UNITED KINGDOM/ BRITISH PASSPORT SERVICE
for Children under Age 16

Thank you for considering Travel Visa Pro for your British Passport. You are about to make an excellent choice since our agency specializes in expediting U.K. passports and is located 5 minutes walk away from British Embassy in Washington, DC.

(5 BUSINESS DAYS PER WEEK MAX OR FEWER IF THERE ARE ANY HOLIDAYS)

<table>
<thead>
<tr>
<th>Passport Type</th>
<th>British Embassy Fees</th>
<th>Travel Visa Pro Fee</th>
<th>Processing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults (for 32 page passport)</td>
<td>$244</td>
<td>$99</td>
<td>2-4 WEEKS*</td>
</tr>
<tr>
<td>Adults (for 48 page passport)</td>
<td>$288</td>
<td></td>
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<tr>
<td>Minors (under 16 years of age)</td>
<td>$167</td>
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</tbody>
</table>

*- Embassy promises to process all renewals within four weeks. Based on our vast experience, it will take anywhere between 2 to 4 weeks. Processing may take longer if you apply for first time application, replacement for a lost passport, or renewing an old style blue passport or red passport that has expired for more than 10 years.

SPECIAL OFFER FOR OTHER SOUTH and NORTH AMERICAN and CARRIBBEAN RESIDENTS:

Travel Visa Pro can also help you permanently reside in any of the countries listed below. British Embassy in Washington DC is the only office in South and North America that can issue full 10-year validity passports. For your convenience, Travel Visa Pro can process your British passport and mail your documents by International Fedex to your country of residence.

Canada, Bermuda, Bridgetown, Antigua, Dominica, St Kitts, St Vincent, Grenada, St Lucia, British Virgin Islands, Anguilla, Montserrat, Turks & Caicos, Cayman Islands, Trinidad & Tobago, Guyana, Dominican Republic, Haiti, Suriname, Jamaica, Bahamas, Colombia, Brazil, Bolivia, French Guiana, Guadeloupe, Martinique, St Barthelemy, St Marten, St Pierre & Miquelon, Saint Pierre, Argentina, Chile, Uruguay, Paraguay, Peru, Ecuador, Belize, Costa, Rica, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Venezuela, Dutch Antilles, Bonaire, Curacao
CHILD BRITISH PASSPORT RENEWAL CHECKLIST
for Age Under 16

Please make sure that the following documents are included:

1. (Form C2) Application for British Passport for adults under 16:
   * Parent (one parent is ok) Initial page 1 through page 3 of Form C2
   * Countersign and thoroughly complete Question #8 on form C2.

2. Proof of British Citizenship:
   * Original current/expired British passport OR
   * Original long-form UK birth certificate issued 3 months from birth OR
   * Additional Documents on Chart on Page #3 if born outside UK
   * Original Marriage Declaration if claiming through Father and is born outside UK Page #15

3. TWO (2) Recent Passport Photos:
   * In color, front view, teeth cannot be shown in photographs, no smiling.
   * Note: One photo must be countersigned by the person who countersigned the application. A notary public, your relative(s) are not acceptable as counter-signatory.
   * Your application will be rejected if photos are incorrect!

4. Original THREE (3) Travel Visa Pro Authorization Letters (blue or red ink only).

5. Proof of legal status in the USA:
   * Copy of U.S. Green Card (front and back) or valid U.S. Visa with I-94
   * Copy of U.S. Passport for dual citizens
   * You may be asked to send the original on rare occasions.

6. British Embassy Credit Card Authorization Form

7. Travel Visa Pro Order Form/ Fees

8. (Form LS01) if your most recent passport is lost/stolen.

9. Original Court Order (if your name has changed)

For faster service and more dependable we recommend using FedEx. Please ship your paperwork to:

Travel Visa Pro
Attn: British Passports
1802 Vernon Street NW
Washington, DC 20009
1-202-684-7150
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 in local currency at the time of the passport application. 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.

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. If you enter a Date of Travel above we will try to issue the passport before then.

Do not make arrangements for travel before you have your new passport. The passport issuing office dealing with your application can advise.

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 at the back of the form.

If you do not complete all of the sections as indicated, your application will be returned.

DATA PROTECTION
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.

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 00 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 passport application in the UK (use IPS Forms SE04) as relevant.

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

B the renewal of the child’s existing standard UK passport

Please initial here

Next action

THE SPACE BELOW IS FOR OFFICIAL USE ONLY

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

Forenames

Family name

Date of Travel
Please use ink and capital letters, if handwriting. Write all dates using the format dd/mm/yy.

