IMMIGROUP INC

Immigroup Inc. 2558 Danforth Ave, Suite 202, Toronto, M4C1L3 Phone: 1-866-760-2623 Fax: 416-640-2650 Email: info@immigroup.com U.K. PASSPORT: FIRST TIME APPLICANTS - 15 Years of Age or Younger

IMMIGROUP ORDER FORM

INSTRUCTIONS

Read all instructions and follow carefully

1. Please complete the order form and application forms included herein. Make sure to include your telephone number and email address where you can be contacted. **Ensure your residential address is listed in section 6 rather than section 1a.**

2. Fax or scan and email all forms and documents in the document checklist to our office for review at 416-640-2650 or info@immigroup.com.

3. You will be contacted within 1 - 2 business days regarding your application. If you have not been contacted after 2 business days, please contact our office at 1-866-760-2623 to confirm we have received your order.

4. After we have reviewed your forms and documents, we will advise you to send the original forms and copies of documents to our office at 2558 DANFORTH AVE, Suite 202, TORONTO, ON M4C 1L3.

5. Within 4 - 8 weeks your original documents will be returned from the BritishEmbassy. Then, your application will be forwarded to the UK for production of the passport. Our office will contact you when your passport and original documents have been received.

DOCUMENT CHECKLIST

Include the following documents in your U.K. passport package:

- **IMMIGROUP ORDER FORM** (this page)
- COMPLETED UK PASSPORT APPLICATION FORM (OS)
- CHILD'S ORIGINAL LONG-FORM BIRTH CERTIFICATE
- COPY OF THE FRONT AND BACK OF 1 PHOTO IDENTIFICATION

Health card, Provincial Photo ID, etc

2 UK PASSPORT PHOTOS

Please refer to the grid for additional requirements if the child was born outside the UK. If the child has ever legally changed his / her name, you will need to provide additional documentation.

If you are unable to provide any of these items, fax what you have and our office will advise you how to proceed. If your application is submitted without the necessary documentation, processing times with increase.

IF YOU DO NOT KNOW WITH ABSOLUTE CERTAINTY HOW YOU QUALIFY FOR U.K. CITIZENSHIP, PLEASE COMPLETE THE ASSESSMENT FORM INCLUDED IN THIS PACKAGE
<u>Additional Documentation Requirements and Price Grid</u>

	Citizenship through	n Mother	Citizenship through Father					
Born in the United Kingdom	\$572.87 - M \$299 service fees \$38.87 HST (harmonized sales tax) \$235 passport + courier fees	Nother's birth certificate	\$572.87 \$299 service fees \$38.87 HST (harmonized sales tax) \$235 passport + courier fees	- Father's birth certificate - Parent's marriage certificate				
Not born in the United Kingdom	 \$572.87 - M \$299 service fees \$38.87 HST (harmonized sales tax) \$235 passport + courier fees 	lother's birth certificate	provided and an additional o	- Father's birth certificate - Parent's marriage certificate h, additional documentation must be tharge of \$150+HST will apply.				
	CONTACT INFORMATION	Applicant n	_AIMER nust sign below					

	Applicant must sign below
Email Address:	*By signing below I assert that I have read and agreed to the terms
	and conditions as listed on
Phone Number:	http://www.immigroup.com/disclaimer.php following conditions:
	*Immigroup Inc is not responsible for documents or passports lost by
CREDIT CARD INFORMATION	courier companies or any government office.
We accept Visa, Mastercard, American Express, bank drafts, and bank transfers	*If you require a phone consultation, you will be charged an additional \$75 .
Cardholder Name:	*Immigroup Inc is not responsible for applications that are rejected.
	*All fees are non-refundable once applications are submitted to the
Card Number:	government. *I agree to being charged the total fees corresponding with my required service. *A minimum \$42.50 cancelation fee will apply to any service
Expiry Date (mm/yy) / CVV Code:	canceled after work has begun.
l agree to pay these charges	
Cardholder Signature:	SIGN HERE:

Immigroup Inc. 2558 Danforth Ave, Suite 202, Toronto, M4C1L3 Phone: 1-866-760-2623 Fax: 416-640-2650 Email: info@immigroup.com

United Kingdom passport application

GET IT RIGHT USE BLACK BIRO ONLY.

