

## Required Documents Checklist

ALL APPLICANTS must include the following documents in your package to G3:

- Your original U.K. Passport, either current (out of pages) or expired. If your U.K. Passport is not available, you must submit your original U.K. birth certificate.
- One copy of your Alien Registration Card (A.R.C.) or U.S. Visa and I-94. (Residents of Canada, Bermuda or other Caribbean islands should send appropriate proof of legal residency.)
- One completed and signed Passport Application C1 form (attached, pages 5-8). Applicants under age 16 must submit Passport Application C2 (attached, pages 13-16) instead of form C1. Please make sure each page is initialed in the bottom right corner. The application must be countersigned; please see note below. Ensure that all signatures and initials fit completely within the boxes.
- Two passport-style (2"x2") photographs; please see page 3 for detailed photo guidelines. The person who countersigns your passport application should write on the back of one photograph "I certify that this is a true likeness of (your name)" followed by his/her signature and the date. (Note: photos must show the face with a straight expression; do not smile or grin.)
- Copy of flight itinerary
- Completed and signed G3 Letter of Authorization (attached, page 4.)

### NOTES:

Passport applications and one photograph must be countersigned by a professional person who has known you for at least two years. Examples of appropriate types of professionals include civil servants, bank officers, lawyers, doctors, teachers or police officers. It is preferred that the countersignatory be a British national or Commonwealth citizen. Members of your family may not countersign.

\*Emergency passport service is available at the Embassy's discretion, only to applicants who provide proof of an emergency situation, such as copy of a death certificate or a doctor's letter from the UK stating that a relative is gravely ill.

Send all required documents and the completed Traveler Information form to G3 using a service with tracking such as FedEx or UPS.

## Applicable Fees

### UK Embassy Fees for Passport Renewal

Passport Type	Passport Fee
Uk Passport Renewal (standard book with 32 pages)	\$211.00
UK Passport Renewal ("Jumbo Passport" with 48 pages)	\$255.00
UK Passport Renewal for a minor under 16 years old	\$134.00

### G3 Passport Processing Fees

Emergency Passport Service (2 Business Weeks)*	Standard Passport Service (3-4 Business Weeks)
\$150.00*	\$100.00



Concierge Level Service Requested  
*An additional service fee of \$50 per visa will apply.*

# Order Form UK Passport Renewal

## Traveler Information

1. Traveler Name \_\_\_\_\_  
 Date of Birth \_\_\_\_\_

2. Traveler Name \_\_\_\_\_  
 Date of Birth \_\_\_\_\_

## Travel Details

Date of US Departure: \_\_\_\_\_  
 I must have my passport no later than: \_\_\_\_\_

Other visas or passport services requested:  
 \_\_\_\_\_

## Shipping and Contact Information

*This must be a physical address for FedEx delivery; no P.O. Boxes.*

Contact Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Apt. /Suite: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_  
*Please provide an email address so we may send you shipping and status updates.*

## Return Shipping

*Passports will be returned via Federal Express.*

**Select One:**

<input type="checkbox"/> 3 Business Day Delivery	\$16.00
<input type="checkbox"/> Standard Overnight Delivery	\$25.00
<input type="checkbox"/> 8 AM Delivery**	\$80.00
<input type="checkbox"/> Saturday Delivery**	\$40.00
<input type="checkbox"/> Same Day Delivery**	Please Call
<input type="checkbox"/> International Delivery**	Please Call

*\*\*These services may not be available for all delivery locations.*

## Concierge Level Service

Check here to select Concierge Level Service

G3's exclusive Concierge Level Service includes:

- Dedicated Concierge Level Staff handling your visa request.
- Document review via email before you send in your request.
- Creation of online visa applications (as applicable).
- Personal telephone call confirming package receipt in G3's office.
- Personal telephone calls confirming visa completion and delivery details.
- Tracking of return delivery and follow-up to ensure satisfaction.
- Creation of FedEx airbills for inbound packages to G3 (shipping fees apply).
- Upgrade of FedEx return delivery from Standard to Priority Overnight.
- Emergency Concierge Services and Lost Passport Support.
- Dedicated Concierge email and emergency page number.