**1a**

**Child’s details**

Family name

Forenames

Age last birthday

Sex: Male □ Female □

Permanent address (if return address is different please enter in Section 6)

Postcode

Daytime telephone no.

(we may need to get in touch with you urgently)

e-mail 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

See Note 1 and then complete details of citizenship documents

Number of document

Place of issue

Date of issue

Go to Section 2

**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 □

Go to Section 2

**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**

Date of marriage

Place of marriage

Go to Section 3

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

Is the previous passport or travel document attached? Yes ☐ No ☐

Previous passport/travel document number

Go to Section 5

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

Number issued at

in (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

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  Postcode

Tel. number  Relationship (if any)

Go to Section 7

Other information


Please initial here
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.
2. The child has not previously held a passport or travel document of any description, or been included in one, other than that stated above and no other application for a passport for the child has been made.
3. The child does not also hold a valid Certificate of Entitlement to the Right of Abode.
4. (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.
5. No one included in this application owes money to Her Majesty's Government for repatriation or similar relief.
6. No one included in this application has been adopted outside the United Kingdom* or a qualifying territory**, except as mentioned in Section 6.
7. The child is a British citizen or British Overseas Territories citizen or British Overseas citizen or British protected person and has not lost or renounced this status.
8. All information given in this application is correct to the best of my knowledge and belief.

Sign in box (Parent/Guardian) Date

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

IMPORTANT - KEEP WITHIN BORDER.
Failure to comply with this instruction will invalidate the application.

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.
To Embassy of United Kingdom in Washington, DC:

(Complete in blue or red ink only)

I __________________________ authorize any representative of Travel Visa Pro to submit the application for my passport on my behalf and to retrieve the passport and to discuss all matters pertaining to the issuance of my passport including any problems with my application with the representatives of British Embassy in Washington, DC.

(Required fields in bold)

Applicant’s Signature __________________________

Signature of Parent/Guardian if applicant is under age 16

Applicant’s Date of Birth _______/_______/_________

Month Day Year

Date of Departure from the USA is _______/_______/_________

Month Day Year

(Complete if applicable)

I am requesting to expedite my passport application, as I need to apply for visa(s) for the following country(-ies): __________________________

In San Francisco:
2021 Fillmore Street
San Francisco, CA 94115
(415) 229-3210

In Los Angeles:
373 S Doheny Drive, Ste B
Beverly Hills, CA 90211
(310)-878-2590

In Houston:
3401 Louisiana St, Ste 130
Houston, TX 77002
(713)-936-0773

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
(202) 684 7150

To Embassy of United Kingdom in Washington, DC:

(Complete in blue or red ink only)

I __________________________ authorize any representative of Travel Visa Pro to submit the application for my passport on my behalf and to retrieve the passport and to discuss all matters pertaining to the issuance of my passport including any problems with my application with the representatives of British Embassy in Washington, DC.

(Required fields in bold)

Applicant’s Signature __________________________

Signature of Parent/Guardian if applicant is under age 16

Applicant’s Date of Birth _______/_______/_________

Month Day Year

Date of Departure from the USA is _______/_______/_________

Month Day Year

(Complete if applicable)

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In San Francisco:
2021 Fillmore Street
San Francisco, CA 94115
(415) 229-3210

In Los Angeles:
373 S Doheny Drive, Ste B
Beverly Hills, CA 90211
(310)-878-2590

In Houston:
3401 Louisiana St, Ste 130
Houston, TX 77002
(713)-936-0773

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
(202) 684 7150
Credit Card Form

Payable only to the British Embassy Government Account.

Please charge the following account for the applicable passport/consular 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: ____________________________

If you require additional insurance please tick the appropriate box below

<table>
<thead>
<tr>
<th>INSURANCE VALUE</th>
<th>COST</th>
<th>TICK HERE</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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 receive a receipt showing the actual fee.