Please check the accompanying guidance to this form carefully.

Fill in this form in **CAPITAL LETTERS** and **black biro** only. Please write only within the white boxes. Your application may be delayed if you make a mistake, if you do not enclose the necessary documents or fee, or if you send photos that do not meet our guidance. We will electronically scan and store the information you provide. Your passport will have a digital image of your photo and signature. We will check the details you provide using information held by public and private sector organisations in order to determine whether to issue a passport. Those details may be used by Her Majesty's Passport Office to test our systems and to ensure the effective operation of passport services. We may also contact you to ask if you are satisfied with such services. We may pass information held on your passport and on related passport records to public and private sector organisations in the UK and abroad when you use your passport, obtain a service or when it is in the public interest to do so.

Further information can be found on our privacy statement at www.gov.uk/government/organisations/hm-passport-office.

SECTION

GET IT RIGHT

This form is only for British applicants from certain countries applying from outside the UK. Check the gov.uk website for specific advice about how to renew or apply for your passport from the country you are in.



Please include your full address, including state or province, and post code where applicable. You should include the international code in the phone number hoxes.

If there are any details that you are not able to fit in the boxes in section 2, use the boxes in section 8 to provide the information in full. We will contact you on your daytime phone number if we have any queries about delivery.

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What type of passport are you	i applying	for?	Put a	cross	; (X)	in t	the r	elev	ant	box	(.	
Renewal of your passport (If you are information on section 1 of the guidan	ŀ	Adult			Chi	ld	(unc	ler 16	6)			
Your first British Passport	ŀ	Adult]		Chi	Id	(unc	ler 16	6)			
Replacement for a passport that is lo	ן א	Adult	Child (under 16					6)				
Extension of a passport to full validity	ļ	Adult	t Child (under 16)						6)			
Changes to your existing passport (the		New ame						0				
If you want to pay for a 48-page passp This is not available for children.	If you want to pay for a 48-page passport, put a cross (X) in this box (see the payment leaflet for details).											
If you have eyesight difficulties and nee	ed a Braille st	ticker for	your p	asspor	t, pu	tac	ross (X) in	this	box		
Who is the passport for? Cross (X) box Mr, Mrs, Miss, Ms, or write your title.												
Mr Mrs Miss Ms or title												
Surname												
First and middle names										_		
Maiden or all previous names (surname first)												
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SECTION 3	Have you had or been included on any sort of passport before? 0\$/01/02
	(You must fill in this section.)
GET IT RIGHT If you are applying to replace a lost or stolen passport, you must also fill in form LS01. Please	A Has the person named in section 2 had any sort of passport (British or otherwise) or been included in any passport before? Yes Go to 3B below. No
	B You must send us all uncancelled passports with the application (say how many in the box). If the passports are lost or stolen, go to 3C. 1 Passport number 2 Passport number 3 Passport number
refer to the guidance booklet for details on	
where to obtain form LS01. We cannot	c Details of the lost and stolen passport
process your application until you send us form	
LS01. If you have already sent us form	
LS01 please tell us at Section 8.	Holders surname at the time it was issued
	First and middle names
	How the passport was lost, or why it is not available
	Date of loss (DD/MM/YYYY) Place of loss
SECTION	Parents' details
	If both parents named below were born after 31st December 1982 OR were born abroad, we will also need the full name, town,
GET IT RIGHT	If both parents named below were born after 31st December 1982 OR were born abroad, we will also need the full name, town, country, date of birth and date of marriage of your grandparents (or details of your parents claim to British nationality). Write these details in Section 8, or on a separate piece of paper.
Fill in this section if you are applying:	country, date of birth and date of marriage of your grandparents (or details of your parents claim to British nationality).
Fill in this section if	country, date of birth and date of marriage of your grandparents (or details of your parents claim to British nationality). Write these details in Section 8, or on a separate piece of paper. Mother's or Parent 1's full name (surname first)
Fill in this section if you are applying: - for your first adult British passport - to replace a British	country, date of birth and date of marriage of your grandparents (or details of your parents claim to British nationality). Write these details in Section 8, or on a separate piece of paper.
Fill in this section if you are applying: - for your first adult British passport - to replace a British passport that has been lost, stolen or	country, date of birth and date of marriage of your grandparents (or details of your parents claim to British nationality). Write these details in Section 8, or on a separate piece of paper. Mother's or Parent 1's full name (surname first) Town and country of birth
