court order in any jurisdiction
- 3 No one included in this application owes money to Her Majesty's Government for repatriation or similar relief
- 4 The person named in section 1 has not been adopted outside the United Kingdom (or a qualifying territory), unless mentioned on this application
- 5 The person named in section 1 is a British citizen, or British National (Overseas), or British Overseas Territories citizen, or British Overseas citizen, or British subject, or British protected person or an EU national or Commonwealth national and has not lost or renounced this status
- 7 I, or the person named in section 1 of this application (if different), understand that by voluntarily applying for a British passport, the person named in section 1 may lose citizenship of another country
- 8 If the person named in section 1 is under 16 years old, they do not hold a valid certificate of entitlement to the Right of Abode
- 9 The information on this application form is true to the best of my knowledge and belief and I understand that I shall be liable to prosecution and could face a prison sentence if I include anything that I know to be false or do not believe to be true
- 10 I understand that completing and returning this application form will result in any lost, stolen or otherwise unavailable passport being cancelled, that it may never be used again and if subsequently found, it should be returned to the Foreign and Commonwealth Office (FCO), nearest Consular Post or Identity and Passport Service (IPS) Regional Office immediately
- 11 I also understand that the FCO and IPS holds and uses data for purposes notified to the Information Commissioner under the Data Protection Act 1998 (which may be consulted at www.informationcommissioner.gov.uk). Information about the lost or stolen passport may be shared with appropriate public and private sector authorities who can assist in locating and recovering the missing passport and to help prevent the passport being used for criminal purposes
- 12 The guidance notes and the caution above have been read and understood

Signature of Parent/Guardian or person applying on behalf of applicant

Date: _____ Place: _____

Signature of Applicant (in grey box to the right)

Date: _____

Place: _____



(sign in box above using black ink if you are the person named in Section 1 and you are aged 12 or over. Otherwise, leave blank)



British High Commission - Passport Section

Fees for Biometric Passports as from 08 April 2013

How to lodge your Application at Australia Post

1. You can lodge your application at selected post offices. To find the nearest participating outlet, please call 13 13 18 or go to auspost.com.au/pol/britishpassport
 2. You must present this fee sheet with your application when lodging or the form cannot be accepted.
 3. The FORM C1 or C2 must be completed prior to lodging your application at Australia Post.
 4. The details in section 1A must **EXACTLY MATCH** your identification documents.
 5. Your identification documents **MUST** be original. Documents will be retained and forwarded with your application form to the British High Commission who will securely return them once your application has been processed.
 6. You **MUST** provide 2 identical photos that meet the standards outlined in the instructions.
 7. You **MUST** initial each page and sign the application form.
 8. You can pay by cash, EFTPOS or Visa/MasterCard (American Express, Diners Club or personal/business cheques are **NOT** accepted).
- Fees will not be refunded if you decide to withdraw your application or if your application is unsuccessful or fraudulent.**
9. For all other instructions refer to 'Notes for FORM C1' or 'Notes for FORM C2' provided with each application form.

Please use black pen and write within the boxes when completing the C1 or C2 FORM.

C1 FORM - Applicants aged 16 or over



*2961 A C1 1122 33

C2 FORM - Applicants aged under 16



*2961 A C2 1122 26

Fees

Consular rate of exchange £1.00 = A\$1.55
 Please note that fees are subject to change at short notice.
 The fee to be charged includes postal and courier service fees and will be the current rate applicable at the time of lodging your application.

Type of Passport Service	Fee
Adult Passport (32 page standard size)#	\$268.84
Adult Passport (48 page jumbo size)#	\$309.84
Child Passport (under 16 years of age)#	\$196.84

Renewal, first time application or an amendment to an existing passport.



Passport Helplines

Credit Card Line **00 11 44 208 082 4726**
(£0.72 per minute)

Hearing Impaired Textphone Service **00 11 44 1750 725 368**
(£0.72 per minute)

Premium Rate Line **1902 241 444**
(\$3.52 per minute)

Website: www.ukinaustralia.fco.gov.uk



British
High Commission
Wellington

Passport Check List and Fee Sheet

Please complete this check list before lodging your application at your local PostShop

When lodging an application at your local PostShop please confirm the following by ticking the box opposite:

- Please present this sheet with your application
- The completed application form is the current form
- All relevant sections of the application form are complete
- That an LSO1 form is attached, if the application is to replace a lost or stolen passport
- All forms are completed in black or dark blue ink (forms completed in other colours will not be accepted)
- The applicant has signed within and not through the border lines of the signature box
- 2 identical photos are provided that meet the UK passport photo requirements – one certified (except adult renewals)
- All application forms have been countersigned (unless applying for an adult renewal passport)
- Supporting documents are original (e.g. full birth certificate, marriage certificate, UK passport)
- Photocopied identification is supplied (from the parent / guardian if the application is for a C2 - Child), either 1 photo ID or 2 Proof of Address documents

Please note – all original documents will be securely returned to you by the British High Commission

For more information or to find your nearest PostShop visit www.nzpost.co.nz

C1 Form – should be completed for all applicants aged 16 or over

C2 Form – should be completed for all applicants aged under 16



Fees – For Biometric Passports as from 11 February 2013

Please note that fees are subject to change at short notice and are non refundable. The fee to be charged includes an administration fee, international courier fee and the current rate applicable at the time of lodging your application

Type of Passport Service Fee	Fee
Adult Passport (32 page standard size)*	\$337.69
Adult Passport (48 page jumbo size) *	\$391.69
Child Passport (under 16 years of age)*	\$242.69

* Fees apply to a renewal, first time application or an amendment to an existing passport.

Fees can be paid by cash, EFTPOS, Mastercard or Visa. (American Express, Diners Club or cheques are not accepted)

Passport Helpline

Credit Card Line
0044 208 082 4727 (£0.69 + VAT per minute)

Premium Rate Line
0900 990 202 (\$4.50 per minute)

Website

www.ukinnewzealand.fco.gov.uk

Credit Card Form

Payable only to the British Embassy Government Account.

Please charge the following account for the applicable passport fees:

Mastercard Visa

Card Number:

Expiry Date: _____

Cardholder's Name: _____

Cardholder's Address: **PLEASE ONLY COMPLETE IF THIS IS DIFFERENT TO THE ADDRESS YOU HAVE LISTED ON YOUR PASSPORT APPLICATION FORM**

Street: _____

City: _____

State: _____

Zip: _____

Area Code: _____ Tel (wk): _____ Tel (hm): _____

Email address: _____

Signature: _____

The actual passport fees at the time of issuance may fluctuate from the published fee. Your signature on this form authorises us to charge your account for the actual fee, provided that it is not more than \$30 above the currently published fee.

You will not receive a receipt showing the actual fee, unless you have supporting documents to be returned, or if you specifically ask for one. You may request a receipt by ticking the following box.

Request Receipt

In the event that your passport application is rejected due to insufficient supporting evidence, your documentation will normally be returned via USPS for US residents and DHL for residents in Canada, Caribbean, Central and South America. An additional charge will be made to your credit card to cover postage by USPS/DHL on resubmission of your application.

The postage fees are shown below.

Postage Fees:

Jamaica **\$38.00 per person**

Venezuela **\$54.73 per person**

All other countries **\$33.00 per person**

As of September 29th 2011 British Passports are printed in the United Kingdom. Your new passport will be sent to you from the UK. Your supporting documentation, supplied with your application, will be sent to you from Washington DC.