In the event that your passport application is rejected due to insufficient supporting evidence, your documentation will be returned via UPS/DHL and the additional postage will be charged once your application is returned and processed.
TRAVELER(S) INFORMATION:

Date of your international trip: mm / dd / yyyy

Traveler #1 Name: ____________________________  Traveler #3 Name: ____________________________
  First                        Last

Traveler #2 Name: ____________________________  Traveler #4 Name: ____________________________
  First                        Last

RETURN DOCUMENTS TO THIS ADDRESS:

Contact Name:________________________________________  Company: ___________________________
Address: ____________________________________  City: ____________  State: _____  Zip: ________
  NO P.O. BOXES
E-mail: _____________________________________  Signature Required for Delivery?  □ YES  □ NO
Phone: _(_____)______________  Cell: _(_____)__________________  Fax: _(_____)_________________

SERVICES REQUESTED: Select the type of service you request by placing check mark in the appropriate box

□ + $0 (will include my own postage)  □ + $39 FedEx Standard Overnight to states of HI, AK, or PR
□ + $15 FedEx Express Saver  □ + $39 SATURDAY FedEx Overnight
□ + $20 FedEx Standard Overnight  □ + $20 FedEx Priority Overnight + from $39 for International FedEx
□ + $25 FedEx Priority Overnight

PAYMENT METHOD FOR APPLICABLE FEES: please add all fees and enter total HERE: $______________

PAID BY  □ Credit Card  □ Money Order  □ PayPal  □ Check #: __________

I hereby authorize Travel Visa Pro to charge the cost of its professional visa and passport services to the following card. I agree to pay this amount to my credit card company and agree to terms and conditions. I understand that requirements, fees, and processing times are subject to change without prior notice and all fees are non-refundable. An administrative fee of $17 will be added to canceled orders.

Name on Card:________________________________________  Signature:__________________________
Credit Card #:____________________________________  Expiration Date: mm / yyyy  Security Code: ________
Billing Address:  □ Same as Shipping  □ Other: ____________________________________________

In San Francisco:
2021 Fillmore Street
San Francisco, CA 94115
(415) 229-3210

In Los Angeles:
373 S Doheny Drive, Ste B
Beverly Hills, CA 90211
(310)-878-2590

In Houston:
3401 Louisiana St, Ste 130
Houston, TX 77002
(713)-936-0773

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
(202) 684 7150
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 if the child was registered at the Home Office or by the Governor of a British Overseas Territory and became a British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen, British subject or British protected person. You should forward the child’s original citizenship document with the form when applying for a first passport.

If the child was registered as a British Overseas Territories citizen after 20 May 2002 he/she will only be eligible for passport facilities as a British citizen once he/she has 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 in the United Kingdom* or a qualifying territory.

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 is 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.

You also need to complete a ‘Lost or Stolen Passport Notification’ form (Form LS01).

Note 5 – Section 7 – Declaration of Parent (or Guardian)
A parent (or guardian) should complete and sign Section 7.

If the illegitimate 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-form 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
When you have completed the form, someone who has known You (not the child) personally for at least two years should complete and sign Section 8. That person should be a British citizen, 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. Procedures include a check on the authenticity of countersignatories.

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 Consul 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.
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:

Please send two identical copies of a photograph of the child taken within the last month.

The photographs must be:
● 45 millimetres (mm) by 35 millimetres (mm) i.e. (1.77 inches by 1.38 inches);
● printed on plain white photo quality paper (not watermarked or embossed);
● a close-up of your head and shoulders so that your face covers approximately 65 to 75% of the photograph

The person who countersigns your application (See Note 6) should also write on the back of one photograph the words ‘I certify that this is a true likeness of............’ and add his/her signature and the date.

Note 8 – Fee
Please note fees are not refundable. The fee for applying for a United Kingdom passport is set in pounds sterling, but payable in local currency at the time of application. As foreign currencies vary against sterling, please check with the office issuing your passport what the current fees are, and methods of payment available.

A separate postal/courier fee is payable if you do not intend to collect your passport in person.

Check the website of the consulate which will process your application.

Note 9 – Documents to be produced
Photocopies of birth, marriage or naturalisation certificates or registration documents are NOT acceptable for passport purposes.

The following page shows which documents you should produce with the application. Please study it carefully and make sure that you submit the right documents. Documents are not normally needed if you are surrendering the child’s recently expired, unrestricted previous British passport showing the national status as British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen, British subject or British protected person and all other details are the same.

Note 10 – How to submit your application
Wherever possible please submit the application at least four weeks before you need the passport.

Once you have completed and signed the form, please then complete the checklist on the back of the form.
DOCUMENTS TO BE PRODUCED FOR A BRITISH CITIZEN PASSPORT

If the child was born or adopted IN the United Kingdom*, or IN a qualifying territory after 20 May 2002;

A. Child's full birth or adoption certificate showing both parents'/adoptive parents' names: plus.

B. If the mother/adoptive mother was born in the United Kingdom* or a qualifying territory, her full birth certificate: or

C. If the father#/adoptive father only was born in the United Kingdom* or a qualifying territory, his full birth certificate, full marriage certificate and evidence of termination of any previous marriages: or

D. If neither parent/adoptive parent was born in the United Kingdom* or a qualifying territory, evidence that the mother/adoptive mother is a British citizen or similar evidence that the father#/adoptive father is a British citizen, his full marriage certificate and evidence of termination of any previous marriages: or

E. If neither parent is a British citizen, their passports or other evidence that they are "settled" in the United Kingdom* with indefinite leave to remain. If only the father# is "settled", his full marriage certificate and evidence of termination of any previous marriages should also be supplied. Adopted children of non–British citizen parents who are "settled", do NOT have an automatic claim to British citizenship.