*An additional fee of \$50.00 per visa will apply to Concierge Level Service requests. Please see the "About G3 Visas" page on [www.g3visas.com](http://www.g3visas.com) for a description of G3's standard service offering.*

## Send This Form and All Required Documents To:

**G3 Washington, DC:** 703.276.8472 Phone  
 888.883.8472 Toll Free  
 703.524.3374 Fax  
[info@g3visas.com](mailto:info@g3visas.com)

**Attn: Visa Department**  
 3300 N Fairfax Drive  
 Suite 220  
 Arlington, VA 22201

[www.g3visas.com](http://www.g3visas.com)

G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with visa/passport processing. G3 disclaims any liability for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

## Payment Information

Please see the attached visa requirements sheet for applicable embassy and G3 processing fees.

**Select Payment Type:**

Credit Card       Check (company or certified)  
 Approved Billing Terms

Billing, P.O., Project or Reference Code # \_\_\_\_\_

### Total Fees from Visa Requirement Sheet:

	Fee	x # of Travelers	=	Total
Embassy Fee	_____	x _____	=	_____
G3 Processing Fee	_____	x _____	=	_____
Concierge Level Service (Optional)	_____	x _____	=	_____
Shipping Fee	_____		=	_____
			Subtotal:	_____
			Add 5% fee for credit card processing:	_____
			<b>Total Payment Enclosed:</b>	_____

### For Payment Via Credit Card:

*American Express, Discover, MasterCard and Visa only*

Name as it appears on card: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_  
 Security Code: \_\_\_\_\_  
(Discover, MasterCard or Visa: 3 digit code on back of card; American Express: 4 digit code on front of card.)

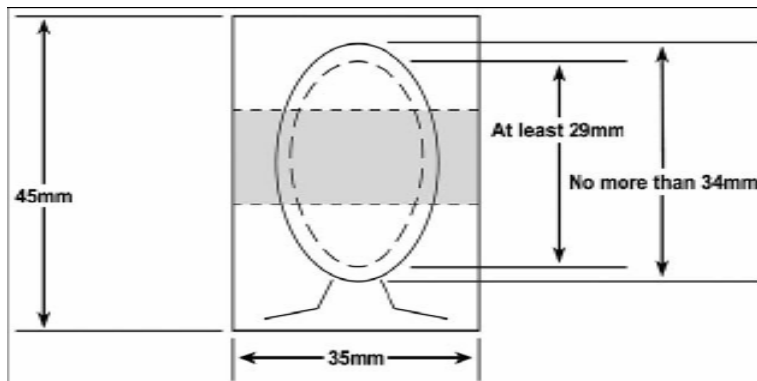
Cardholder Signature: \_\_\_\_\_

# Guidelines for UK Passport Photographs

All passport applications must include two identical recent photographs. The photographs you send us must meet internationally agreed standards and must be a true likeness of you. The guidance in the following pages will help you send us acceptable photographs, and will help avoid the need for us to ask for more photographs.

## The photographs must be:

- identical;
  - in colour, not black and white;
  - taken within the last month;
  - taken against a plain light grey or plain cream background;
  - 45 millimetres (mm) high x 35 millimetres (mm) wide (however, please do not trim your photographs to meet this condition);
  - fit into the template, with your eyes positioned in the area marked by the shaded band;
  - undamaged, for example; not torn, creased, or marked;
  - free from shadows;
  - printed on plain white photographic paper;
  - taken with your eyes open and clearly visible (with no sunglasses or tinted glasses, and no hair across your eyes);
  - free from reflection or glare on your glasses, and the frames must not cover your eyes (where possible, we recommend that you remove your glasses);
  - free from red-eye;
  - of you facing forward, looking straight at the camera;
  - with a neutral expression and your mouth closed (no grinning, frowning or raised eyebrows);
  - of you on your own (no baby's dummy, toys or other people on the photo);
  - taken of the full head, without any covering, unless it is worn for religious beliefs or medical reasons;
- and
- taken with nothing covering your face;



## The photographs must:

- be 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.

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

# Letter of Authorization

Embassy of the United Kingdom  
Passport Section  
Washington DC

Date: \_\_\_\_\_

To Whom It May Concern:

I, \_\_\_\_\_, hereby authorize a representative of G3 Visas & Passports to submit my passport application, discuss its status and retrieve it upon completion.

I intend to depart the United States on \_\_\_\_\_.

My date of birth is \_\_\_\_\_.