Fill in this section if you are applying: - for your first adult British passport - to replace a British passport that has been lost, stolen or damaged - for a British passport	country, date of birth and date of marriage of your grandparents (or details of your parents claim to British nationality). Write these details in Section 8, or on a separate piece of paper. Mother's or Parent 1's full name (surname first)
Fill in this section if you are applying: - for your first adult British passport - to replace a British passport that has been lost, stolen or damaged - for a British passport for a child under 16, or	country, date of birth and date of marriage of your grandparents (or details of your parents claim to British nationality). Write these details in Section 8, or on a separate piece of paper. Mother's or Parent 1's full name (surname first) Town and country of birth
Fill in this section if you are applying: - for your first adult British passport - to replace a British passport that has been lost, stolen or damaged - for a British passport for a child under	country, date of birth and date of marriage of your grandparents (or details of your parents claim to British nationality). Write these details in Section 8, or on a separate piece of paper. Mother's or Parent 1's full name (surname first) Town and country of birth Date of birth (DD/MM/YYYY) Nationality and citizenship at the time of the applicant's birth If they have a British passport, give the number.
Fill in this section if you are applying: - for your first adult British passport - to replace a British passport that has been lost, stolen or damaged - for a British passport for a child under 16, or - to extend a British	country, date of birth and date of marriage of your grandparents (or details of your parents claim to British nationality). Write these details in Section 8, or on a separate piece of paper. Mother's or Parent 1's full name (surname first) Town and country of birth Date of birth (DD/MM/YYYY) Nationality and citizenship at the time of the applicant's birth
Fill in this section if you are applying: - for your first adult British passport - to replace a British passport that has been lost, stolen or damaged - for a British passport for a child under 16, or - to extend a British passport. If there are details you are not able to fit	country, date of birth and date of marriage of your grandparents (or details of your parents claim to British nationality). Write these details in Section 8, or on a separate piece of paper. Mother's or Parent 1's full name (surname first) Town and country of birth Date of birth (DD/MM/YYYY) Nationality and citizenship at the time of the applicant's birth If they have a British passport, give the number.
Fill in this section if you are applying: - for your first adult British passport - to replace a British passport that has been lost, stolen or damaged - for a British passport for a child under 16, or - to extend a British passport. If there are details you are not able to fit in the boxes in section 4, use the boxes at	country, date of birth and date of marriage of your grandparents (or details of your parents claim to British nationality). Write these details in Section 8, or on a separate piece of paper. Mother's or Parent 1's full name (surname first) Image: Date of birth (DD/MM/YYYY) Nationality and citizenship at the time of the applicant's birth If they have a British passport, give the number. Date of marriage or civil partnership to the father or second parent of the person named in section 2 (if this applies).
Fill in this section if you are applying: - for your first adult British passport - to replace a British passport that has been lost, stolen or damaged - for a British passport for a child under 16, or - to extend a British passport. If there are details you are not able to fit in the boxes in section	country, date of birth and date of marriage of your grandparents (or details of your parents claim to British nationality). Write these details in Section 8, or on a separate piece of paper. Mother's or Parent 1's full name (surname first) Image: Date of birth (DD/MM/YYYY) Nationality and citizenship at the time of the applicant's birth If they have a British passport, give the number. Date of marriage or civil partnership to the father or second parent of the person named in section 2 (if this applies).
Fill in this section if you are applying: - for your first adult British passport - to replace a British passport that has been lost, stolen or damaged - for a British passport for a child under 16, or - to extend a British passport. If there are details you are not able to fit in the boxes in section 4, use the boxes at section 8 to include	country, date of birth and date of marriage of your grandparents (or details of your parents claim to British nationality). Write these details in Section 8, or on a separate piece of paper. Mother's or Parent 1's full name (surname first) Town and country of birth Date of birth (DD/MM/YYYY) Nationality and citizenship at the time of the applicant's birth Date of issue (DD/MM/YYYY) Date of marriage or civil partnership to the father or second parent of the person named in section 2 (if this applies). Father's or Parent 2's full name (surname first) Town and country of birth
Fill in this section if you are applying: - for your first adult British passport - to replace a British passport that has been lost, stolen or damaged - for a British passport for a child under 16, or - to extend a British passport. If there are details you are not able to fit in the boxes in section 4, use the boxes at section 8 to include	country, date of birth and date of marriage of your grandparents (or details of your parents claim to British nationality). Write these details in Section 8, or on a separate piece of paper. Mother's or Parent 1's full name (surname first)

