

Application for United Kingdom Passport for applicants 16 and over

Notes for FORM C1

Please keep these Notes until you receive your passport

Note 1 – Section 1b – Naturalisation and Registration

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

BEFORE 1 JANUARY 1983:

British subject

Citizen of the United Kingdom and Colonies

OR

ON OR AFTER 1 JANUARY 1983

British Citizen

British Dependent/Overseas Territories citizen,

British Overseas Citizen,

British subject or British protected person

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

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

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

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

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

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

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

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

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

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

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

Note 5 – Section 4 – Previous Passport

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

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

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

Note 6 – Section 5 – Lost or Stolen Passports

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

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

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

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

Note 7 – Section 9 – Countersignature

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

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

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

Procedures include a check on the authenticity of counter signatories

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

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

Note 8 – Frequent Traveller Passport

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

Note 9 – Photographs

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

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

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

Note 10 – Fee

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

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

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

information on what the current fees are, and what methods of payment are available. A separate postal/courier fee is payable.

Note 11 – Delivery addresses

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

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

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

MEANS OF ESTABLISHING IDENTITY

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

PREVIOUS PASSPORT

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

FOREIGN DOCUMENTS

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

DOCUMENTS TO BE SUBMITTED WITH A FIRST TIME APPLICATION

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

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

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

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

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

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

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

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

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

You should also check

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

DOCUMENTS TO BE SUBMITTED WITH A PASSPORT RENEWAL

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

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

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

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

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

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

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

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

DOCUMENTS TO BE SUBMITTED WITH A DAMAGED PASSPORT

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

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

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

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

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

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

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

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

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

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

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

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

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

- Current passport

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

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

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

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

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

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

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

ADOPTION IN THE UK

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

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

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

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

OVERSEAS ADOPTION

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

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

adopted child to be automatically eligible for British nationality;

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

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

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

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

INTERPRETATIONS

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

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

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

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

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

OTHER BRITISH NATIONAL PASSPORTS

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

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

FOOTNOTES

British Nationality Act 1981

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

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

Immigration Status

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

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

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

How to obtain birth or adoption certificates

If you were born or adopted in England and Wales you can obtain a birth/adoption certificate from the General Register Office, Smedley Hydro, Trafalgar Road, Birckdale, 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 you were born overseas and your birth was registered at a British Embassy, Consulate, High Commission or HM Forces Unit, you may also obtain certificates from the General Register Office in Southport, General Register Office in Edinburgh, and General Register Office in Belfast.