

Application for United Kingdom Passport

Notes for FORM OL

Please keep these Notes until you receive your passport

Information for applicants 16 and over

Note 1 – Section 1a - Applicant Delivery address

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.

Before recording the delivery address, please refer to your country's web site on <http://www.fco.gov.uk/en/travel-and-living-abroad/passports1/how-to-apply/> 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.

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 the packages the other will arrive a few days later.

Note 2 – Section 1a - Applicant Hong Kong Permanent Identity Card

All British National (Overseas) Passport holders should have a permanent identity card, which states that the holder has the right of abode in Hong Kong. This enables the Passport Officer to enter the following endorsement in your passport:

“The holder of this passport has a Hong Kong permanent identity card number.....which states that the holder has the right of abode in Hong Kong”

Note 3 - Section 1b – Naturalisation and Registration

You should complete Section 1b 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 became a British citizen, British Dependent / Overseas Territories citizen, British Overseas citizen, British subject or British protected person by naturalisation or registration on or after that date either through the Home Office in the United Kingdom or through the Governor's Office of a British Overseas Territory. You should forward your original citizenship document with the completed form when applying for your first passport.

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 4 - 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 20 May 2002 the same requirements apply for birth in a qualifying territory^{||}.

Note 5 - 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 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 6 - 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 and were not born in the United Kingdom*. 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 marriages) - ie 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 7 - 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 8 - Section 5 - Lost or Stolen Passports

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

You may also need to complete a Lost or Stolen Passport Notification (LS01 Form). You will not need to complete a Form LS01 if you have already done so for the same Lost or Stolen Passport when applying for an Emergency Travel Document. If this is not the case then a LS01 Form will need completing. In some countries you may also be asked to obtain a police report.

Note 9 - Section 9 – Countersignature

When you have completed the form, someone who has known you personally for at least two years should complete and sign Section 9. That person should be a British citizen, EU 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, eg 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, 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 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 10 - 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 11 – 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:

http://www.direct.gov.uk/prod_consum_dg/groups/dg_digitalassets/@dg/@en/@travel/documents/digitalasset/dg_174925.pdf

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

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);

- 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 with nothing covering your face.

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 12 – Fee

Please note fees are not refundable. 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: www.fco.gov.uk/en/travel-and-living-abroad/passports1/how-to-apply/ for information on what the current fees are, and what methods of payment are available.

A separate postal/courier fee is payable. Check the website of the consulate which will process your application.

Gratis 'war veterans passports' are available for those born on or before 2 September 1929. Please see our website for details.

Note 13 - Documents to be produced

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

The following pages show which documents you should produce with your application. Please study them carefully and/or go to www.fco.gov.uk/en/travel-and-living-abroad/passports1/passports-a-to-z/d-topics/documents to make sure that you submit the right documents.

Note 14 - How to submit your application

Wherever possible please submit your application at least four weeks before you need your passport, and allow 6 weeks if you have not previously held a British passport. Do not make travel plans until your passport has been returned to you. We strongly recommend you keep your passport up to date. You may apply for a renewal of your passport up to 9 months in advance of your application, without losing any validity. For example if you apply for a passport in January, but your passport is not due to expire until September, we can add the additional 9 months onto your new passport, making your new passport valid for 10 years and 9 months. You can apply earlier than 9 months in advance of the expiry of your passport, but we will not be able to add any further validity to your new passport. For more information on how to submit your application and how long it will take to process please check your country's webpage at: <http://www.fco.gov.uk/en/travel-and-living-abroad/passports1/how-to-apply/>

INTERPRETATION

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 and Dependencies, Gibraltar, Montserrat, 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

Renewal of passport for those born or adopted IN the United Kingdom* BEFORE 1 January 1983

- A. Your full birth or adoption certificate showing both your parents' / adoptive parents' names. Documents are not normally needed if you are surrendering a valid or recently expired, unrestricted British passport showing your 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.

If you were born outside the United Kingdom* and you acquired citizenship of the United Kingdom and Colonies by adoption in the United Kingdom* between 1 January 1950 and 31 December 1982 you should also provide:

- B. Evidence that your adoptive parent(s) was / were (a) British subject(s); citizen(s) of the United Kingdom and Colonies.