If the child was born OUTSIDE the United Kingdom*, or OUTSIDE a qualifying territory after 20 May 2002;

F. The child's consular birth certificate: or

G. If the parent(s) were born in the United Kingdom* or a qualifying territory, documentary evidence as at B or C above and the child's full local or British Forces birth certificate showing parents' names: or

H. If neither parent was born in the United Kingdom* or a qualifying territory, documentary evidence that the mother is a British citizen otherwise than by descent, e.g. naturalisation or registration certificate; or similar evidence that the father# is a British citizen otherwise than by descent, his full marriage certificate and evidence of termination of any previous marriages.

If the child was adopted OUTSIDE the United Kingdom* or a qualifying territory by (a) British citizen parent(s);

Adoption overseas does NOT by itself confer British nationality. If the child was adopted outside the United Kingdom* or OUTSIDE a qualifying territory after 20 May 2002 you should state the date and place of adoption and nationality of adoptive parents in Section 6 and consult the nearest British Consulate, Embassy or High Commission.

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 child's document showing that particular description.

Where the child is both a British citizen and a British Overseas Territories citizen you should indicate in Section 6 which status you require 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 derives his/her national status and references to British citizen as pertaining to British Overseas Territories citizen.

OTHER 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.

CHANGE OF NAME

If the child's name has been changed otherwise than by adoption you should also provide documentary evidence that the name has been changed for all purposes. A deed poll and/or statutory declaration together with at least three other documents in the new identity would normally be sufficient.

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.

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 child's document showing that particular description.

Where the child is both a British citizen and a British Overseas Territories citizen you should indicate in Section 6 which status you require 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 derives his/her national status and references to British citizen as pertaining to British Overseas Territories citizen.

OTHER 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.

CHANGE OF NAME

If the child's name has been changed otherwise than by adoption you should also provide documentary evidence that the name has been changed for all purposes. A deed poll and/or statutory declaration together with at least three other documents in the new identity would normally be sufficient.

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.
British Nationality Act 1981

The British Nationality Act 1981 created three new citizenship categories to replace citizenship of the United Kingdom and Colonies. These were:

A. British citizenship for those persons with a 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 and have the right to take up employment or to establish themselves in business or other self-employed activity in another member state of the European Union.

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 their 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 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 www.groni.gov.uk

If the child was 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.
DECLARATION OF MARRIAGE

We ______________________ and ______________________
(full name of husband) (full name of wife)

of ______________________

(full address)
do solemnly and sincerely declare that our marriage, which took place
on ______________________
(day / month / year)
in ______________________
town, state and country)
was the ______________________
(Number of this marriage)
for ______________________
(name of husband)
and the ______________________
(Number of the marriage)
for ______________________
(name of wife)

If other than the first marriage for either party, all original marriage
and divorce certificates are enclosed as appropriate.

signed ______________________
(Husband)

Signed ______________________
(Wife)

Date ______________________
(Day / Month / Year)

REF: ______________________

CAUTION

You are warned that the making of an untrue statement for the purpose of
procuring a passport is a criminal offence.
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 Adviseline on 0870 521 0410 or visit our website at www.ips.gov.uk 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
DD MM YYYY
Town of birth
Country of birth
Passport number
Was the passport issued in the UK? Yes ☒ No ☒
Date of issue
DD MM YYYY
Lost ☒ Stolen ☒ Other ☒
If Other please supply details

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
DD MM YYYY
Place of loss/theft (e.g. name of airport or name of town of hotel)
Country of loss/theft
Postcode of loss/theft
Circumstances of loss/theft

LS01 02.07 Please turn over
Has the theft been reported to the police? Yes [x] No [x]

Date reported to police

DD MMM YYYY

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

Police station

Police report number

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)

Country

Postcode

Daytime telephone number

Evening telephone number

Mobile telephone number

E-mail address

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

Signature (sign within box)

Date

DD MMM YYYY

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.

DATE STAMP

Source Authority (This is the unique code that represents the authority and how they report, e.g. ‘FCO:CC’ 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).