

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 will 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

Additional Documentation Requirements and Price Grid

	Citizenship through Mother	Citizenship through Father
Born in the United Kingdom	<input type="checkbox"/> <p>\$572.87 - Mother's birth certificate \$299 service fees \$38.87 HST (harmonized sales tax) \$235 passport + courier fees</p>	<input type="checkbox"/> <p>\$572.87 - Father's birth certificate - Parent's marriage certificate \$299 service fees \$38.87 HST (harmonized sales tax) \$235 passport + courier fees</p>
Not born in the United Kingdom	<input type="checkbox"/> <p>\$572.87 - Mother's birth certificate \$299 service fees \$38.87 HST (harmonized sales tax) \$235 passport + courier fees</p>	<input type="checkbox"/> \$572.87 - Father's birth certificate - Parent's marriage certificate If you married after your child's birth, additional documentation must be provided and an additional charge of \$150+HST will apply. <small>* Passport fees may change without notice</small>

CONTACT INFORMATION

Email Address:

Phone Number:

CREDIT CARD INFORMATION

We accept Visa, Mastercard, American Express, bank drafts, and bank transfers

Cardholder Name:

Card Number:

Expiry Date (mm/yy) / CVW Code:

I agree to pay these charges

Cardholder Signature:

DISCLAIMER

Applicant must sign below

*By signing below I assert that I have read and agreed to the terms and conditions as listed on <http://www.immigroup.com/disclaimer.php> and agree to the following conditions:

*Immigroup Inc is not responsible for documents or passports lost by courier companies or any government office.

*If you require a phone consultation, you will be charged an additional \$75 .

*Immigroup Inc is not responsible for applications that are rejected.

*All fees are non-refundable once applications are submitted to the 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 canceled after work has begun.

SIGN HERE:

OS



OS/01/01



HM Passport Office

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 1

What type of passport are you applying for? Put a cross (X) in the relevant box.

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.

Renewal of your passport (If you are an adult, see further information on section 1 of the guidance notes.) Adult Child (under 16)

Your **first** British Passport Adult Child (under 16)

Replacement for a passport that is lost, damaged or stolen Adult Child (under 16)

Extension of a passport to full validity Adult Child (under 16)

Changes to your existing passport (the renewal fee applies) New name New photo Change British National status

If you want to pay for a 48-page passport, put a cross (X) in this box (see the payment leaflet for details). This is not available for children.

If you have eyesight difficulties and need a Braille sticker for your passport, put a cross (X) in this box.

SECTION 2

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)

Current address (house number, street name, town/city)

Country

Postcode

Date of birth (DD/MM/YYYY) Gender Cross (X) the relevant box.
Male Female

Town of birth

Country of birth (including UK)

Daytime/mobile phone number Evening phone number

E-mail address (You do not have to fill in your e-mail address in capital letters.)

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

SECTION 5

Certificate or registration or naturalisation

OS/01/03

Has the person named in section 2 been granted a certificate or registration or naturalisation?

Cross (X) the box.

No

Yes Give the date of issue here and details below.

Date DD/MM/YYYY

Certificate number

Place of issue

SECTION 6

Children aged 12-15

If the person named in section 2 is aged 12 to 15, they must sign and date this section

GET IT RIGHT

Please read the notes on applications for children. Section 9 must be signed by a person with parental responsibility for the child.

Children's signature.

Applications will only be valid if you:

- Sign the white signature box below using black biro
- Keep within these marks
- Put date in date box to the right

Date DD/MM/YYYY

SECTION 7

GET IT RIGHT

This area is intentionally blank, please do not write in this area

SECTION 8

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

Type of passport

R SE SN DO DE N O P C



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

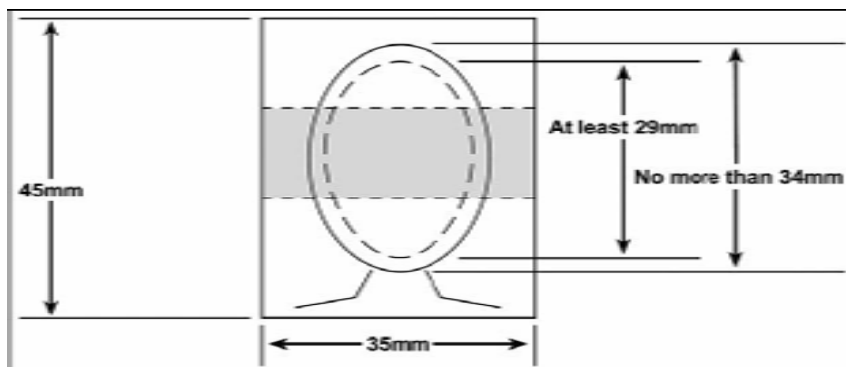
(TAKE THIS SHEET WITH YOU TO THE PHOTOGRAPHER)

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