If you were born or adopted IN the United Kingdom* AFTER 31 December 1982 or IN a qualifying territory^{II} AFTER 20 May 2002

- C. Your full birth or adoption certificate showing both your parents' / adoptive parents' names: plus
- D. If your mother^A / adoptive mother was born in the United Kingdom* or a qualifying territory^{II}, her **full** birth certificate: or
- E. If your father[#] / adoptive father only was born in the United Kingdom* or a qualifying territory^{II}, his full birth certificate, and if your birth was before 1 July 2006, his **full** marriage certificate and evidence of termination of any previous marriages: or
- F. If neither parent / adoptive parent was born in the United Kingdom* or a qualifying territory^{II}, evidence that your mother^A / adoptive mother is a British citizen or similar evidence that your father[#] / adoptive father is a British citizen, and if your birth was before 1 July 2006, his **full** marriage certificate and evidence of termination of any previous marriages: or
- G. 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 your father[#] is "settled" and if your birth was before 1 July 2006, you should also supply his **full** marriage certificate and evidence of termination of previous marriages. Adopted children of non-British citizen parents who are "settled" do NOT have an automatic claim to British citizenship.

If you were born OUTSIDE the United Kingdom* BEFORE 1 January 1983 of a father[#] who was a British subject: citizen of the United Kingdom and Colonies and who became, or but for his death would have become, a British citizen under the provisions of the British Nationality Act 1981 or if you were born before 1 January 1949 in a Protectorate, Protected State Mandated or Trust Territory of a British subject father[#].

- H. Your consular birth certificate: and / or
- I. Your full local, High Commission or British Forces birth certificate showing parents' names: plus
- J. Evidence of your father's citizenship of the United Kingdom and Colonies if this is not shown on the consular birth certificate: plus
- K. Your parents' full marriage certificate, evidence of termination of previous marriages, your father's full birth certificate, naturalisation or registration document, or other evidence of your father's national status.

In some cases it may be necessary to produce evidence of your paternal grandfather's British national status and marriage and where applicable, the right of abode in the United Kingdom* of your parents and grandparents.

If you were born OUTSIDE the United Kingdom* AFTER 31 December 1982 or OUTSIDE a qualifying territory^{II} AFTER 20 May 2002

- L. Your consular birth certificate: or
- M. If your parent's was / were born in the United Kingdom* or a qualifying territory^{II} documentary evidence as at D or E and your full local or British Forces birth certificate showing your parents' names: or
- N. If neither parent was born in the United Kingdom* or a Qualifying territory^{II} documentary evidence that your mother^A is a British citizen otherwise than by descent, eg naturalisation or registration certificate or similar evidence that your father[#] is a British citizen otherwise than by descent, and if you were born before 1 July 2006, his full marriage certificate and evidence of termination of any previous marriages.

If you are a British citizen by naturalization or registration

- O. Your naturalisation or registration document.
Women who are or have been married and married men under 18
- P. Your full marriage certificate and if applicable
- Q. Your divorce document or husband's death certificate if you are reverting to a previous name after divorce or the death of your

husband.

If you acquired British nationality by marriage before 1 January 1949 you should also provide:

- R. Your birth certificate (or previous standard blue passport): plus
- S. Documents establishing your husband's (or former husband's) nationality as at A-B, H-K and O above.

You are not normally required to produce your marriage certificate if you are surrendering your previous British passport in the same name.

If you were adopted OUTSIDE the United Kingdom* or a qualifying territory^{ll} by (a) British citizen parent(s):

Adoption overseas does NOT by itself confer British nationality. If you were adopted outside the United Kingdom*, or outside a qualifying territory^{ll} after 20 May 2002 you should state the date and place of adoption and nationality of your adoptive parents in Section 7 and consult the nearest British Consulate, Embassy or High Commission.

OTHER BRITISH NATIONAL PASSPORTS

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

If you were a British subject before 1 January 1949, through your own or your father's birth or naturalisation in former British India or Ireland and have remained a British subject you should provide documentary evidence of such birth or naturalisation or documentary evidence of legitimate descent from a father[#] born or naturalised in those territories.

If you are both a British citizen and a British Overseas Territories citizen you should indicate in Section 7 which status you require on the details page of your 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^{ll}, as pertaining to the territory from which you derive your national status and references to British citizen as pertaining to British Overseas Territories citizen.

OTHER 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.

CHANGE OF NAME

If your name has been changed otherwise than by adoption or marriage you should also provide documentary evidence that your 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 you must surrender any previous British passport, Travel Document, or Certificate of Entitlement to the Right of Abode for cancellation.

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 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^o.

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 Ireland before 31 March 1922, also have the right of abode in the United Kingdom*. Their passports will continue to

bear a Certificate of Entitlement to the Right of Abode and the endorsement "Holder has the right of abode in the United Kingdom" and this will secure for the holders the right to benefit from the European Union provisions relating to the free movement of persons.

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, PO Box 2, Southport, PR8 2JD. Website:

www.direct.gov.uk/en/D11/Directories/DG_1001197

3. 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.