Office use only

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Documents	s produced				
_PT0	B/EX PT	OB/EX PT OB/E	X Other documents - specify	Block Application	
FBC	PPT	Nat Cert			
				Payment	Payment type
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			BOEF		

	section 5	•	0\$/01/03				
	<u> </u>	Has the person named in section 2 been granted a certificate or registration or naturalisation? Cross (X) the box. Date DD/MM/YYYY					
		No Yes Give the date of issue here and details below.					
		Certificate number Place of issue					
	SECTION 6	Children aged 12-15					
	GET IT RIGHT	If the person named insection 2 is aged 12 to 15, They must sign and date this section					
	Please read the notes	Children's signature.					
	on applications for children. Section 9	Applications will only be valid if you:					
	must be signed by a person with parental	- Sign the white signature box below using black biro - Keep within these T marks - Put date in date box to the right Date DD/MM/YYYY					
	responsibility for the child.						
			_				
	SECTION 7						
	GET IT RIGHT						
	This area is						
	intentionally blank, please do not write in						
	this area						
	SECTION 🛞	More information If you need more space, please see the information on section 8 in the guidance notes at www.gov.uk					
_		Office use only Notes					
I							
		Type of passport					

IMMIgroup*

ATTENTION

The UK Passport Application process has recently changed. Applicants and Counter Signatories are now required to sign a unique form in order to submit their application.

Once IMMIgroup has reviewed and processed your application our office will send you the signature form which must be signed by the applicant and the counter-signatory, if applicable - a unique form is generated for every individual client.

U.K. PASSPORT PHOTOS: SPECIFICATIONS

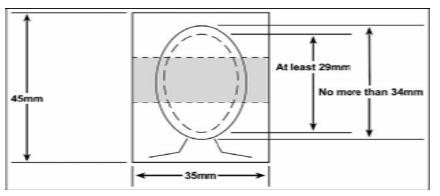
(TAKE THIS SHEET WITH YOU TO THE PHOTOGRAPHER)

You must submit two (2) identical photos with your U.K. passport application. **One (1) photo must be signed by your countersignatory.**

The photos must be according to the following criteria:

- IN COLOUR (Do not submit black & white photos)
- TAKEN BY A PROFESSIONAL PHOTOGRAPHER (Do not submit photos printed from home)
- TAKEN WITHIN THE LAST MONTH (Ensure they are dated)
- TAKEN ON A WHITE BACKGROUND
- NEUTRAL EXPRESSION WITH CLOSED MOUTH (No smiling, grinning, frowning)
- SIZE MUST FOLLOW THE TEMPLATE GIVEN BELOW

PHOTOGRAPH TEMPLATE



*Template is not to scale