I am traveling to \_\_\_\_\_ and visas are required \_\_\_\_\_, or are not required \_\_\_\_\_ for my upcoming trip. (place a check mark)

Thank you for your assistance with my application.

\_\_\_\_\_  
Original Signature of Applicant

## G3 Visas & Passports US Offices

Washington DC Office  
3300 North Fairfax Drive  
Suite 220 Suite  
Arlington, VA 22201

Tel : 703.276.8472  
Fax : 703.524.3374  
Email: info@g3visas.com

Chicago Office  
11 East Adams  
1605  
Chicago, IL 60603

Tel : 312.704.8472  
Fax: 312.704.8150  
Email : chicago@g3visas.com

Miami  
Suite

Fax

Office  
80 SW 8<sup>th</sup> Street  
2250  
Miami, FL 33130

Tel : 305.285.9255  
: 305.859.8007  
Email : miami@g3visas.com

[www.g3visas.com](http://www.g3visas.com)



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

1a

To be completed by all applicants  
Tick box(es) as appropriate

**Your details**

Mr  Mrs  Miss  Ms  Other (Please state)

Family name

Christian or given names

Maiden surname (if applicable)

Married  Single  Widowed  Divorced  Separated

Age last birthday Sex: Male  Female

Permanent address (if return address is different please enter in Section 7)

Postcode

Daytime telephone no.

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

Town of birth

Country of birth

Date of birth

Have you changed your name other than by marriage or adoption?

Yes  No

What was your previous name?

Were you born in a foreign country and your birth registered at a British Consulate?

Yes  No

Name of British Consulate

Date of registration

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

Number of document

Place of issue

Date of issue

Go to Section 2

2

Were you born after 31 December 1982, or outside the United Kingdom\* or a qualifying territory<sup>II</sup>?

Yes  No

See Notes 2 and 3 and then complete this section

**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 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

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

**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 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

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

**Parents' marriage**

Date of marriage

Place of marriage

If neither parent was born in the United Kingdom\* or a qualifying territory<sup>II</sup> 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

Please initial here

**3a****Are you a married, widowed or divorced woman whose claim to British nationality is through marriage to a British man before 1 January 1949?** Yes  No 

See Note 4 then complete this section

Town and country of marriage

Date of marriage

**Husband's details** (includes former or late husband)

His full name, family name 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, family name 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 Passport**  
See Note 5Have you 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 number

**Go to Section 6****5****Give details of previous passport which has been lost or is not available. You also need to complete an LSO1 form. See Note 6**

Number

issued at

in (year)

Your name at the time of issue

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

Date and place of loss

When the loss was reported to the police, and where

Have you lost a British passport before? Yes  No 

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

**6****To 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

Postcode

Tel. number

Relationship (if any)

Name

Address

Postcode

Tel. number

Relationship (if any)

**Go to Section 8****Please initial here**

# 7

## Other information

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# 8

## Declaration of parent (or guardian)

(If applicant is 16 or 17 years of age, otherwise go to Section 9) **See Note 7**

I, (full name of parent/guardian).....  
declare that my rights in respect of  
.....(insert name of child)  
have not been limited in any way by the order of any court having  
jurisdiction over him/her.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

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

Address \_\_\_\_\_

Go to Section 9

# 9

## Declaration

To be signed by all applicants

- I, the undersigned, declare that
- I have not previously held a passport of any description, or been included in one, other than that stated above.
  - I have made no other application for a passport, other than that stated above.
  - I am, today, in the country of application and will be at the time of issue.**
  - (delete if not appropriate) If the passport mentioned in **Section 5** comes again into my possession, I will return it immediately to a British passport issuing authority.
  - I do not owe money to Her Majesty's Government for repatriation or similar relief.
  - I have not been adopted outside the United Kingdom\* or a qualifying territory<sup>II</sup>, except as mentioned in **Section 7**.
  - I am a; British citizen or  
British Overseas Territories citizen or  
British Overseas citizen or  
British subject or  
British protected person  
and I have not lost or renounced this status.
  - All information given in this application is correct to the best of my knowledge and belief.

Sign in box \_\_\_\_\_ Date \_\_\_\_\_

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

Go to Section 10

# 10

## Countersignature. THIS SECTION MUST BE COMPLETED BY THE COUNTERSIGNATORY

**See Note 8**

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

certify that the applicant (whose signature appears in Section 9) 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 10** .....

Fee-**See Note 11** .....