Information for applicants under 16

Note 1 – Section 1a - Applicant Delivery address

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.

Before recording the delivery address, please refer to your country's web site on <http://www.fco.gov.uk/en/travel-and-living-abroad/passports1/how-to-apply/> 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.

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 the packages the other will arrive a few days later.

Note 2 – Section 1a - Applicant Hong Kong Permanent Identity Card

All British National (Overseas) Passport holders should have a permanent identity card, which states that the holder has the right of abode in Hong Kong. This enables the Passport Officer to enter the following endorsement in your passport:

"The holder of this passport has a Hong Kong permanent identity card number.....which states that the holder has the right of abode in Hong Kong"

Note 3 - 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 4 - 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 20 May 2002 the same requirements apply for birth in a qualifying territory¹.

If the child was born outside the United Kingdom* or a qualifying territory¹ 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 territory¹.

From 1 July 2006 the definition of a parent for British nationality purposes changed to include illegitimate child/ren born through a surrogacy arrangement to a British citizen father; provided that the mother of the child is still not validly married to another man.

Note 5 - Section 4 - 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 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.

You may also need to complete a Lost or Stolen Passport Notification (LS01 Form). You will not need to complete a Form LS01 if you have already

done so for the same Lost or Stolen Passport when applying for an Emergency Travel Document. If this is not the case then a LS01 Form will need completing. In some countries you may also be asked to obtain a police report.

Note 7 - Section 8 - 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 8 - Section 9 - 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 9. 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, eg 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 9, 'Photographs'). In certain cases you may be asked to produce further documentary evidence of identity for the child.

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:

http://www.direct.gov.uk/prod_consum_dg/groups/dg_digitalassets/@dg/@en/@travel/documents/digitalasset/dg_174925.pdf

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

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);
- 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 with nothing covering your face.

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.

Photographs for children aged five and under

The rules are relaxed slightly for children under the age of five. They do not need to have a neutral expression or to look directly at the camera. Also, babies under one do not necessarily need to have their eyes open. If the baby's head needs to be supported, your supporting hand must not be seen. All other photograph standards must be met.

Note 10 - Fee

Please note fees are not refundable. 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: www.fco.gov.uk/en/travel-and-living-abroad/passports1/how-to-apply/ for information on

what the current fees are, and what methods of payment are available.

A separate postal/courier fee is payable. Check the website of the consulate which will process your application.

Note 11 - 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 your application. Please study it carefully and / or go to www.fco.gov.uk/en/travel-and-living-abroad/passports1/passports-a-to-z/d-topics/documents to 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 12 - How to submit your application

Wherever possible please submit the application at least four weeks before you need the passport. For more information on how to submit your application and how long it will take to process please check your country's webpage at:

www.fco.gov.uk/en/travel-and-living-abroad/passports1/how-to-apply/

INTERPRETATION

Prior to 1 July 2006 father, for the purposes of nationality and eligibility for passports, refers ONLY to the father of a legitimate child. From 1 July 2006 the definition of a parent for British nationality purposes changed to include illegitimate children or child/ren born through a surrogacy arrangement to a British citizen father; provided that the mother of the child is not still validly married to another man.

^ The mother of the child is the woman who gave birth to the child. If a surrogate mother was used, her details should be included.

* 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 and Dependencies, Gibraltar, Montserrat, 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^{||}

AFTER 20 MAY 2002

- A. Child's **full** birth or adoption certificate showing both parents' / adoptive parents' names: plus
- B. If the mother / adoptive mother was born in the United Kingdom* or a qualifying territory^{||}, her full birth certificate: or
- C. If the father / adoptive father only was born in the United Kingdom* or a qualifying territory^{||}, his **full** birth certificate, and if the child was born before 1 July 2006, the father's **full** marriage certificate and evidence of termination of any previous marriages: or
- D. If neither parent / adoptive parent was born in the United Kingdom* or a qualifying territory^{||}, evidence that the mother / adoptive mother is a British citizen or similar evidence that the father / adoptive father is a British citizen, and if the child was born before 1 July 2006, the father's **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" and the child was born before 1 July 2006, the father's **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^{II} after 20 May 2002;

- F. The child's consular birth certificate: or
- G. If the parents were born in the United Kingdom* or a qualifying territory^{II} 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^{II}, documentary evidence that the mother is a British citizen otherwise than by descent, eg naturalisation or registration certificate; or similar evidence that the father is a British citizen otherwise than by descent, and if the child was born before 1 July 2006, the father's **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^{II} 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^{II} 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^{II}, 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, eg 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.