Documents-**See Note 12** .....

and remember to sign the form **at Section 9 'Declaration'** and if you are 16 or 17, a parent/guardian should sign **Section 8 '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 purpose 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.**

# United Kingdom Passport Application

## ✳ Notes for FORM C1

**Please keep these Notes until you receive your passport**

### **Note 1 - Birth after 31 December 1982 in the United Kingdom**

Tick "Yes" if you were born after 31 December 1982 in the United Kingdom.

Because birth in the United Kingdom after 31 December 1982 does not automatically confer British citizenship, additional information is required to establish your national status under the provisions of the British Nationality Act 1981, which came into effect on 1 January 1983. Section 2 should therefore be completed if you were born after 31 December 1982.

Section 2 need not be completed if you obtained your citizenship by registration or naturalisation from the Immigration and Nationality Directorate of the Home Office in the United Kingdom.

### **Note 2**

Section 3 should be filled in if you became a British subject or citizen of the United Kingdom and Colonies by naturalisation or registration before 1 January 1983, or if you have become a British citizen, British Dependent Territories citizen, British Overseas citizen, British protected person or British subject by naturalisation or registration on or after that date. You should forward your citizenship document(s) with the completed form.

### **Note 3**

Section 4 should be filled in if you were born outside England, Scotland, Wales and Northern Ireland. But it need not be filled in if you became a British subject, citizen of the United Kingdom and Colonies, British citizen, British Dependent Territories citizen, or British Overseas citizen by naturalisation or by registration at the Home Office, London.

If you were born in a foreign country, in the Republic of Ireland, or in a part of the Commonwealth other than a place which is still a dependent territory you may be able to claim British citizenship, British Dependent Territories citizenship or British Overseas citizenship through your father if he was a British subject and citizen of the United Kingdom and Colonies. But if your father also was born outside England, Scotland, Wales and Northern Ireland, you should give in section 8 the town, country and date of birth, or claim to British nationality of your paternal grandfather (your father's father) in case you have a claim to British nationality by descent from him (although this situation is rare).

### **Note 4**

Part A should be filled in unless you are returning a standard British passport which was issued in your present name and you were not born outside England, Scotland, Wales and Northern Ireland.

If you have been married more than once, details of any previous marriage(s) – i.e. former husband's full names, 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) – should be given in section 5a.

Part B should also be filled in if your husband was born outside England, Scotland, Wales and Northern Ireland, and if his father was born outside England, Scotland, Wales and Northern Ireland, the town, country and date of birth or claim to British nationality of your husband's paternal grandfather (his father's father) should be given in section 5b.

### **Note 5**

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

### **Note 6**

Section 10 should be filled in and signed by a parent if the applicant is under 18 years of age, except where the applicant is married, (in which case the marriage certificate should be produced) or is enlisted in HM Forces. If the parent is not available to sign the form, he/she must write a letter of consent. The letter should be sent in with the application. If the applicant is illegitimate, consent should be given by the mother.

### **Note 7**

When you have completed the form, section 12 should be completed and signed by a British citizen, or other Commonwealth citizen, who has known you personally for at least two years and who is a Member of Parliament, Justice of the Peace, Minister of Religion, Bank Officer, Established Civil Servant, 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 citizen or other Commonwealth citizen locally with these qualifications, the form 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 member of your family should not countersign. **(See also note 11, 'Photographs'.)** In certain cases you may be asked to produce further documentary evidence of identity.

## Note 8

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 people who travel frequently and quickly fill the visa pages of a standard passport. This passport is also valid for a maximum of 10 years.

When you apply for a new passport, you must give up any previous passport for cancellation. A new passport may not be post-dated to the date of expiry of a previous passport.

## Note 9

### DOCUMENTS TO BE PRODUCED

**Photocopies of birth, marriage or naturalisation certificates or registration documents are NOT acceptable for passport purposes.**

These tables show which documents you should produce with your application. Please read all the sections that apply to you and make sure that you submit the right documents.

Documents are not normally needed if you are surrendering an unrestricted British passport issued after 1 January 1983 and all the details are the same.

Because birth in the United Kingdom after 31 December 1982 does not automatically confer British citizenship, in some cases you may be asked for additional information and documentation to establish national status under the provisions of the British Nationality Act 1981 which came into effect on 1 January 1983.

## TABLE 1

### BIRTH OR ADOPTION BEFORE 1 JANUARY 1983

**A.** If you were born in England, Scotland, Wales, Northern Ireland, the Channel Islands, the Isle of Man or a place which is still a Dependent Territory.

#### All applicants

Full birth or adoption certificate. If in doubt, **read note i, 'Birth certificate'**

#### Women who are or have been married and married men under 18

Marriage certificate or divorce documents showing details of the marriage. If in doubt, **read note ii, 'Marriage certificate'**

**B.** If you were born outside England, Scotland, Wales, Northern Ireland, the Channel Islands, the Isle of Man, and a place which is still a Dependent Territory, of a father who was a British subject and citizen of the United Kingdom and Colonies, and who became, or but for his death would have become, a British citizen, a British Dependent Territories citizen or a British Overseas citizen under the provisions of the British Nationality Act 1981, OR if you were born before 1 January 1949 in a Protectorate, Protected State or Trust Territory of a British father.

#### All applicants

Consular birth certificate and evidence of father's citizenship of the United Kingdom and Colonies if this is not shown on the consular birth certificate (**see note i**) OR

Full local or High Commission or Forces birth certificate showing parents' names; parents' marriage certificate, and father's birth certificate, naturalisation or registration document, or other evidence of father's national status (**see note i**).

#### Women who are or have been married and married men under 18

Marriage certificate or divorce documents showing details of the marriage. Evidence of termination of previous marriage if either parent has been married before (**see note ii**).

**C.** If you are a British subject, a British citizen, a British Dependent Territories citizen, a British Overseas citizen or citizen of the United Kingdom and Colonies by naturalisation or registration.

#### All applicants

Documents of naturalisation or registration.

#### Women who are or have been married and married men under 18

Marriage certificate or divorce documents showing details of the marriage (**see note ii**).

**D.** If you were a British subject before 1st January 1949, through your own or your father's birth or naturalisation in British India or in the Republic of Ireland and have remained a British subject.

#### All applicants

Documentary evidence of your birth or naturalisation in British India or in the Republic of Ireland or documentary evidence of legitimate descent from a father born or naturalised in those territories (**see note i**).

#### Women who are married or have been married

Marriage certificate showing details of the marriage (**see note ii**).

**E.** If you were born outside England, Scotland, Wales, Northern Ireland, the Channel Islands, the Isle of Man, and a place which is still a Dependent Territory, and you acquired citizenship of the United Kingdom and Colonies by adoption in the United Kingdom between 1st January 1950 and 31 December 1982, inclusive.

**Adoption overseas does NOT by itself confer British nationality.**

If adopted outside the United Kingdom or a place which is still a dependent territory, you should state the place and date of adoption, and nationality of adoptive parents, in section 8 or consult the nearest British Embassy/Consulate/High Commission.

**All applicants**

**Full** adoption certificate showing names of adoptive parent(s) and documentary evidence that the adoptive parent was a British subject and citizen of the United Kingdom and Colonies (**see note i**).

**Women who are or have been married and married men under 18**

Marriage certificate showing details of the marriage (**see note ii**).

**F.** If you acquired British nationality by marriage before 1st January 1949

**All applicants**

Birth certificate (or previous standard blue British passport). Marriage certificate showing details of the marriage. Documents establishing your husband's (or former husband's) nationality as at a, b, c or d above (**see note ii**).

**TABLE 2**

**If name has been changed otherwise than by marriage or adoption**

Documents as in Table 1 AND

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

**Note i. Birth certificate**

If you were born in England or Wales you can obtain a birth 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 which occurred in Scotland, Northern Ireland or the Irish Republic you can apply respectively to the Registrar-General, New Register House, Edinburgh EH1 3YT; the Registrar-General, Oxford House, 49-55 Chichester Street, Belfast BT1 4HL; the Registrar-General, Joyce House, 8-11 Lombard Street East, Dublin 2.

Postal applications for certificates from the Adopted Children Register (from 1 January 1927) should be addressed to the General Register Office, Smedley Hydro, Trafalgar Road, Birkdale, Southport, Merseyside, PR8 2HH, with the envelope marked clearly for the adoption section.

For children adopted in Scotland, copies of certificates from the Adopted Children Registrar are obtainable only from New Register House.

For children adopted in Northern Ireland or the Republic of Ireland you can apply respectively to the Registrar-General, Oxford House, 49-55 Chichester Street, Belfast BT1, or the Registrar-General, Joyce House, 8-11 Lombard Street East, Dublin 2.

**Note ii. Marriage certificate**

A married (or widowed, or divorced woman) applying for a separate passport is not normally required to produce her marriage certificate if she is surrendering her previous United Kingdom Passport in the same married name, or if she can produce a previous United Kingdom family passport in the same name.

**Note 10**

**Fee**

The fee for a United Kingdom Passport is payable in local currency at the time of the application.

**Note 11**

**Photographs**

Please send two identical copies of a RECENT photograph of yourself.

The photographs should be in colour and taken full face without a hat, and must have a white background. The size should be 45 mm by 35 mm (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 7**) 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 12**

**How to submit your application**

Wherever possible please submit your application at least four weeks before you need your passport.

**Having filled in and signed the form, please complete the checklist on the back of the form.**

## British Nationality Act 1981

The British Nationality Act 1981 created three new citizenship categories to take the place of citizenship of the United Kingdom and Colonies. These are:–

- A.** British citizenship for those persons with a close connection with the United Kingdom;
- B.** British Dependent Territories citizenship for those persons with a close connection with a British Dependent Territory; and
- C.** British Overseas citizenship for those citizens of the United Kingdom and Colonies who have no close connection with the United Kingdom or an existing British Dependent Territory.

From 1 January 1983 no endorsement about immigration status is necessary on 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. Citizens of the United Kingdom and Colonies born before 1 January 1983 will normally have become British citizens if they had the right of abode in the United Kingdom. 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. British subjects, with a parent born in Southern Ireland before 31 March 1922, also have the right of abode in the United Kingdom. Their passports will continue to bear the endorsement "Holder has the right of abode in the United Kingdom" and this endorsement will secure for the holders the right to benefit from the EU provisions relating to the free movement of persons.

### If

- A.** you or your father†: were born in England, Scotland, Wales, Northern Ireland, the Channel Islands‡ or the Isle of Man‡, or before 31 March, 1922 in Southern Ireland, or
- B.** you or your father†: were naturalised in England, Scotland, Wales, Northern Ireland, the Channel Islands‡ or the Isle of Man‡, or before 31 March, 1922 in Southern Ireland, or
- C.** you or your father†: became a citizen of the United Kingdom and Colonies by adoption or registration§ in England, Scotland, Wales, Northern Ireland, the Channel Islands‡ or the Isle of Man‡.

Your immigration status will be apparent from the passport application and no separate action is necessary, although in certain circumstances you may be asked for additional information in order to determine that status. If you do not fall within the categories mentioned above, please ask for an additional form and submit it with the application.

## Footnotes

\*The relevant Member States of the EU are AUSTRIA, BELGIUM, DENMARK, FINLAND, FRANCE, GERMANY, GREECE, IRISH REPUBLIC, ITALY, LUXEMBOURG, NETHERLANDS, PORTUGAL, SPAIN and SWEDEN.

†"Father" does not for this purpose include the father of an illegitimate child.

‡The 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 the United Kingdom itself 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 employment or establishment.

§ Acquisition of citizenship of the United Kingdom and Colonies by registration:

- A.** includes registration by a United Kingdom High Commissioner in a Commonwealth country except the registration of a minor effected after 27 October, 1971.
- B.** does not include registration in a territory which was at the time a colony, protectorate, protected state or United Kingdom trust territory.
- C.** does not include registration of a woman by virtue of marriage to a citizen of the United Kingdom and Colonies where the marriage took place after 27 October, 1971.

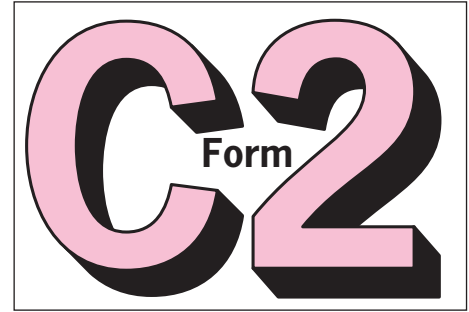
Please complete Child's name (and use ink and capital letters, if handwriting)

Initials \_\_\_\_\_

Family name \_\_\_\_\_

Date of Travel ☺ \_\_\_\_\_

**NB. Child must be in the country where this application is being made. If you do not complete all of the sections as indicated, the application will likely be refused.**



**Do NOT use this form if**  
the child is 16 or over – use Form C1;  
the child is a British National  
(Overseas) through having a  
connection with Hong Kong–use  
Form BNO-B.  
(Forms obtainable from any British  
Consulate or High Commission)

# Application for United Kingdom Passport for applicants under 16

**Read this section  
before you  
complete the form**

Use this form if you are applying for a United Kingdom passport and the child is a British citizen, British Overseas Territories citizen, British Overseas citizen, British subject or British protected person.

The fee for the passport is payable in local currency at the time of application. A consular premium is included in the fee to provide consular assistance to distressed British nationals. 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: 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 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. If you enter a Date of Travel above we will try to issue the passport before then.

**There is a separate sheet of Notes to help you complete the form. Please refer to these whenever the form tells you to, and follow symbols, e.g. # to INTERPRETATION for definitions at the back of the form. 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

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 a change of the child's personal particulars or extension.....**New Name**..... **New Photo**.....  
.....**Extending the validity period**.....

Please  
initial here



### THE SPACE BELOW IS FOR OFFICIAL USE ONLY

Next action

Empty box for next action details.

Horizontal lines for official use.

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

**1a**

To be completed by all applicants  
Tick box(es) as appropriate

**Child's details**

Mr  Master  Miss  Other (Please state)

Family name

Christian or given names

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)*

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

Number of document

Place of issue

Date of issue

**Go to Section 2**

**2**

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

### 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 the previous passport or travel document attached? Yes  No

Previous passport number

Go to Section 5

### 4

#### Give details of previous passport which has been lost or is not available. You also need to complete an LS01 form. See Note 4

Number issued at  
in (year)

Child's name at the time of issue

How the passport 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

### 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)

Name

Address

Postcode

Tel. number Relationship (if any)

Go to Section 7

### 6

#### Other information

Please initial here

# 7

## Declaration of parent (or guardian)

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.
- 2 The child has not previously held a passport 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 is, today, in the country of application and will be at the time of issue.**
- 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<sup>II</sup>, except as mentioned in **Section 6**.
- 7 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.
- 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.

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

### IMPORTANT - KEEP WITHIN BORDER.

Failure to comply with this instruction will invalidate the application.

Go to Section 8

# 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 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<sup>¶</sup>.

If the child was born outside the United Kingdom\* or a qualifying territory<sup>¶</sup> 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<sup>¶</sup>.

### **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 child is illegitimate, the mother should give consent. 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 long-form birth certificate, 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

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

The photographs should be in colour or black and white and taken full face without a hat or dark spectacles, and must have a white background. Provided they show the full face, religious head covering need not be removed. The size should be 45mm by 35mm (1.77 inches by 1.38 inches) and they should be printed on normal thin photographic paper and unmounted.

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

The fee for a United Kingdom passport is payable in local currency at the time of the 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.

## INTERPRETATION

- # Father, for the purposes of nationality and eligibility for passports, refers ONLY to the father of a legitimate child.
- \* United Kingdom includes England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man. The European Union<sup>◇</sup> (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 and the United Kingdom.  
New member states from 1 May 2004 are Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovak Republic and Slovenia.
- II 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 and Dependencies, Gibraltar, Monserrat, Pitcairn (Henderson, Ducie and Oeno Islands), St Helena and Dependencies, Turks and Caicos Islands and British Virgin Islands.

## 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<sup>II</sup> 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<sup>II</sup>, her **full** birth certificate: or
- C. If the father#/adoptive father only was born in the United Kingdom\* or a qualifying territory<sup>II</sup>, 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<sup>II</sup>, 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<sup>II</sup> 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<sup>II</sup> 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<sup>II</sup>, 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 is a British citizen by registration

- I. The child's registration document.

### If the child was adopted OUTSIDE the United Kingdom\* or a qualifying territory<sup>II</sup> 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<sup>II</sup> 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<sup>II</sup>, 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.

## FOOTNOTES

### **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 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, Northern Ireland or Ireland apply respectively to the Registrar-General, New Register House, 3 West Register Street, Edinburgh EH1 3YT; the Registrar-General, Oxford House, 49-55 Chichester Street, Belfast BT1 4HL; the Registrar-General, Joyce House, 8-11 Lombard Street East, Dublin 2.

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.